



## **Inspiring Families**

Planning a family is different for everyone, we're here to support whatever form that takes

We try to keep our people policies simple. If you need more details, we hope this policy covers most of it. For anything else related to family leave (such as pay, holidays, benefits), refer to our supplementary information on article **KB0011681**. You can also speak to your manager or **Submit HR request** via the **People Hub**. This policy applies to all UK M&G plc employees.

Being inclusive is an important part of our culture, and we want to support all colleagues on their way to becoming parents equally. We understand that the way you become a parent may not always be straightforward and that is why we provide paid leave if you, your partner or a surrogate are undergoing fertility treatment.

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## I'm going to be a new parent – what do I do?

CONGRATULATIONS! Here's a 5-step guide to work through:

- 1.** Tell your manager the good news as soon as possible. The latest we need to know is your Qualifying Week (QW) (that's the 15th week before the expected week of childbirth) or your Matching Week (MW) – (that's the week you are matched with a child if you are adopting). If you're adopting from overseas, we need to know the estimated date the child arrives in the UK within 28 days of getting the notification. If you are approved as an early permanence (foster to adopt) adopter then we would ask you to consider advising your line manager at the point you are first approved (rather than matched), please refer to the early permanence section below.
- 2.** If you're pregnant, arrange a risk assessment to ensure your working environment is safe. Look at our going on leave checklist and talk to your manager to get this booked in. Now, more than ever it is important to ensure you follow all the requirements of the **Working from Home** policy if you split your working time between an M&G office and your home address.
- 3.** For pregnancies, upload your MatB1 certificate on to Workday (refer to article **KB0011681** for a step to step guide on how to upload a copy) and your manager will check your eligibility. This applies to dads and surrogate parents too. You'll receive it around 23 weeks into the pregnancy. For adoption, please share a copy of your matching certificate. Both of these documents are important for us to calculate any statutory benefits you may be entitled to.
- 4.** Tell your manager about any antenatal appointments or meetings related to the adoption – we'll give you paid time off to attend these.
- 5.** We've combined our company maternity and adoption, surrogacy and paternity leave into **paid parental leave**. We also refer to other different types of leave available throughout our policy which include shared parental leave (SPL), neonatal leave, fostering and kinship leave, fertility and unpaid parental leave. Take time to understand what type of leave best meets your situation.

## Paid parental leave

### What is paid parental leave?

Paid parental leave is the term we use for company maternity and adoption, surrogacy and paternity leave. We also refer to other different types of leave available to you throughout the policy which include shared parental leave (SPL), neonatal leave, fostering and kinship leave and unpaid parental leave.

### Do I qualify for paid parental leave?

If you're a new parent (through adoption, you/your partner giving birth or surrogacy) and you've worked with us continuously for at least 26 weeks by the qualifying date (see above), you'll get 26 weeks paid parental leave to care for your new arrival. Unfortunately, adopting a family member or step-child isn't covered by this enhanced leave.

This 26 week period of paid parental leave is inclusive of any statutory maternity, adoption or paternity pay or time-off you may be entitled to during this time. For the detail on pay and benefits whilst you are on leave, refer to article **KB0011681**. Any remaining statutory leave you are eligible for can be added on and taken consecutively after your paid parental leave.

There's also other types of family leave you may also be entitled to - read on to find out about statutory shared parental leave and unpaid parental leave.

### What if I don't qualify for paid parental leave?

For those rare occasions where you may not qualify for company paid parental leave, you'll still be eligible for unpaid time off. Please raise an **HR request** on the **People Hub** under family leave and refer our 5 step guide to being a new parent.

### When can I take paid parental leave?

You should give your manager at least eight weeks' notice of when you plan to go on leave so we can get everything ready. For adoption, please give us your leave dates within seven days of being matched with a child.

You can start your leave anytime from 11 weeks before the expected week of childbirth up until the baby arrives. It also goes without saying, that different stages of your pregnancy or whether you experience any complications will drive what your needs are. As you get nearer to starting leave, or as your individual pregnancy dictates you should feel empowered to discuss with your manager any temporary changes you need to your working pattern and location. If this means a change to leave start date, submit an **HR request** on the **People Hub** for guidance. For UK adoption, your leave can start from 14 days before the child is expected to be placed with you, for overseas adoption it's when the child arrives in the UK, or within 28 days of this date.

