



# FAMILY LEAVE HANDBOOK

A complete guide to all AIB's policies and supports for parents and soon to be parents



# CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>SCOPE</b>	<b>4</b>
<b>FAMILY LEAVE OVERVIEW</b>	<b>4</b>
<b>STANDARDS</b>	<b>8</b>
<b>SECTION 1 - MATERNITY &amp; ADOPTIVE LEAVE POLICY</b>	<b>9</b>
What to know before you go	<b>10</b>
What to know while you're away	<b>12</b>
What to know before you return	<b>13</b>
<b>SECTION 2 - PATERNITY LEAVE POLICY</b>	<b>14</b>
<b>SECTION 3 - PAID PARENTS LEAVE POLICY</b>	<b>16</b>
<b>SECTION 4 - UNPAID PARENTAL LEAVE POLICY</b>	<b>19</b>
<b>SECTION 5 - UK SHARED PARENTAL LEAVE POLICY</b>	<b>23</b>
<b>ADDITIONAL SUPPORT &amp; RELATED READING POLICY</b>	<b>27</b>
<b>OWNERSHIP &amp; GOVERNANCE</b>	<b>28</b>
<b>APPENDIX</b>	<b>29</b>
1. Maternity / Adoptive Leave Pay Information	<b>30</b>
2. ROI Specific Information relating to Maternity / Adoptive Leave	<b>31</b>
3. UK Specific Information relating to Maternity / Adoptive Leave	<b>35</b>

# INTRODUCTION

**Family is a big part of our culture and because of that it is important that we offer the best family leave supports we can.**

AIB is fully committed to supporting all of our working parents (mothers, fathers and parents through adoption or surrogacy, and same sex parents) in a fair and truly inclusive way.

We are steps ahead of other companies as we've taken the best elements of all UK and ROI legislation and practices and made them available to all our employees. This includes:

- Topped up Maternity Leave (26 weeks at full pay for mothers in both ROI and UK)
- Topped up Parents Leave (5 weeks at full pay)
- Topped up Paternity Leave (2 weeks at full pay)
- 26 weeks Unpaid Parental Leave available until your child is 18
- Keep in Touch days in both UK and ROI
- Flexible working options for working parents
- Dedicated in house family leave specialists within HR Direct

We want to make sure that everyone is supported and there are any number of circumstances where you may need to take leave as a parent. This handbook is designed to give you and your People Leader all the practical and essential information needed. It outlines what leave is available, whether it's paid or unpaid, and what it can be used for. We want to make it simple and easy for you.

Our iMatter Employee Network offers additional support with events and seminars run for parents on an ongoing basis as well.

# SCOPE

## Who's this handbook for?

All parents – mothers, fathers and expectant parents - directly employed by AIB.

