



ICG plc

Shared Parental Leave Policy

June 2025



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1. Introduction

The following document sets out the Company's policy with regards to the arrangements for Shared Parental Leave and pay for UK employees following the birth of a child, adoption of a child, or becoming a parent through a surrogacy arrangement. If you are adopting a child outside of the UK, from overseas, please speak to a member of HR for further guidance.

This policy is for guidance purposes only and is non-contractual and may be amended from time to time at the Company's sole discretion.

2. Shared Parental Leave (SPL)

The statutory right to take Shared Parental Leave (SPL) is open to parents expecting a child due to be born or placed for adoption, or through a surrogacy arrangement. SPL provides parents with more flexibility in how to share childcare in the first year of their child's life or adoption, in comparison to only taking maternity/adoption and paternity leave.

SPL gives employees with caring responsibilities for babies or newly adopted children the opportunity to share up to 52 weeks' leave, less the weeks spent by the birth mother on maternity leave (or the weeks in which the birth mother has been in receipt of statutory maternity pay or maternity allowance ("MA" if she is not entitled to maternity leave) or adoption leave should they wish to do so.

This policy does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

Parents taking SPL can take leave in separate blocks, returning to work in-between blocks, and can be on leave at the same time. Eligible employees are entitled to submit up to three 'period of leave' notices and are entitled to take SPL on those dates if a continuous period of leave is requested. If the period of leave notice requests a number of non-continuous periods of SPL, with periods of work in between, ICG will consider that request in line with procedures set out in this policy.

Employees and managers should where possible have an informal discussion prior to employees giving formal notification of their intention to take SPL so that statutory *and contractual (if applicable)* entitlements to other types of leave and pay can be discussed, and to ensure that plans for any non-continuous periods of leave can be considered as early as possible.

Requests for SPL which are not made in accordance with the statutory notification requirements will be given reasonable consideration, but may not be granted.

Please note that Maternity, Adoption and Ordinary Paternity entitlement rights still remain and are not replaced by this policy. The default position remains that, subject to meeting qualifying criteria, a birth mother is entitled to 52 weeks' maternity leave and 39 weeks' maternity pay and the secondary carer to 4 weeks' parental leave and

pay. You are only affected by this policy if the birth mother chooses to end their maternity or adoption leave and activate SPL. If you do not wish to opt into SPL then please continue to refer to the ICG Maternity, Adoption, Parental and Paternity policies.

3. Eligibility to SPL

For the purposes of eligibility:

Birth Mother means the mother or expectant mother of the child.

Adopter means the person with whom the child has been placed for adoption, or where two people have been matched jointly, whoever has elected to be the child's adopter for the purposes of adoption leave, or a person with whom a child in local authority care is placed as foster parents under a "fostering for adoption" or "concurrent planning" scheme.

Partner means the father of the child, or the person who, at the date of the child's birth, is married to, the civil partner of, or the partner of the mother, or the Mother, or the Adopter at the date on which the child is placed for adoption, who is living with you in an enduring family relationship but who is not the Birth Mother/Adopter's sibling, child, parent, grandparent, aunt, uncle, niece or nephew.

If you are the Mother, Adopter, or Partner in order to be eligible to SPL you must:

- share with the other parent the main responsibility for the care of the child at the child's birth, or the date of the child's placement.
- In the case of surrogacy, you have a child with a surrogate mother and the court has made or is expected to make a Parental Order;
- still be in continuous employment until the week before any SPL is taken;
- give the necessary statutory notices and declarations as set out in this policy, including a notice to end any maternity leave, statutory maternity pay or maternity allowance periods.

In addition, the other parent must:

- have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the expected week of birth, or, in cases of adoption, the week in which the Adopter was notified of being matched with a child for adoption; and
- have average weekly earnings of at least £390 during at least 13 of the 66 weeks prior to the relevant week.

You must also follow the statutory notification and information requirements detailed below.

SPL must be taken in blocks of at least one week and within a one year period beginning with the date of the baby's birth or the child's placement for adoption.

The maximum of 52 weeks' SPL will be reduced by the number of weeks' maternity or adoption leave that has already been taken by the birth mother or main adopter.

After the birth or adoption of a child it is compulsory for the birth mother to take two weeks' maternity or adoption leave so, in effect, working parents will have the opportunity to split 50 weeks of SPL.

