

## Shared Parental Leave Policy

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### 1. Introduction

This Shared Parental Leave Policy (the “Policy”) applies to productions affiliated with The Walt Disney Company Ltd. in the UK (collectively the “Production”).

The Policy applies to all cast and crew directly employed by the Production regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity, gender expression or sexual orientation, whether married, in a civil partnership, pregnant or on maternity. It does not apply to loanouts, agency workers, self-employed contractors, consultants, volunteers, or those partaking in work experience.

The Policy does not form part of the Production’s Deal Memo or any other contractual terms, and we may amend it at any time.

Any information you provide to us about your health will be processed lawfully and in accordance with the Production’s Cast and Crew Data Protection Notice.

This policy sets out the Production’s stance on cast and crew entitlement to take shared parental leave, an explanation of the available entitlements and the procedures which must be followed.

### 2. Key terms

#### **Engaged**

For the use of this Policy, “engaged” refers to those who are directly employed by the Production as PAYE

#### **Expected Week of Childbirth (EWC)**

The week, beginning on a Sunday, in which the doctor or midwife expects your child to be born

**Parent**

One of two people who will share the main responsibility for the child's upbringing. This may be either the mother, primary adopter, the father, secondary adopter, or the mother's partner if not the biological father

**Partner**

Spouse, secondary adopter, civil partner or someone living with the parent in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew

**Qualifying Week**

The fifteenth week before the EWC/child placement

**ShPP**

Statutory Shared Parental Pay

**SPL**

Shared Parental Leave

**SPLIT days**

Shared Parental Leave in Touch Days

**Supervisor**

For the use of this policy, the Supervisor is the person you report into regardless of their title

**3. Eligibility**

You are entitled to SPL and ShPP if you fall into one of the following categories:

- You are the child's birth parent or primary adopter and share the main responsibility for the care of the child with the child's second parent or the birth parent's partner
- You are the child's second biological parent or second adoptive parent and share the main responsibility for the care of the child with the birth parent
- You are the birth parent or first adopter's partner and share the main responsibility for the care of the child with the birth parent of main adopter instead of the second biological parent

You must also have at least 26 weeks continuous engagement with the Production at the end of the Qualifying Week and remain engaged with the Production for the entirety of the leave period.

The other parent must have worked for at least 26 weeks of the 66 weeks before EWC and their average weekly earnings during the 8 weeks ending with the Qualifying Week are not less than the lower earnings limit set by the Government each tax year.

If you become responsible for the child after the child is born, then you cannot use SPL or ShPP.

SPL entitlement is additional to your paternity leave entitlement.

You must also follow the notification process listed in this policy to be eligible.

**4. Length of shared parental leave**

There is a total of 50 weeks' leave available to share between parents.

The birth parent must take 2 weeks' compulsory maternity leave/the first adopter must take 2 weeks' compulsory adoption leave and the second parent/partner can take paternity leave.

SPL is not in addition to the allocation of leave for maternity/adoption.

## **5. Shared parental pay**

If you have over 26 weeks' continuous engagement on the Production prior to the Qualifying Week and you meet the minimum earning limit, then you are eligible for ShPP.

You can claim ShPP for any remaining weeks after the birth parent or primary adopter stops their maternity pay/adoption pay/maternity allowance. You can share up to 37 weeks of pay between you.

You or your partner can take less than the 39 weeks of maternity/adoption pay and use the rest as ShPP.

ShPP is paid at 90% of your average weekly earnings or at the standard rate of ShPP, whichever is lower. The statutory weekly rate of ShPP is paid at a prescribed rate set by the Government for the relevant tax year.

If you commence employment with another company whilst receiving ShPP from the Production, you must notify your Production People & Culture team.

## **6. Notification process**

To receive SPL and/or ShPP you must:

- Make the request in writing and with at least 8 weeks' notice
- Tell us if you intend to receive SPL, ShPP, or both
- Tell us when the mother or adopter is going to end their maternity or adoption leave
- Tell us when the mother or adopter will stop getting maternity or adoption pay
- Provide a copy of the birth certificate or matching certificate
- Provide the name and address of your partner's employer or a declaration that your partner has no employer
- Provide the name and address of the adoption agency or local authority (if applicable)

You must give this information within 14 days of being asked for it.