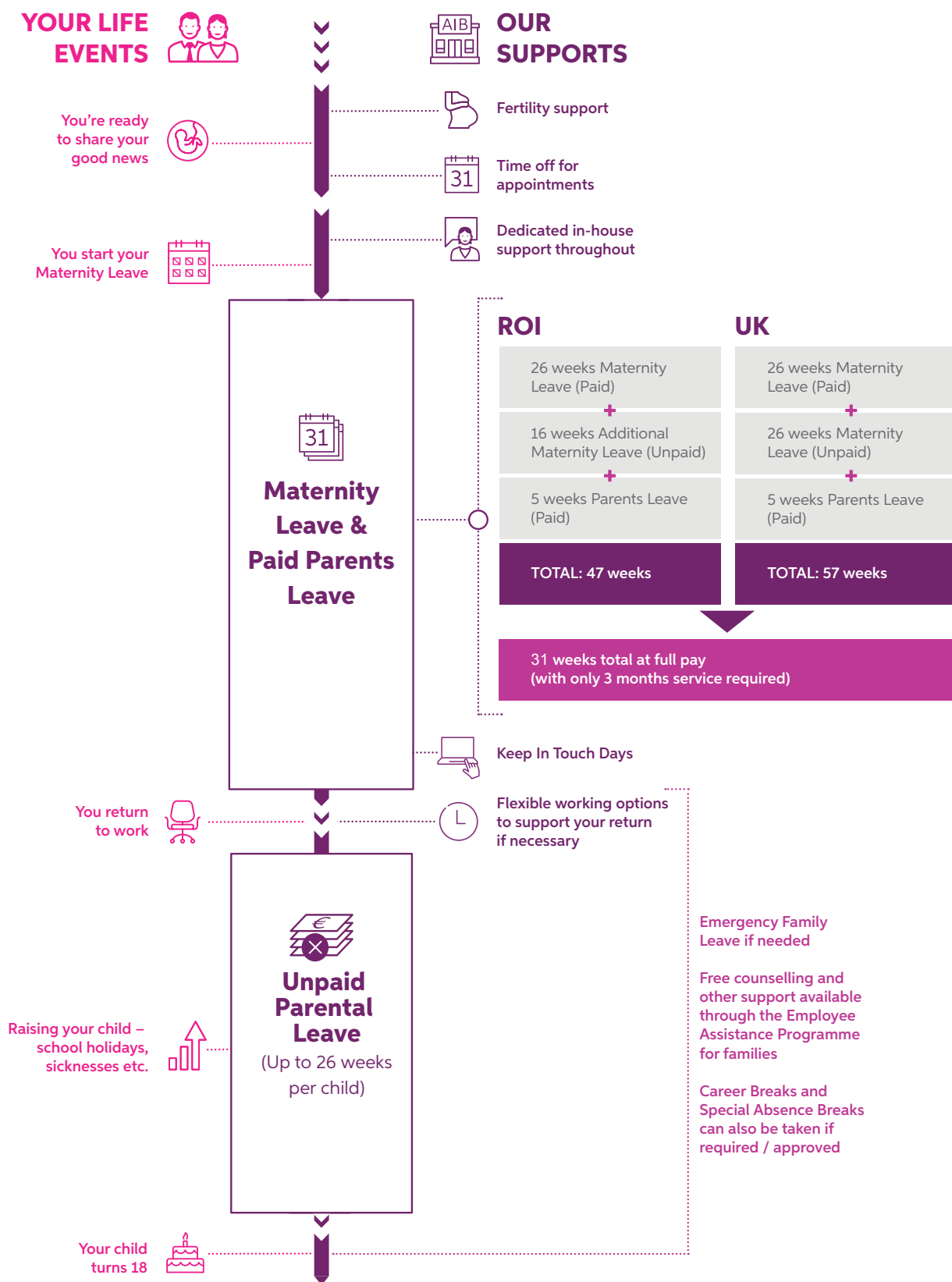
# FAMILY LEAVE OVERVIEW

This table outlines at high level what leave parents and expecting parents can take to support them with looking after their children.

TYPE OF LEAVE	SERVICE REQUIREMENTS	LENGTH OF LEAVE	BENEFIT IMPLICATIONS	APPLICATION PROCESS
<b>As an expectant mother - Maternity Leave</b> <a href="#">See Section 1</a>	None for leave, 3 months service required to get your pay topped up.	<b>ROI</b> - Up to 26 weeks at full pay, with optional additional, up to 16 weeks at no pay. <b>UK</b> - Up to 26 weeks at full pay, up to 13 weeks at statutory pay only. Additional 13 weeks at no pay.	All benefits are preserved. Employer pension contributions maintained. Annual Leave continues to accrue.	Apply through your People Leader and submit form through HR Direct online.
<b>As an expectant father / partner - Paternity Leave</b> <a href="#">See Section 2</a>	None for leave, 3 months service required to get your pay topped up.	2 weeks	All benefits are preserved. Employer pension contributions maintained. Annual Leave continues to accrue.	Paper form which is submitted to HR Direct. <b>ROI</b> - You will also need to submit the PB1 / 2 form separately to either HR Direct or the Department of Employment Affairs and Social Protection (DEASP).
<b>As a parent with a child under 2 - Parents Leave Paid</b> <a href="#">See Section 3</a>	None for leave, 3 months service required to get your pay topped up. (Where you or your partner has a child under 2 years. Or are adoptive within 2 years of placement).	5 weeks	All your benefits are preserved. Employer pension contributions maintained. Annual Leave continues to accrue.	Apply through your People Leader and submit through timesheet. Apply separately to social welfare.

TYPE OF LEAVE	SERVICE REQUIREMENTS	LENGTH OF LEAVE	BENEFIT IMPLICATIONS	APPLICATION PROCESS
<b>As a parent with a child under 18 - Parental Leave Unpaid</b> <a href="#">See Section 4</a>	1 year continuous service.	Up to 26 weeks (can be taken as either block leave or reduced hours).	Unpaid leave, all other benefits are preserved.	Apply through your People Leader and submit form through HR Direct online.
<b>As an expectant parent - Adoptive Leave</b> <a href="#">See Section 1</a>	None for leave, 3 months service required to get your pay topped up.	<b>ROI</b> - Up to 24 weeks at full pay, optional additional, up to 16 weeks at no pay).  <b>UK</b> - Up to 26 weeks at full pay, up to 13 weeks at statutory pay only. Additional 13 weeks at no pay.	All your benefits are preserved. Employer pension contributions maintained. Annual Leave continues to accrue.	<b>ROI</b> - Complete AB1 social welfare form and send to HR Direct along with the adoptive application form.  <b>UK</b> - Send adoptive application form along with matching certificate.
<b>As an expectant parent in the UK - Shared Parental Leave</b> <a href="#">See Section 5</a>	None for leave, 3 months service required to get your pay topped up.	<b>UK</b> - 26 weeks at full pay, 13 weeks at statutory pay only. Additional 13 weeks at no pay.	All your benefits are preserved. Employer pension contributions maintained. Annual Leave continues to accrue.	Complete Shared Parental Leave application form and email to HR Direct.