SPL is in addition to the statutory right to two weeks' paternity leave for fathers and partners. If you wish to take paternity leave you must do so before you take any SPL, otherwise your right to paternity leave will be overridden by taking SPL. ICG provides eligible employees with four weeks of paid leave under its Secondary Care Giver policy. This is inclusive of your statutory paternity leave and pay entitlement. Please refer to the Secondary Care Giver policy for further details or speak to HR.

Entitlement to Shared Parental Pay

In addition to the requirements regarding entitlement to leave outlined above, if you wish to claim shared parental pay (**ShPP**) you must have average weekly earnings equal to or above the Lower Earnings Limit over the eight week period ending with the Relevant Week.

A maximum of 39 weeks' ShPP is payable, and this will be reduced by the number of weeks' statutory maternity/adoption pay or maternity allowance already taken by the mother or main adopter. ShPP is a standard weekly rate set by the Government each tax year. Please contact HR for details of the current statutory rate.

You must follow the statutory notification and information requirements detailed below.

Notification requirements

The notification requirements for SPL and ShPP are very specific and detailed. You will be provided with a form to assist you to provide the required information and declarations.

Notice of entitlement and intention to take SPL and ShPP

You must notify the company in writing at least eight weeks before the start date of the first period of SPL. The written notice must contain the following information:

- Your name and the other parent's name
- The start and end dates of the Mother's or Adopter's maternity/adoption leave (or the start and end dates of the statutory maternity/adoption pay or maternity allowance period if the Mother/ Adopter is not entitled to statutory leave)
- The expected date of birth/placement and the actual date of birth/placement if the written notice is given after the birth/placement

- The amount of SPL and ShPP available and an indication of how much each parent intends to take (this may be varied by a subsequent written notice signed by both parents)
- An indication of the start and end dates of the periods of SPL and ShPP that you intend to take. This indication is not binding and can be amended at a later date.
- A declaration that you meet the conditions for entitlement to SPL, the information provided is accurate and that you will notify the company immediately if you cease to meet the conditions for entitlement.
- A declaration from the other parent containing his or her name, address and National Insurance number, confirmation that s/he meets the employment and earnings conditions, consents to the amount of leave the employee intends to take and will immediately inform you if s/he ceases to satisfy the employment and earnings conditions.

Notice of curtailment of statutory maternity/adoption leave and payments

At the same time that a notice of entitlement and intention to take SPL is submitted, the birth Mother/main Adopter must give their employer a leave and pay curtailment notice giving eight weeks' notice of the date on which maternity/adoption leave and pay is to end (or the date on which maternity/adoption pay is to end if they are not entitled to maternity/adoption leave). If the Birth Mother is only entitled to maternity allowance (and not maternity leave), their notice of curtailment must be submitted to Jobcentre Plus. Their maternity allowance cannot be reinstated, so they are in effect giving consent for their partner to take the whole of any ShPP entitlement.

If you are the secondary carer, you will only be able to take SPL once the Birth Mother/Adopter has either returned to work, or given their employer a notice of curtailment as outlined above.

Notice of curtailment is usually binding, but may be revoked in the following circumstances:

- it becomes apparent that neither parent is entitled to SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;
- if the curtailment notice was given before the birth and is revoked within six weeks of the birth (in this case another curtailment notice can be submitted);
- if the other parent (meaning the father or birth mother's husband, civil partner or partner) dies.

Notice to take a specific period of SPL and ShPP

In practice, at least the first period of SPL will be identified in the initial notice of entitlement and intention to take SPL. You are entitled to submit a maximum of a further two 'period of leave' notices. Each notice must be given at least eight weeks



before the start of a period of leave, stating the dates of the leave and the dates on which ShPP will be claimed, if applicable.

If the first 'period of leave' notice is given prior to the birth of a child, the notice may express the start date in relation to the date of birth, for example 'starting two weeks after the baby is born for a period of four weeks'.

Confirmation of SPL and ShPP

If a continuous period of leave is requested in each period of leave notice, you will be entitled to take that period of leave and this will be confirmed in writing.

If more than one period of leave is requested in a period of leave notice, with periods of work in between, your manager will seek to accommodate the request but this cannot be guaranteed. Your manager will discuss the request with you to determine if it can be accommodated. If it cannot, there may be an alternative pattern of leave which can be agreed, or the request may be refused. The manager's decision will be confirmed in writing. It is best to discuss this with your line manager and the HR department in good time before formally submitting your period of leave notice.