### How can I take paid parental leave?

If you've given birth or are adopting and are the designated primary carer and are not sharing your leave through 'shared parental leave' then you must take your leave as one block. For anyone else, you can choose to take your paid parental leave all in one go or split the leave into two blocks. If you decide to take your leave in two blocks then you need to take both blocks within the first year, and one of the blocks must be at least one week. A minimum of 4 weeks' notice is required for blocks of one week, and 8 weeks' notice for blocks longer than one week to help your manager plan to cover your role whilst you are on leave.

### Do I have to take the full 26 weeks?

No, you're entitled to take as much or as little as you want of your paid parental leave (unless you've given birth, and therefore are required to take a minimum of 2 weeks leave). Let us know your plans as soon as possible and at least eight weeks before you go. Give us lots notice of your return date too – no less than eight weeks please. We want to be ready to welcome you back with open arms.

### **What happens to my benefits while I'm on paid parental leave?**

During the 26 weeks of paid parental leave your benefits will continue. You'll continue to accrue holiday as if you were still at work. If you're in a pension or share save scheme refer to our pay and benefits while on family leave article (**KB0011681**) to find out how your contributions may be affected.

### **What happens to bonus while I'm on paid parental leave?**

All colleagues, regardless of the discretionary short term incentive plan you participate in will be eligible for consideration for a discretionary bonus for the first two weeks of your paid leave too (this only applies to your first period of paid leave if you decide to take two blocks).

If you participate in the **Corporate or Control Function discretionary short-term incentive plans**, you will not be eligible for consideration for any discretionary short-term incentive in respect of any period of paid leave you take that is greater than two weeks.

If you participate in the **Investment Management short-term incentive plan or Global Asset Management Sales Incentive**, then in addition to the initial two weeks eligibility referenced above, you will be eligible for consideration for a discretionary short-term incentive based on your overall contribution during the relevant performance year.

If you participate in any of the **Retail and Savings discretionary sales incentive plans**, then please refer to the applicable terms. During any additional statutory maternity or adoption leave, benefits will carry on and holiday will accrue as usual. Bonus entitlement will have ceased for this period.

## **Maternity and adoption leave**

### **What other maternity and adoption leave do I get?**

Mums or the main adoptive parent get up to 52 weeks statutory leave. This is inclusive of paid parental leave. If you've given birth or you're the main adopter, you must take at least two weeks compulsory maternity leave. After that, you can take as much or as little of the remaining 50 weeks leave as you wish – and/or you may want to share some of your statutory leave entitlement with your partner. Please see the section below on shared parental leave for more details.

### **What statutory maternity or adoption pay do I get?**

Your 26 weeks paid parental leave is inclusive of any statutory pay you may be entitled to. The amount of statutory maternity or adoption pay you'll receive depends on how long you've worked with us. If you have more than 26 weeks service at the Qualifying Week (QW) or Matching Week (MW) you'll get 26 weeks company pay (paid parental leave), 13 weeks statutory maternity/adoption pay and 13 weeks unpaid leave. If you have less than 26 weeks service at the Qualifying Week (QW) or Matching Week (MW), unfortunately you are not entitled to statutory or company maternity or adoption pay, however you may be eligible for maternity allowance. Submit HR request via the People Hub for more details. For surrogate parents, statutory and company pay entitlement will be based on how long you've worked with us by the Qualifying Week.

See [www.gov.uk/maternity-pay-leave/pay](http://www.gov.uk/maternity-pay-leave/pay) or [www.gov.uk/employers-adoption-pay-leave](http://www.gov.uk/employers-adoption-pay-leave) for more details on statutory pay rates.

## Shared parental leave (SPL)

Shared parental leave can be complex to work out. We encourage you to submit an **HR Request** on the **People Hub** (family leave category) for expert guidance.

### What is shared parental leave (SPL) and who gets it?

Shared parental leave (SPL) gives parents the flexibility to share a 50 week 'pot' of leave and up to 37 weeks of pay, taking time off at the same time, taking turns, or a combination of both. Sometimes only one parent in a couple will be eligible to get shared parental leave. You can check out the government website below for more information or we can walk you through the details when the time comes.

In summary, the main eligibility criteria are:

- you and your partner must share responsibility for the child
- you must have worked with us for at least 26 weeks by the end of the qualifying or matching week and still be working with us at the start of any period of SPL
- you or your partner must be entitled to statutory maternity or adoption leave, and have informed us (or their employer) that you/they have chosen not to take your/their full leave entitlement, in order to share the remaining part with each other
- there are also 'employment and earnings tests' to be met so we may ask you to provide details of your partner's work details, plus birth or adoption certificates

### What statutory shared parental pay (ShPP) can I get?

This depends on whether you or your partner is eligible for SPL and statutory maternity/adoption pay (or maternity allowance) and when you/they bring their leave to an end. It may be possible to share the 37 week entitlement to statutory shared parental pay (ShPP) between you if you meet the eligibility criteria above.

Depending on how much SPL you and your partner share between you, your paid parental leave may be inclusive of any statutory ShPP that you are entitled to, however if you take a period of SPL after a period of paid parental leave, and your partner returns to work at a point that you and your partner still have some of your combined entitlement to ShPP remaining, then you may be entitled to receive this as well.

To work out your potential entitlement to ShPP please talk to your manager and Submit HR request via the People Hub. More details can also be found at [www.gov.uk/shared-parental-leave-and-pay](http://www.gov.uk/shared-parental-leave-and-pay).

### How much shared parental leave can I take?

This depends on when you or your partner bring your/their leave to an end and how much SPL you/they have taken at that point. In total, a maximum of 50 weeks can be shared between you and your partner within twelve months of the new arrival.

SPL can be taken in discontinuous blocks of at least a week or it may be taken continuously. You can take up to three periods of continuous leave or two or more periods of discontinuous leave (such as working every other week for an eight week period) providing all of the shared leave is taken within the first year of the child's birth or placement with you. So we can be ready and make appropriate arrangements, we need eight weeks' notice of each period of leave.

If you want to share some of your partner's statutory entitlement as shared parental leave, you may be able to take a combination of shared parental leave and the paid parental leave entitlement set out in this policy, depending on the amount of statutory leave taken by your partner and the eligibility tests mentioned above. You can choose whichever arrangement is most favourable to you, up to a maximum of 52 weeks leave which must all be taken within the first year of the child's birth or placement with you.

If you want to share some of your own statutory maternity or adoption leave entitlement with your partner as shared parental leave, please speak to us to consider this and all of your options in full. Your manager is the first point of contact or you can find more by visiting the People Hub.

### Unpaid parental leave

#### What's unpaid parental leave and who gets it?

If you've worked with us for over 12 months you're entitled to 18 weeks unpaid leave for each child and adopted child, up to their 18th birthday. Parents can take a maximum of four weeks for each child in any year and leave should be taken in a minimum of one week blocks.

Unpaid parental leave is in addition to the other types of family leave set out in this policy and is not intended to be taken to care for new arrivals.

### Early Permanence (foster to adopt)

Early permanence is an umbrella term used when talking about certain types of adoption placements for babies or toddlers. It includes adopting a child through Fostering for Adoption and Concurrent Planning Placements. Both schemes enable a child in care under the age of two to find foster carers who are ready and willing to adopt them later, if the courts decide they cannot be cared for permanently by their birth family.

If you are approved as an early permanence adopter it can sometimes mean you are given little / almost no notice of a placement. We support colleagues who want to pursue this adoption route, but also recognise that there are of course operational challenges that little / almost no notice of adoption leave commencing can create for managers and fellow colleagues. So in order to fully support you in this journey we ask that you partner closely with your manager at the earliest opportunity so you can agree practical steps to help mitigate some of these points i.e. more regular 1:1s, the cross-training of a colleague or a contact protocol in your first few weeks of leave for any urgent questions.

### Fostering

To support our colleagues who wish to become foster carers you can take up to five days paid fostering / kinship leave when you are welcoming a new foster child / siblings into your family.

### Kinship

Kinship care means that children whose parents are unable to look after them on a short or long term basis are cared for by other relatives, like grandparents, siblings or aunts or uncles, or by other adults who have a connection to the child, such as neighbours or a close friend of the family.