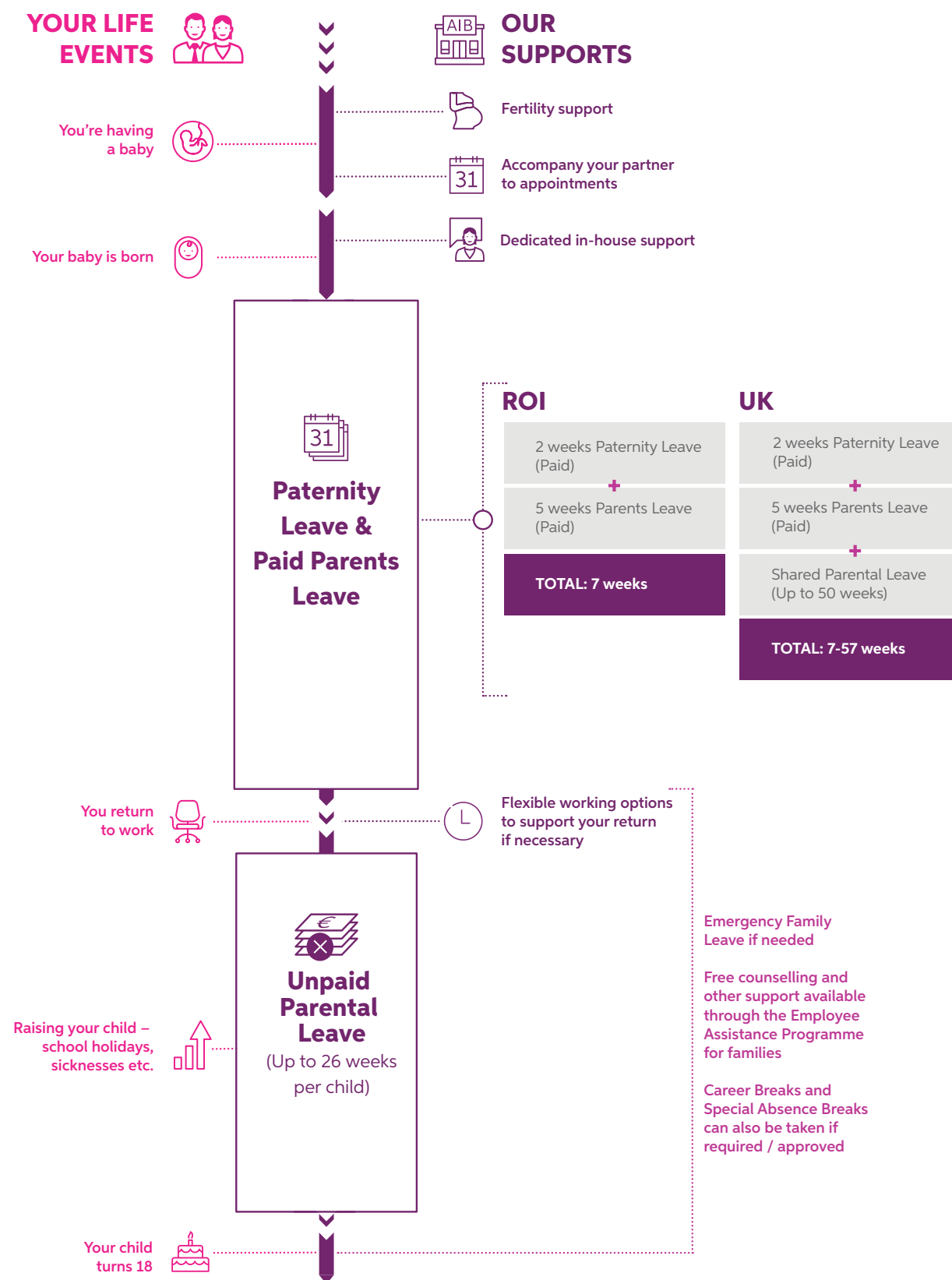
# HOW WE'RE SUPPORTING MUMS IN AIB\*



## \*If Adopting

24 weeks leave paid for Adoptive Leave = total paid leave is 29 weeks including Parents Leave, for primary carer.

