

Yorkshire Building Society

Family Friendly Policy Statement

Introduction

YBS is committed to supporting our employees who are parents, or are becoming parents for the first time. The aim is to support those colleagues in managing their family commitments and to provide financial security. We are also committed to promoting fair and equal treatment inside the workplace. It is recognised that the provision of maternity, paternity, adoption and shared parental leave is key to being able to demonstrate this commitment.

We also recognise the importance of helping our colleagues to balance their work and home life by offering flexible working arrangements.

Our Parent-to-be and Manager's guides aim to provide you with guidance in managing the process, eligibility to leave and some useful hints and tips for working parents.

Benefits on offer

YBS offers colleagues eligible for maternity, adoption or shared parental leave 16 weeks' full pay, 10 weeks' half pay and either 13 weeks' statutory pay or allowance whilst on leave.

Colleagues eligible for paternity/partners' leave will benefit from 2 weeks' leave at full pay to be taken flexibly in the first 12 months of the child's birth.

YBS also encourages managers to provide flexibility for those caring for disabled children or elderly dependents or those needing to take emergency dependants leave with paid time off (recommended guidance is up to 5 days on a rolling 12 months basis).

Colleagues can take 18 weeks' unpaid leave in respect of any individual child up to the child's 18th birthday. The leave is taken in blocks of one week, up to a maximum of four weeks per year, per child. Parents with disabled children can take leave in blocks of one day up to the child's 18th birthday. The maximum limit of four weeks per year per child does not apply to parents with disabled children.

We support partners, same sex partners, and fathers to choose to spend quality time at home during the first year if they wish by matching the pay available on shared parental leave to our maternity leave pay enhancements.

How YBS supports this policy statement

YBS will provide support and guidance for both managers and colleagues on how best to implement and manage family-related leave and associated practices.

The policy applies to all eligible YBS employees and is subject to policy terms and conditions which set out eligibility and benefit rules.

Data Protection

When managing an employee's adoption, maternity, paternity and shared parental leave and pay and ordinary leave, the organisation processes personal data collected in accordance with its **Information Management Policy**. Inappropriate access or disclosure of colleague data should be reported and it may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure