

## Supporting You

At Santander we appreciate that if you're thinking about joining us you may be interested in understanding how we support our employees who have family or caring responsibilities.

Publishing our family friendly policies means you don't have to worry about asking for the information when applying for a role or coming to an interview.

In addition, our Parents & Carers Network provides easy access to internal and external support and a programme of events and activities to help those in work who are caring from someone outside work.

## Maternity Leave

You can take up to 52 weeks maternity leave, regardless of how long you have worked for us or how many hours you work.

To receive the first 16 weeks company maternity pay at your full rate of pay, you need to have worked at Santander for at least 26 weeks when you enter the 15<sup>th</sup> week before your baby is due

Up to 10 paid keeping in touch ("KIT") days can be agreed between you and your manager during your maternity leave.

Maternity pay doesn't have to be repaid if you choose not to return to work after your leave.

## Paternity Leave

We provide 4 weeks paternity leave on full pay. 2 weeks of this is available regardless of how long you have worked for us, and you can take this at any time in the first year after your child is born or adopted.

The other 2 weeks of the paid leave is based on the statutory entitlement. To be eligible for this you need to have worked for Santander for at least 26 weeks by the end of the 15<sup>th</sup> week before the expected week of childbirth or the matching week for adoption. These two weeks of your paternity leave need to be taken within 8 weeks of the birth or adoption.

To qualify for paternity leave you must be the spouse, civil partner, partner or the intended parent if you're having a baby through a surrogacy arrangement. Paternity pay doesn't have to be repaid if you choose not to return to work after your leave.

## Adoption Leave

You can take up to 52 weeks adoption leave, regardless of how long you have worked for us or how many hours you work.

To be eligible for company adoption pay, you need to have worked for us for at least 26 weeks when you enter the week you are matched with your child. For the first 16 weeks of your adoption leave you receive company adoption pay at your full rate of pay.

Up to 10 paid keeping in touch ("KIT") days can be agreed between you and your manager during your adoption leave.

Company adoption pay doesn't have to be repaid if you choose not to return to work after your leave.

## Shared Parental Leave

You can take up to 16 weeks of shared parental leave on full pay (inclusive of any paid maternity, adoption or paternity leave which is also taken).

To qualify for shared parental leave you need to have worked for Santander for at least 26 weeks at the end of the 15th week before the week that your child is due, or for adoption, the week of notification of being matched with a child. Your partner also needs to be eligible for shared parental leave in their own right.

If you are both eligible, you can share up to 50 weeks of leave.

Shared parental leave has to be taken within 52 weeks of the birth or adoption placement.

At Santander, you can take the 16 weeks' paid leave any time in the 12 months after the birth or adoption placement, and the minimum period of leave is one week

Up to 20 paid keeping in touch ('SPLIT') days can be agreed between you and your manager during your shared parental leave

If you are a mother or main adopter you can also share your leave with your child's grandparent if they also work for Santander.

Company shared parental leave pay doesn't have to be repaid if you choose not to return to work after your leave.

## Parental Leave

You can take 18 weeks of unpaid leave for each child and adopted child up to their 18<sup>th</sup> birthday. You can take up to 4 weeks leave each year for each child in minimum blocks of one week. If your child is disabled the minimum block criteria does not apply.

To be eligible for Parental Leave you must have worked for Santander for more than a year, be named on the birth or adoption certificate, or have or expect to have parental responsibility, and your child must be under 18.

Parental Leave applies to your child and not to your employment, therefore if when you join Santander you have already taken some of your entitlement, you will only be eligible for the remaining balance that year.

## Flexible / Emergency Leave

We know there are times when you may need to deal with a family emergency or make arrangements to care for relatives. Our approach to flexible leave lets you take leave over and above your holiday entitlement to help you manage your childcare and caring responsibilities.

Up to 3 days paid Compassionate leave can be taken where you have an emergency where someone who is a member of your immediate family, or someone who lives with you as part of your family is seriously or critically ill, and you need to take action to deal with this.

Unpaid Emergency leave is provided to help you to deal with an immediate problem and put any necessary care arrangements in place, such as arranging for someone else to care for a child if your normal childminder is unexpectedly unavailable, where a dependant falls ill, or is injured, to deal with an unexpected incident involving your child during school hours.

## Flexible Working

At Santander we're committed to giving you flexibility to balance your role with your life outside of work and we recognise the benefits this brings for both you and Santander. Flexible working is about giving you more options about when and where you carry out your job; for example your place of work, how many hours you work, or when you work.

You can apply for flexible working as long as you've worked for Santander continuously for at least 26 weeks. If you need a flexible working arrangement earlier than this, you can explain your flexible working requirements at the application stage, or to your line manager once you have joined us and we will try to accommodate wherever possible.

You can normally make one formal application every 12 months, but if you've had a significant change in your personal circumstances, we'll make an exception to this and allow a further request to be made.

If you make a formal flexible working application, we'll consider this fully and fairly, based on our business needs and we'll always try and agree requests where we can.

## Bereavement

At Santander we know that sadly the death of a family member or close friend will happen to many of us during our working lives, so we are committed to supporting you in practical ways which will help you to cope with your bereavement.

We provide up to 5 days paid bereavement leave in the event of the death of a dependant, close family member or a close friend. We will always look at individual circumstances and will provide more paid leave in the event of the death of a child.