# HOW WE'RE SUPPORTING DADS & PARTNERS IN AIB





# STANDARDS

The following sections will outline all the information you need to know about each of our family leave benefits, e.g. how long you can take, how much notice is required, whether it is paid or unpaid and all other relevant information.







## SECTION 1

# MATERNITY & ADOPTIVE LEAVE POLICY

# WHAT TO KNOW BEFORE YOU GO



## ELIGIBILITY

Any mother working directly for AIB is entitled to Maternity Leave. If you have 3 or more month's service, then you will receive full pay for 26 weeks. Those on probation are eligible, the probation period will be paused during the leave. Those employed on a fixed term contract are eligible for Maternity Leave / the entitlements under this policy, until the expiry of this contract.



## DURATION

### ROI

**The max amount of Maternity Leave available is 42 weeks – consisting of:**

- 26 weeks fully paid and;
- 16 weeks unpaid

**The max amount of Adoptive Leave is 40 weeks – consisting of:**

- 24 weeks fully paid and;
- 16 weeks unpaid

### UK

**The max amount of Maternity / Adoptive Leave available is 52 weeks – consisting of:**

- 26 weeks fully paid and;
- 13 weeks with statutory pay and;
- 13 weeks unpaid



## PAY

Our Maternity / Adoptive Leave will be topped up to full pay by the bank, once you have at least 3 months service:

- **ROI** - For our expectant mothers, this means it will be topped up for your full Maternity / Adoptive Leave period. [See Appendix 1](#)
- **UK** - For our expectant mothers, this means the first 26 weeks of your Maternity Leave will be topped up only. [See Appendix 1](#)

This will apply to all those who are within the first 26 weeks of their Maternity Leave (or 24 weeks for ROI of your Adoptive Leave) on or after the 01.01.2021.

If you are in receipt of a non-pensionable allowance, this will continue for the period of paid Maternity Leave.



## STARTING AND ENDING YOUR LEAVE

We recognise that you may want to keep information relating to pregnancy or adoption confidential, but we would encourage you to talk to your People Leader as early as possible so that we can provide you with best levels of support and planning. You can choose when your Maternity / Adoptive Leave will commence and finish, as long as it is in line with any standards set out in this handbook. At a minimum, we ask that you let us know your dates at least 4 weeks before you start / return.



## ANTENATAL & POSTNATAL APPOINTMENTS

We provide all expectant parents with paid time off for antenatal medical appointments that can only happen during working hours. This applies to both expectant mothers and accompanying fathers / partners. If you have returned to the workplace post Maternity Leave, we will also provide you paid time off to attend postnatal medical appointments during the first 14 weeks following the birth. This can be arranged through your People Leader, you should provide them with an appointment card wherever possible and ideally give them at least 2 weeks' notice.



## ANTENATAL CLASSES

We will provide paid time off for all our expectant parents to attend one complete set of antenatal classes.



## HEALTH & SAFETY

If your normal working practice and / or your normal working environment becomes no longer suitable or safe for you during your pregnancy, the bank will make every effort to remove any risks to you. If this is not possible, then we will move you to a more suitable role and / or working environment for the remaining period of pregnancy. If for some reason the bank cannot accommodate a move or the suggested move is not suitable, then we will place you on paid Health & Safety Leave until your Maternity Leave begins.



## PREMATURE BIRTHS & STILLBIRTHS

If your baby is born earlier than the due date, then your Maternity Leave dates will need to be adjusted to commence from the day that you gave birth. You will need to contact HR Direct as soon as possible in order to update your records. In ROI, if the baby is born before you were due to commence Maternity Leave, both your leave and your social welfare weeks will be extended to reflect this, after which you will still have the option to take an additional 16 weeks unpaid leave.

We have supports that are available to anyone who experiences a stillbirth, including [Compassionate Leave](#) or access to our [Employee Assistance Programme \(EAP\)](#). You should discuss the full support options available with either your People Leader or HR's family leave specialists, whomever you feel most comfortable having this conversation with. If the birth occurred at 24 weeks of pregnancy or more, you will also have the option to take Maternity Leave.

## WHAT TO KNOW WHILE YOU'RE AWAY



### ANNUAL LEAVE & MATERNITY LEAVE

Annual Leave will continue to accrue while you are on Maternity / Adoptive Leave. On your return, our [Annual Leave Policy](#) will apply, therefore a plan should be put in place with your People Leader to agree how any accrued leave will be used. You will have an extended period to use up any leave accrued before it is lost and this period will be confirmed to you by HR Direct. If you decide not to return to work after Maternity / Adoptive Leave, then any untaken holidays will be paid to you in your final payslip.