To support our colleagues who are asked to become short-term kinship carers you can take up to five days paid fostering / kinship leave to help you manage what may be a difficult emotional transition for any new kinship child / siblings. In situations where you are being asked to consider becoming a long-term kinship carers by a local authority we may be able to consider

offering you for a longer period of paid leave or a period of flexible hours. What we can offer will depend on the individual circumstances and we encourage you to engage HR and your manager at the earliest opportunity.

### Neonatal leave and pay

**Neonatal pay and leave** means that parents with babies requiring specialist neonatal care (after birth or before they reach 28 days of life) can spend vital time with their baby instead of worrying about returning to work or taking unpaid leave.

To support our colleagues, with babies requiring neonatal care for more than 7 days, you can take up to **12 weeks paid neonatal leave\*** at the end of your parental leave (one week for every consecutive 7 days of neonatal care).

One in seven babies born in the UK receive some level of neonatal care shortly after birth. While some of these babies will receive just days of care, some will remain in hospital for weeks or months. We hope this additional time together makes up for missing out on time to bond as a family in the early stages of parental leave, and helps mitigate the financial worries of taking extra time out.

\*subject to minimum service requirements

#### Do I qualify for paid neonatal leave?

If you're a new parent (through adoption, you/your partner giving birth or surrogacy) and you've worked with us continuously for at least 26 weeks by the qualifying date, you're eligible for paid leave subject to the conditions above. If you haven't reached the minimum service requirements you're eligible for the time off only. Sorry, adopting a family member or step-child isn't covered by this enhanced leave.

This 1-12 week period of paid neonatal leave is inclusive of any statutory pay or time-off you may be entitled to during this time and must be taken immediately at the end of your family leave.

### Fertility treatment

#### I'm on or going on the fertility journey – what support is there for me?

At M&G plc we want to support colleagues who are undergoing or supporting their partner through fertility treatment. We recognise the need to provide effective support to colleagues who are embarking on this journey and the challenges they may face along the way. This will require a level of flexibility, understanding and compassion. Line managers play a pivotal role in fostering an open and inclusive culture where colleagues feel able to discuss fertility challenges and seek the support they need.

The length of a fertility treatment cycle depends on the type of treatment and the individuals' situation. Research tells us that on average a cycle of treatment is around 10 days over a period of 8 weeks.

We are offering our colleagues paid leave for each complete course of fertility treatment. We've deliberately not been prescriptive on how much time or how the time is used by an individual undergoing a cycle of treatment as we appreciate each case is different and treatment is designed to fit the individual.

You can use the time to attend appointments, receive treatment or simply to take time to recover or to accompany your partner/surrogate to appointments specifically connected to the process.

Record any paid leave taken under this provision as a medical appointment on Workday. We ask that colleagues provide their line manager with as much notice as possible, however, understand fertility treatment can be unpredictable and involve attending appointments at short notice with little flexibility to schedule them outside of working hours. We encourage a flexible approach to support colleagues balance work with their treatment.

For any additional leave requirements, refer to our **Time off when you need it** policies.

### Miscarriage & Stillbirth

Sadly 1 in 8 pregnancies in the UK end in miscarriage and approximately 1 in 200 births result in a stillbirth. Any miscarriage or stillbirth is a hugely distressing time and we want to appropriately support our colleagues.

When a baby is not born alive **before** 24 completed weeks of pregnancy, this is defined as a miscarriage or late miscarriage. In these circumstances, although there is no legal entitlement to any paid parental leave, we recognise the time any colleague will need in these circumstances, and offer you up to two weeks paid compassionate leave. If that isn't enough time for you then we can discuss giving you the time you need through our enhanced company sick pay scheme. This is open to all colleagues, it is important to recognise that miscarriage can equally impact both the birth mother and their partner.

When a baby is stillborn **after** 24 weeks of pregnancy or born alive at any stage of pregnancy but subsequently dies then the birth mother is legally entitled to their full statutory maternity leave of up to 52 weeks. Recognising the time any colleague will need in these circumstances it is our policy to allow colleagues to continue to receive up to 26 weeks paid parental leave. This is inclusive of any entitlement to statutory maternity / paternity pay and any statutory entitlement to parental bereavement leave. Again, this is open to all colleagues, it is important to recognise that stillbirth or the death of a child in the first few weeks of their life can equally impact both the birth mother and their partner.

