

# Parental & Dependents Leave Policy

## Overview & Purpose

The policy on parental leave and time off for dependants is applied in line with both National and European legislation.

For the purpose of this policy parental leave is defined as time off work to look after a child or to make arrangements for the good of a child. Time off for dependants is defined as reasonable unpaid absence to deal with emergencies relating to a parent, spouse, partner, child or someone who depends on the employee.

Inmarsat has a parental and dependants leave policy in order to support equal opportunities and diversity within the workplace, to retain skilled and experienced staff and to support the work and home life balance of employees.

## Scope

This policy covers all Inmarsat employees employed under UK terms and conditions. It also provides guidance to the provisions that may be made outside the UK unless local terms or legislation dictate otherwise.

## Policy

### Parental Leave

#### Eligibility

Employees will have the right to unpaid parental leave if they:

- > are the parent of a child who is under 18 years old, or
- > have adopted a child, and that child is under the age of 18, or
- > have acquired formal parental responsibility for a child who is under 18 years old

#### Duration of Parental Leave

18 weeks' parental leave is available for each child and a maximum of four weeks parental leave can be taken each year.

Leave can be taken any time up until the child's 18th birthday or, in adoption cases, for five years after the child is first placed with the family (or until the child's 18th birthday if that comes sooner).

Parental leave should be taken in blocks of one week, if possible.

### **Returning from Parental Leave**

Employees who take parental leave of four weeks or less are entitled to return to the same job role.

### **Notification requirements**

Employees should give advance notice, if possible, of any parental leave that they wish to take, specifying the exact dates.

The granting of parental leave is at the discretion of line managers and may be postponed (except for prospective fathers and adoptive parents) due to the requirements of the business. Any such postponement will be explained to the employee.

### **Procedure**

Once the timing of parental leave has been agreed, HR should be informed before parental leave commences. A copy of the child's birth certificate will be required for the first period of parental leave for each child.

## **Time off for Dependents**

Employees have the right to take reasonable time off (unpaid) in the case of emergencies relating to a dependant.

### **Notification Requirements**

Employees who wish to take unpaid time off for a situation relating to a dependant must inform their manager before taking time off or as soon as reasonably possible.

### **Employment terms and benefits**

Although all periods of parental leave or time off for dependants are unpaid they do not represent a break in continuity of service.