### PENSION INFORMATION

The bank's employer pension contributions continue throughout Maternity / Adoptive Leave. Your personal employee contributions will be deducted only while you are still in receipt of pay from the bank. On return you have the option to make an Additional Voluntary Contribution should you wish to cover any lost employee contributions. Visit the [Pensions](#) website for more information.



### BANK HOLIDAYS

Public / bank holidays will be paid as they fall and your leave will be extended.



### KEEP IN TOUCH DAYS

You have the option of using voluntary Keep in Touch (KIT) days to attend strategy sessions, team days, complete training, connect with colleagues or catch up on COMeTs while you are on leave. This leave will be paid and is claimable as either half or full days and is a great benefit to help you prepare for your return.

**ROI** - You can avail of up to 3 Keep in Touch (KIT) days during the 16 weeks unpaid period of your Maternity Leave.

**UK** - You can avail of up to 10 Keep in Touch (KIT) days at any time during your Maternity Leave.

KIT can be done remotely if the team are not in an office environment.

You must opt in to keep your remote system access and log on every 30 days to ensure it remains active.



### COMPANY CARS

If you are in receipt of a 'Functional Car', the car may be retained for this leave period. See [Company Car Policy](#) for more information.



### TERMINATION OF EMPLOYMENT

The bank cannot terminate or suspend your employment during this leave period, nor can the bank give notice of termination that is due to start before you are due to return to work. Similarly any period of suspension from employment will not run during this period of leave. Notice or suspension periods will resume once you return to work. Voluntary severance arrangements differ. See [Pay Appendix 1](#) for more information.



## WHAT TO KNOW BEFORE YOU RETURN

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### YOUR ROLE

You have the right to return to the same role on the same terms and conditions. If for any reason your position is no longer available then a suitable alternative vacancy will be offered on terms and conditions that are no less favourable.



### FLEXIBLE WORKING

On / before returning, you can apply for flexible reduced hours for a period from 1 to 36 months. All applications will be subject to approval and will be considered based on business capacity.

See [Flexible Working Policy](#) for more information.



### PERFORMANCE REVIEWS

If you're going on leave mid-year, always make sure that you have completed your PR in full before you go, particularly where PR ratings feed into the salary review. When returning from leave, always start with an Aspire conversation to ensure you are clear on the objectives assigned to you, and remember to set up a new form for that performance year.



## SECTION 2

# PATERNITY LEAVE POLICY





## ELIGIBILITY

If your partner has given birth to or adopted a child in the previous 6 months and you will be the joint parent of that child.



## BLOCKS OF LEAVE

A block of 2 weeks leave to be taken anytime within the 6 months following the birth or adoption placement date. It is the same 2 weeks allocation whether it's a single or multiple birth / adoption.



## PAY ENTITLEMENTS

You may be entitled to 2 weeks statutory pay:

- **ROI** - You need to submit your application to the Department of Employment Affairs and Social Protection (DEASP) at least 4 weeks before you intend to go
- **UK** - The statutory pay element, if due, will be triggered by your submission of the internal application form to HR Direct



## STILLBIRTH

Where a pregnancy goes beyond 24 weeks but a baby is stillborn, the leave will be made available on the same terms. We'd like to remind you that in this case we have a number of other supports available to you including our [Compassionate Leave](#) and access to our employee assistance providers, [Workplace Options](#) for emotional support.



## NOTICE

We'd encourage you to talk to your People Leader as early as possible so that it can be considered in the overall plan of work for you and your team. We'd ask that you try and give as much notice as you can on the dates, so that it can be accommodated.







## SECTION 3

# PAID PARENTS LEAVE POLICY



## ELIGIBILITY

Any birth / adoptive parents, and partners living with the birth parent, who have children under 2 years old or within 2 years of placement date (if adopting) has the option to take 5 weeks Paid Parents Leave for that child, if the child was born or placed after the 1<sup>st</sup> November 2019.



## DURATION

Currently 5 weeks.



## APPLICATION PROCESS

You must confirm with your People Leader (in writing) your intention to take this paid leave at least 6 weeks before the intended start date.



## FOLLOWING MATERNITY LEAVE

You can take this paid leave following any part of your Maternity Leave e.g. at the end of either your paid or unpaid Maternity Leave. However if you decide to do this you will forfeit the remainder of any untaken Maternity Leave.



## PAY ENTITLEMENTS

If you have 3 months continuous employment with the bank, you will receive your pay as normal during this period minus any social welfare payments which are applicable to you.