If no agreement is reached within the two-week discussion period you can:

- take the discontinuous periods of leave requested in one continuous block, beginning on the original start date (for example, if you had requested three separate periods of three weeks each, you can take the combined nine week period of leave);
- take the continuous block starting on a new date, as long as the new date is at least eight weeks after the date you submitted the period of leave notice, and you notify ICG of the new date within five days of the end of the two-week discussion period referred to above; or
- withdraw the request at any time on or before the 15th day after the period of leave notice was given. If the request is withdrawn in these circumstances it will not count as one of your three requests, and you may submit a new one if you choose.

Varying a period of leave

You are entitled to submit a request to vary a period of leave in the following ways:

- vary the start or end date as long as the variation is requested at least eight weeks before the original start date or the new start date, whichever is earlier;
- vary or cancel the amount of leave requested at least eight weeks before the original start date;
- request that a single period of leave become a discontinuous period of leave, or vice versa.

A variation will count as one of your three period of leave notices unless:

- it is made as a result of the child being born earlier or later than the expected week of childbirth, or as a result of the child being placed with you earlier or later than the expected placement date;

- the company has requested the variation;
- the company has agreed to accept more than three period of leave notices;
or
- you are cancelling a request for discontinuous leave on or before the 15th day after the period of leave notice was given.

In cases of premature birth, the usual eight-week notice requirement may be modified if your child is born early (before the expected week of childbirth) and the new start date for the period of leave is the same length of time following the birth as in the original notice. Where the child is born eight or more weeks early, and you intend to take SPL within the eight weeks following birth, notice should be given as soon as reasonably practicable after the child's birth.

Evidence requirements

The company may request a copy of the child's birth certificate and the name and address of the other parent's employer.

In the case of adoption, the company may request the name and address of the other parent's employer, along with evidence confirming the following:

- the name and address of the adoption agency
- the date that the main adopter was notified of having been matched for adoption with the child
- the date on which the adoption agency expects to place the child.

In the case of surrogacy, you must provide evidence of the Parental Order from the court (if it has been granted).

You must respond to any such request for evidence within 14 days (or within 14 days of the birth of the child if our request was made before the child was born).

If a birth certificate has not yet been issued, you must sign a declaration stating that fact along with the date and location of the child's birth. If the other parent has no employer, this must also be declared.

Please note that any declarations are found to be knowingly false then this may be deemed grounds for disciplinary actions.

4. During SPL

Keeping in touch during SPL

You may ask or be asked to attend work on occasional days during your SPL period. These days could be for training, to attend department meetings, or just for keeping in touch (known as SPLIT days). You may work for up to 20 days without bringing the SPL to an end, but work during SPL will not have the effect of extending your SPL period. If you do work, you will be paid your normal rate of pay inclusive of any ShPP



entitlement. You are under no obligation to work during SPL, and the company is under no obligation to offer work.

The 20 SPLIT days available during SPL are in addition to the 10 KIT days available during maternity and adoption leave.

5. Terms and Conditions during SPL

Contractual benefits

You will continue to receive your usual contractual benefits during your SPL period (apart from remuneration).

Holidays

While you are on SPL your contractual holiday entitlement continues to accrue. HR & your manager will discuss appropriate arrangements for taking your holiday entitlement with you before your SPL starts.

You will be entitled to carry over up to 5 days' unused holiday to the next year, provided that it is used by the end of the next calendar year. If it is not used by the end of the next calendar year, it will lapse.

Pension

Any Company pension contributions normally made to your pension scheme will continue during your SPL, based on your normal salary and contributions, in accordance with the pension scheme rules. Prior to you starting your Shared Parental Leave, the Company will discuss with you the impact of your leave on any employee contributions you make to your pension scheme and the options available to you in this regard. (*Please see the 'Discretionary return to work' payment section below for further details.)

Life Assurance

You will be covered for life assurance benefits during your SPL.

Private Medical Insurance

You and, where applicable, your dependents will continue to be covered during the full period of your SPL.

Your newborn child/children should be registered with the Company's Private Medical Scheme as soon as possible by notifying Human Resources.

Travel Insurance

You and, where applicable, your dependents will continue to be covered during the full period of your SPL.

Your newborn child/children should be registered with the Company's Travel Insurance policy as soon as possible by notifying Human Resources.

ICG **Discretionary Bonus Award**

If you are eligible for a discretionary award whilst on SPL, you will receive it at the normal time. The assessment of any award may reflect the period of time that you have been in active employment during the relevant year.

Sharesave Scheme

If you are a member of the scheme, your contributions can continue during your SPL via normal monthly salary deduction. Should your contribution exceed your monthly salary payment, you will be required to send a cheque with the appropriate amount to the Company. Alternatively, you can withdraw from the scheme at any time or you can at any time stop making payments for up to 6 months. If further information is required, please contact Human Resources.