### Keeping in touch and returning to work

#### How do I keep in touch while on family leave?

While you're out you can keep in touch as much or as little as you like. No pressure. We'd love to hear from you, but we know you'll be busy!

Primary carers have up to ten statutory 'keeping-in-touch' days so you can come in for a debrief, attend a team event or just have a catch-up. Some use the time to plan their return and what their first few weeks will look like. If you're not receiving full pay at the time, we'll top up your pay to your normal rate.

If you're taking statutory shared parental leave you get up to twenty keeping in touch days. If you're not receiving full pay at the time, we'll top up your pay here too.

#### Preparing for and returning to work?

Give us as much notice as possible of your return date and no less than eight weeks written notice please. We want to be ready to welcome you back with open arms. To help make the experience a good one, download the [return to work checklist](#) and work through this with your manager. Depending on when you choose to return to work, we will make sure that you return to your previous job, or if this isn't possible, we will offer you a similar role with the same terms and conditions

The Line Manager of an employee returning from a period of family leave where your role is in scope of Senior Manager & Certificate Regime (SMCR) should inform the SMCR Office (via email at [SMCRFitnessandPropriety@Prudential.co.uk](mailto:SMCRFitnessandPropriety@Prudential.co.uk) or submit an **HR request** on the **People Hub** as soon as a return to work date has been agreed.

This will in turn ensure that you are deemed F&P by your line manager to continue with the regulated activities related to your role.



## Supporting your return from leave

Resuming your professional life can have highs and lows whilst you settle back in. To help support you, use our '[back in business](#)' [plan](#) to help you identify what you need to help with the transition. Connect with others who have experienced family leave and join our **parents at work yammer group** to seek advice or learn from others at a similar stage.

In the first few weeks after returning from leave, we think it's important you look to get back to the office to reconnect with your colleagues and meet any new faces. However, you should feel empowered to discuss and agree with your manager any transitional period you may need while establishing new routines to balance parenting and work. Read on for more details on transitional periods.

### **Tell me more about working 80% of my hours for 100% of pay during my first four weeks back**

We understand that coming back can be an adjustment. To help you settle into your new routine you can work 80% of your normal hours for the first four weeks of your return and get 100% of your pay. It's a great way to ease yourself back in and to test how a flexible schedule could work for you. Please note that this is a one-time deal to be taken once you are back from family leave. If you split your family leave across the first year, you can apply this after one block of leave only. This transition period does not need to be recorded in Workday but should be discussed with your manager. Any permanent flexible working arrangement should be agreed with your manager and recorded on Workday with a start date after your 4-week transition period has ended. Read on for more details on working flexibly see below.

Please note if you are solely taking only a period of unpaid parental leave (18 weeks entitlement per child until they are 18 years of age) then you would not be entitled to the 80% phased return mentioned above. The phased return is only applicable for periods of either maternity, paternity, or adoption leave.

### **Is there any other support with returning to work?**

Think about what else you need to make your transition a success. You're empowered to share this with your manager to agree an approach that works for you and the business. Download the '[back in business](#)' plan to guide you through making a plan. Your manager can work with you to agree a working pattern that works for you, our customers and your team. If you're thinking about requesting a longer-term change to your working pattern have a look at our **Working flexibly** policy.

### **Childcare benefits**

Depending on where you live in the UK there are different childcare support available via the [government](#). You may be eligible to join the government Tax Free Childcare (TFC).

Alternatively, if you are an existing member of the care4scheme your eligibility remains in accordance with the scheme rules, this scheme is closed to new applicants.

The M&G plc Elevate Network is a good source of support too. You can find out more on the Elevate Yammer Group, or by emailing [Elevate.Network@prudential.co.uk](mailto:Elevate.Network@prudential.co.uk)

## And finally

We hope this answers the big questions. We don't want to overload you so refer to article **KB0011681** for more information on family leave related questions such as pay, holidays or updating Workday. For anything else speak to your manager or Submit HR request via the **People Hub**.

Most of all, we wish you all the best for your new arrival.

*Please note, this policy reflects the current position under any relevant UK law. Should the law change, then this policy may change to reflect that. The policy is non-contractual and may be amended at any time. It applies to all UK M&G plc employees.*