## PENSIONS & BENEFITS

Pension and other benefits will continue to be paid during this period.



## EXPIRATION OF LEAVE

It must be taken within 104 weeks of the birth / placement of the child.



## POSTPONEMENT OF LEAVE

In exceptional circumstances the bank may require you to postpone your Parents Leave for up to 12 weeks due to business requirements. In the event that your child is hospitalised you can also request a postponement. This must be submitted in writing for approval and include medical evidence. In this instance a postponement means you would be expected to return to work. Any postponed leave is taken within 7 days of your child being discharged from hospital.





Paid leave is limited to 5 weeks, including in the case of either multiple births / placements. This leave can be taken as either:

- one 5 week blocks or;
- five separate 1 week blocks



## SECTION 4

# UNPAID PARENTAL LEAVE POLICY





## ELIGIBILITY

For those working in AIB, this applies to all parents (be it natural, adoptive or where you have taken on the legal responsibilities in place of a parent) with children under 18 years, who have 1 year's continuous service with the bank. If it is the case that your child is about to reach the age threshold of 18 years and you have more than 3 months but less than 1 years' service with AIB, then you are entitled to 1 weeks leave for each month of continuous service.



## BLOCKS OF LEAVE

You can take up to 26 weeks in either a block leave (anything from 1 week to 26 weeks) and / or reduced hours (based on full days only).

## APPLICATION DETAILS & PROCESS FOR UNPAID LEAVE

### ROI

- The bank offers you the facility to apply for Parental Leave in minimum of 1 week blocks up to your child's 18<sup>th</sup> birthday. Where this does not suit business requirements, then a longer period should be considered. If the business are not able to grant leave in these shorter blocks it is not considered a postponement.
- The legislation entitles you to apply for a minimum of 6 weeks block leave provided that there is a 10 weeks gap between each such block and your child is under the age of 12 (or 16 for a child with a disability). If the business are unable to grant leave in this way, it can be postponed once for up to 6 months, but in exceptional circumstances it may be postponed twice.

### UK

- In minimum of 1 week blocks up to your child's 18<sup>th</sup> birthday. An application for 1 week blocks leave can be postponed once for up to 6 months.
- You also have the option of applying for Parental Leave as a reduced hours working option up to your child's 18<sup>th</sup> birthday. You can apply to reduce the number of days worked per week, subject to a minimum working week of 2 days, for a fixed period of between 1 and 36 months. If the business are unable to grant leave in this way it is not considered a postponement.
- Where your child has a disability, you can apply to take leave in individual days on an adhoc basis.



## ROI

- You also have the option of applying for Parental Leave as a reduced hours working option up to your child's 18<sup>th</sup> birthday. You can apply to reduce the number of days worked per week, subject to a minimum working week of 2 days, for a fixed period of between 1 and 36 months. If the business are unable to grant parental leave in this way it is not considered a postponement.
- Where your child has a disability, you can apply to take leave in individual days on an adhoc basis.
- Once leave has been confirmed with your People Leader, applications must be submitted to HR Direct at least 8 weeks in advance of your intended start date.
- The bank will respond to your request no later than 4 weeks before the date given as the first day of requested leave.

## UK

- You must give 21 days' notice except in the case where you specify your intention to take Parental Leave on the birth date or placement date of a child for adoption.
- Once leave has been confirmed with you People Leader, applications must be submitted to HR Direct at least 8 weeks in advance of your intended start date.
- Your People Leader will respond within 7 days of receiving the application if postponing the leave.





## **PAY & BENEFITS**

You will not receive your salary (or any pension contributions) during this leave. Pension and other benefits are adjusted in proportion with agreed working hours if you are using Unpaid Parental Leave to adjust your working hours.



## **MAXIMUM LEAVE PERIOD**

You cannot take more than 26 weeks leave in any 12 months period (if you have more than one child and want to run leave period back to back), unless by agreement with your People Leader.



## **TRANSFERRING LEAVE BETWEEN PARENTS**

Where both parents are working for the bank, and at the sole discretion of your People Leader, up to 14 weeks Unpaid Parental Leave (or pro rata equivalent) can be transferred from one parent to the other. This is subject to the consent of both People Leaders prior to the transfer of the leave.



## **SICKNESS & UNPAID PARENTAL LEAVE**

If you become ill and as a result are unable to care for your child you can choose to end the Unpaid Parental Leave and avail of sick leave instead. Any sick leave must be medically certified. On recovery from your illness you can then resume the period of Parental Leave.



