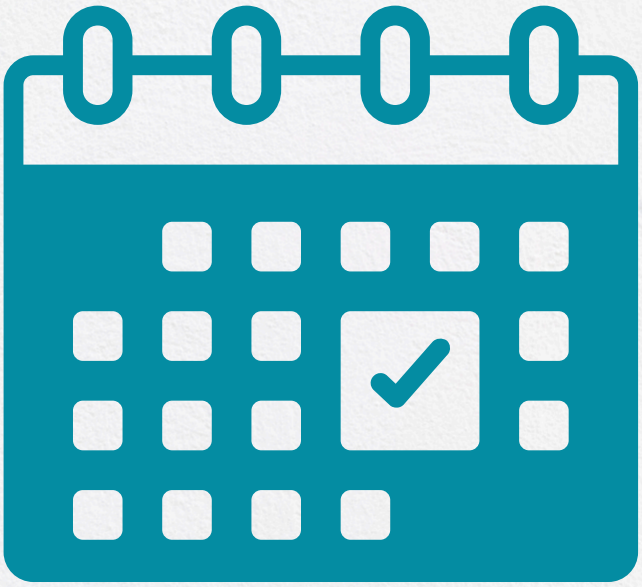


Other Leave

DatumRPO

Other Leave

This includes information regarding maternity, paternity, shared parental leave and adoption leave.

What to do if your circumstances change?

As soon as you are aware of any changes, such as you or your partner becoming pregnant or deciding to adopt, contact your Datum Payroll Representative who will be able to discuss next steps.

Maternity Pay

You may be entitled to Statutory Maternity Pay (SMP) if:

- You have worked for Datum for at least 26 weeks up to and including the 15th week before your baby is due.
- Your earnings are high enough.
- You are still pregnant on the 11th week before your expected week of childbirth.
- You have given us at least 28 days' notice of when you intend to go onto maternity leave.
- You have provided evidence of the date your baby is due (this can be obtained by your doctor on a MATB1 form)
- You must have stopped working wholly or partly because of pregnancy. You cannot receive wages and SMP at the same time.

The amount of SMP you receive will be based on 90% of your average earnings for the first six weeks and is then paid at a statutory set rate or 90% of your earning for the rest of the time (whichever is lower). SMP is paid for up to 39 weeks.

SMP will be paid into your bank account and will be subject to deductions for tax and National Insurance. If you do not qualify for SMP you may be entitled to claim Maternity Allowance.

How much leave are you entitled to?

The minimum amount of time off you must take after having a baby is two weeks, or four weeks for factory work. Dependent on your contract type and the length of leave, once you have decided to return to work, there is no right to return to the same assignment.

You are entitled to reasonable paid time off to attend antenatal appointments if you have 12 weeks' qualifying service.

Paternity Pay

Dependent on your contract type, you may be entitled to Statutory Paternity Pay (SPP) if:

- You have worked for Datum for at least 26 weeks up to and including the 15th week before the baby is due.
- Your earnings are high enough.
- You are the biological father of the child or the mother's husband or partner.
- You have or expect to have responsibility for the child's upbringing.

SPP is paid for one or two continuous weeks at a statutory weekly rate or 90% of your average weekly earnings (whichever is lower). You are also entitled to paid time off to accompany a partner to up to two antenatal appointments if you have 12 weeks' qualifying service.

Shared Parental Leave

Dependent on your contract type, you may be entitled to Shared Parental Pay (SPP) if the mother chooses to end her statutory maternity pay early and if:

- You have worked for Datum for at least 26 weeks up to and including the 15th week before your baby is due.
- Your earnings are high enough.
- You share responsibility for the child.
- Your partner is eligible for Statutory Maternity Pay

Shared Parental Pay is paid at 90% of your average weekly earnings or at a set statutory rate, depending on which is lower.

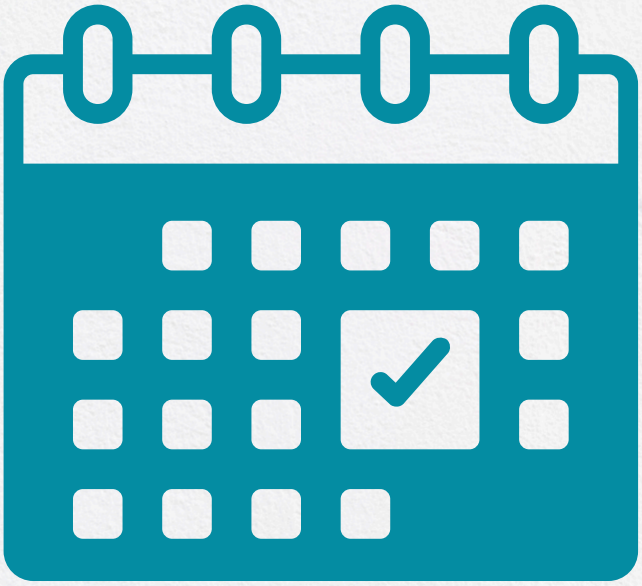
Adoption Pay

Dependent on your contract type, if you are going to adopt a child, you may be entitled to Statutory Adoption Pay. You will be entitled if:

You have worked for Datum for at least 26 weeks prior to being placed with the child. Your earnings are high enough.

You have given notice to Datum You have provided proof of adoption.

Statutory Adoption Pay is paid for up to 39 weeks at a set rate or 90% of your earnings, whichever is lower.



CONTACT NUMBER

0330 041 5255

EMAIL

helpdesk@datumrpo.com

WEBSITE

www.datumrpo.com

DatumRPO