GAYE

If you are a member of the Give as You Earn scheme, your contribution can continue during your SPL via normal monthly salary deduction. Should your contribution exceed your monthly salary payment, you will be required to send a cheque with the appropriate amount to the Company. If you wish to cease your contributions during your SPL, please notify Human Resources.

Season Ticket Loan

If you have a season ticket loan, you should make arrangements to repay any outstanding amount before you begin your SPL.

Child Care Vouchers

If you are enrolled in the childcare voucher scheme, you can either choose to continue receiving the vouchers or cancel the vouchers.

Bike to Work Scheme

If you have joined up to the bike to work scheme, HR will discuss with you the impact of your SPL on this scheme prior to your Leave starting, including arranging a “payment holiday”.

6. Returning from SPL

If you wish to return early from SPL, or extend the period of your SPL, you must notify the company at least eight weeks’ before both the original end date and the new end date. If you have already given us three period of leave notices you will not be able to extend your SPL without our agreement. You may instead be able to request annual leave or ordinary parental leave, subject to the agreement of the business.

If you return to work immediately after a period of SPL which (together with any statutory maternity/adoption leave you may have taken to care for the same child) was 26 weeks or less (whether or not taken consecutively), you will return to work in the same job that you left.

ICG

If you return to work from a period of SPL which (together with any maternity/ adoption leave you may have taken to care for the same child) was over 26 weeks or more, or if you took SPL consecutively with more than four weeks of ordinary parental leave, it may not be reasonably practicable for us to allow you to return to the job in which you were employed before your absence. If that is the case, then you will return to another job which is both suitable and appropriate in the circumstances.

Your right to return means that you return on terms and conditions no less favourable than those that would have been applied if you had not been absent and with the same level of seniority, pension rights and other similar rights.

Failure to Return to Work

If you fail to return on the expected date, unless medical certification is obtained, such failure will be treated as unauthorised absence.

Flexible Working

If you want to change your hours or other working arrangements on return from SPL, you will need to make a request under ICG's flexible working procedure. All requests for part-time work or other flexible working arrangements will be considered in line with the operational requirements of the Company's business. If you would like this option to be considered, you should write to your Manager setting out your proposals as soon as possible in advance of your expected return date, so that there is adequate time for full consideration of the request. Please refer to Human Resources for further details process to be followed under ICG's flexible working procedure.

If you have any questions or concerns about this procedure, please speak to your Manager or Human Resources.

Redundancy rights

If your role is affected by a redundancy situation and you are on SPL or have returned from a period of at least six consecutive weeks of SPL and are within an additional protected period of 18 months from the child's date of birth, where there is a suitable available vacancy, you will be given a right of first refusal to alternative employment on terms and conditions 'not substantially less favourable' than those applying to the old job. The new contract must be for work which is both suitable and appropriate for you to do in the circumstances; it must be offered before the employment under the existing contract ends and must take effect when the previous contract ends.

Such rights also apply to employees who have notified us of their pregnancy and are on, or have returned from, a period of maternity leave or adoption leave.

Termination

If at any time during your SPL you decide to leave the Company, you will be required to give notice in accordance with your terms and conditions of employment. The amount of SPL left to run when you give notice must be at least equal to your contractual notice period, otherwise the Company may require you to return to work for the remainder of the notice period.

ICG

Full details of the Company’s requirements and procedures in this respect are set out in the ‘Termination of Employment’ section of the Handbook.

The Board of Directors (the “Board”) has overall responsibility for the effectiveness of this policy. The Board has delegated responsibility for overseeing its implementation to the Head of the HR Department.

7. Out of Scope / Exceptions

UK Policy, please contact your HR Business Partner for other locations.

8. Record Keeping

All records in relation to the Shared parental leave policy shall be treated as strictly private and confidential and shall be retained for a minimum period of 7 years from the date of conclusion of the relevant case under the policy.

9. Governance

These policy and procedures are owned and maintained by the Board of Directors (the “Board”) has overall responsibility for the effectiveness of this policy.

The Board has delegated responsibility for overseeing its implementation to the Head of the HR Department. This is also subject to review at least annually and as and when deemed necessary. Revisions, amendments or alterations to the policy can only be implemented following consideration and approval.

Version Number	Date	Author	Description of Change
1.1	January 2019	HR	Review of Policy
2	June 2025	HR	Review of Policy and new template