## **BANK HOLIDAYS**

Where a bank / public holiday occurs within the period Parental Leave taken, you will be paid for that day's leave, and you will receive an unpaid day off at the end of the Parental Leave period. This applies to Unpaid Parental Leave block only.

If however you are on reduced hours and are scheduled to work on a bank holiday, you will automatically be paid for those scheduled hours. Where you are not scheduled to work on the bank / public holiday it will not be deducted from your bank holiday entitlement and you should claim 1 / 5 of your normal (i.e. your full time) working week hour as additional hours on HR Online. You must claim this within 1 month of the bank holiday occurring.



## **TRACKING OF PARENTAL LEAVE**

It is the reasonability of parents to track Unpaid Parental Leave and how much leave they have used. We trust you to keep track of any leave taken.

A photograph of a smiling man and woman holding their newborn baby. The man is on the left, wearing a dark blue t-shirt, and the woman is on the right, wearing a white t-shirt. They are both looking down at the baby with smiles. The baby is lying on a light-colored surface, wearing a white onesie with small red polka dots. The background is a soft, out-of-focus light blue.

## SECTION 5

# UK SHARED PARENTAL LEAVE POLICY





## ELIGIBILITY

If eligible, all expectant mothers / primary adopters in the UK can opt to end their Maternity / Adoption Leave early at any time from two weeks after the birth / placement of the child, and opt for Shared Parental Leave, with their partner or the child's father, for the remainder of the 52 weeks total leave. The legal eligibility requirements, in order to qualify for Shared Parental Leave are:

- You or your partner must be eligible for Maternity pay or leave or Maternity allowance or Adoption pay or leave.

You must be sharing the main responsibility of caring for the child with either:

- Your husband, wife, civil partner or joint adopter
- The child's other parent
- Your partner (if they live with you and the child)

The eligibility for shared parental pay (both occupational and statutory) will be split between both parents based on the leave pattern which they take (i.e. 26 weeks occupational shared parental pay will be paid only for the first 26 weeks leave taken). Any leave after this will be paid at statutory level only until statutory is exhausted.



## PAYMENT INFORMATION

Shared Parental pay will be paid on the same basis as Maternity / Adoption pay and will replace the balance of the Maternity / Adoption Leave pay which if you and your partner satisfy all of the qualifying requirements. Your pay will be topped up to full pay for the first 26 weeks, once you have 3 months service with the bank. You are responsible for ensuring any payments received are correct and in line with Shared Parental Leave legislation. Any overpayments will be automatically deducted from salary at a later date.

Statutory Shared Parental Leave pay works as follows:

### Length of service

You need to have 26 weeks continuous service or more as at the 15<sup>th</sup> week before the Expected Week of Confinement (EWC) e.g. week you give birth (EWC) / Placement to qualify for SSPP.

Less than 26 weeks continuous service as at the 15<sup>th</sup> week before the EWC / Placement.

### Shared Parental Leave pay entitlement

26 weeks full salary.

For the remaining 13 weeks at the lower of either:

- the Standard Rate of £151.20 or
- 90 per cent of your average gross weekly earnings

Please refer to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) for statutory rates of pay.

No entitlement to statutory pay.



### EXPIRATION OF LEAVE

Shared Parental Leave is available to parents up to the child's 1<sup>st</sup> birthday / 1 year after placement of the child. Any leave not used after this date will be forfeited.



### APPLICATION PROCESS

Written notice is required and you must submit your application to your People Leader a minimum of 8 weeks before any shared parental leave is due to start.



### BLOCKS OF LEAVE

Each employee can opt to take a maximum of 3 continuous blocks of Shared Paternal Leave. Up to 3 separate notices of leave can be submitted, provided you do so at least 8 weeks in advance of each block. Shared Parental Leave cannot be taken in reduced hours format (unless this is your usual working pattern) or in individual days. The minimum amount of leave that can be shared is 1 week.



### ANNUAL LEAVE & BANK HOLIDAYS

Annual Leave continues to accrue while on Shared Parental Leave. Public / bank holidays will be paid as they arise.





## PENSION

Shared Parental Leave will have no effect on your pensionable service. Employer pension contributions will continue to be paid throughout the leave.



## TRACKING OF LEAVE

You are responsible for tracking and managing leave taken and ensuring that it is agreed with both employers (if applicable) within the legislative limits. Fraudulent claims will be subject to investigation and where proven will be referred into the disciplinary process.



## REFUSAL AND CANCELLATION OF LEAVE

Leave may be refused in certain circumstances outlined below:

- If correct notice has not been given (an 8 week notice period is required)
- Where leave is requested in a discontinuous block e.g. more than 3 blocks have been requested and the 8 week notice period has not been observed
- Where leave is requested for less than the minimum length, which is 1 working week

Other legislative requirements can be viewed on the [ACAS](#) website.