### **a. Notification process for split periods of leave**

You can take your SPL in up to 3 blocks rather than a continuous block with periods of work or leave in between, however a period of leave should be a single continuous block of leave, where possible. The shortest period you can take is one week.

If you split the SPL in any way, you still have the same amount of weeks of leave to be taken in the same time period. If you want to take blocks of leave and have a pattern of leave you would like to take, then discuss this pattern of leave with your Supervisor as early as possible in order for us to be able to make the appropriate arrangements with you.

You must always make sure you give at least 8 weeks' notice of any block of SPL.

If you want to split your leave, we will respond to your request within 2 weeks of receiving the request.

We retain the right to request you take the period of leave all in one block due to Production requirements. If this doesn't suit you can:

- Choose a new start date within 5 days of the decision being made, which must be at least 8 weeks after the date you submitted the notice requesting split period of leave
- Withdraw the request within 2 days of the decision being made (in which case it will not be counted as a period of leave notice, and you may be able to resubmit a request)

## **7. Cancelling or changing the dates of your shared parental leave**

You can cancel or change the dates of SPL with at least 8 weeks' written notice.

If your dates are changing because your baby was born early and your SPL was arranged based on your baby's age, then you don't need to give us the same 8 weeks' notice but should still submit the form as early as possible so we can update the details we have.

Except where your baby is born early, cancelling or changing your leave counts as one of your three periods of leave notices unless otherwise agreed with us.

## **8. Shared parental leave in touch (SPLIT) days**

Each parent may work up to 20 days during your SPL without losing your statutory payments. This is not compulsory and must be discussed and agreed with your Supervisor. These days are in addition to the 10 keeping in touch (KIT) days available to those on maternity or adoption leave.

SPLIT days can be used as a half day or a full day and are an opportunity for you to meet with your Supervisor, go on training or skills development courses.

SPLIT days will be paid in addition to any ShPP payments in the following pay period of the SPLIT day being worked.

## **9. Annual leave and bank holidays**

You will continue to accrue annual leave whilst on SPL. If you are unable to reasonably take your annual leave on return to work, you may be paid in lieu for any untaken annual leave which has been accrued but not used in your first salary after your SPL.

You will also accrue your Bank Holiday allowance. These days can be used either as normal annual leave or paid out to you in your first salary after your SPL.

## **10. Miscarriage and stillbirth**

In the unfortunate circumstance that a pregnancy ends in miscarriage or stillbirth before 24 weeks' pregnancy, any applicable leave will be considered compassionate leave.

If such miscarriage or stillbirth occurs after 24 weeks' pregnancy, you are entitled to the shared parental leave you have already booked.

### **11. Terms and conditions of engagement**

While you are on SPL you continue to be entitled to receive your normal terms and conditions of engagement, other than remuneration.

### **12. Your pension**

The Production will pay your employer pension contributions, and while you are receiving ShPP your personal deductions will continue at the same percentage as usual. Once ShPP payments are over, these payments will stop.

### **13. Returning from shared parental leave**

If you want to end SPL early, you must give us 8 weeks' notice in writing.

If you come back to work before or at the end of 26 weeks of SPL, then you are entitled to return to the same role as when you left for SPL.

If you return to work after 26 weeks of SPL, then you will come back to the same role wherever possible or a similar role on terms and conditions that are no less favourable.

In the event of the Production or department closing or wrapping as per the usual production lifecycle, your Supervisor/Production office/Production People & Culture team will be in contact with you. If you are in receipt of ShPP, any remaining ShPP will be paid out as a lump sum.

If you decide that you do not wish to return to work after your shared parental leave, you are required to give us notice of your resignation. Your notice period to resign is set out in your contract of engagement. This notice can run alongside shared parental leave and pay.