You can change or cancel your request (including an early return to work) provided that you advise AIB at least 8 weeks before the date of any variations. This will usually count as one of your 3 notices.



## KEEP IN TOUCH DAYS

Keep In Touch (KIT) days are available by agreement under Shared Parental Leave, e.g. to attend training. If attending work on a 'Keep in Touch' basis, you will receive a full day's pay, which would be in addition to any Shared Parental Leave pay, subject to a maximum of 20 days shared between both parents.





## ADDITIONAL SUPPORT

### Supporting Information on Maternity / Adoptive Leave

Additional support and operational guides on preparing for Maternity or Adoptive Leave are also available.

[Adoptive Leave Guide](#)

[Maternity Leave Guide for Expectant Mothers](#)

### Supporting Information on Parents Leave

Details on how to apply and other information relating to paid Parents Leave.

[Read more here](#)

### Guidelines Relating to Fertility Treatment

Tailored support is available to anyone going through fertility treatments. We recognise that this can be a physical and emotional roller coaster, we have help and support in place which we hope can make a difference during this time.

[Read more here](#)

### Dedicated Support

Please contact our family leave specialists within HR Direct, who are our dedicated contact within this area and will be happy to support / guide you through any of these policies; or if you have a unique situation and are unsure of the supports available to you. [Read more here](#)

[Employee Assistance Programme \(EAP\)](#)

## RELATED READING

### Flexible Working / Reduced Hours

We recognise that you may need flexibility in your work patterns at certain times in your career when balancing priorities between your personal and work life. We have a policy in place that is designed to help you achieve this balance.

[Read more here](#)

### Annual Leave Policy

It's always important to ensure you have your rest breaks from work and our Annual Leave policy is there to support you do this. It can be used in conjunction with our other family leave offerings. [Read more here](#)

### Emergency Family Leave Policy

For situations where you may require time off that can't be planned for – please refer to what we can offer under our Emergency Family Leave Policy. [Read more here](#)

### Career Breaks / Special Absence Breaks

Medium to long term unpaid leave / breaks in your employment are available for periods of between 1 month and 2 years.

[Read more here for Career Breaks](#)

[Read more here for Special Absence Breaks](#)

### Carer's Leave (ROI)

We offer unpaid leave to support carers where they are required to give full time care for family members. [Read more here](#)

### Compassionate Leave Policy

Discretionary leave is available for compassionate reasons, such as to support you in times of bereavement or during the serious illness of a loved one. [Read more here](#)

### Pension Information

[Read more here](#)



# OWNERSHIP & GOVERNANCE

<b>Implementation</b>	These policies are implemented through our People Leaders and processed within HR Direct.
<b>Operation</b>	These policies operated in line with best practice principles and are designed to be compliant and go beyond all ROI and UK legislative requirements.
<b>Questions or concerns</b>	If you have any questions or concerns do feel free to contact our family leave specialists within HR Direct on <a href="mailto:hr.direct@aib.ie">hr.direct@aib.ie</a> .
<b>Escalation</b>	Any abuse or breach of these policies should be reported to your People Leader in the first instance. If further support is required please contact the HR Policy Team on <a href="mailto:code.of.conduct@aib.ie">code.of.conduct@aib.ie</a> .

**Policy Implementation date:** 01/03/2021

**Last Review Date:** 01/03/2021

**Last Updated with Changes:** 01/04/2021

**Policy is Reviewed /Next Review Date:**  
Every 3 years unless changes required by legislation, regulation or the business in the interim

**Policy Owned by:** Ronan Doohan, HEad of Governance & Regulation, HR

**ExCo Policy Sponsor:** Geraldine Casey, Chief People Officer

**Approval Authority for Material Changes:** HRSMT.



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# APPENDIX

# APPENDIX

## SECTION 1. ADDITIONAL PAY INFORMATION FOR MATERNITY / ADOPTIVE LEAVE

### ROI Information

LENGTH OF SERVICE	MATERNITY / ADOPTIVE PAY ENTITLEMENT
Those with 3 months service or more at time of commencement.	Maternity Leave - 26 weeks full pay (minus estimated social welfare benefits).  Adoptive Leave - 24 weeks full pay (minus estimated social welfare benefits).
Those with less than 3 months service at time of commencement.	May be entitled to state benefit for the first 26 weeks of Maternity Leave or 24 weeks Adoptive Leave, if certain PRSI contributions have been made. (Please contact the Department of Social Protection directly – Tel 1890 690 690)

**Note:** Mothers in ROI have an option to take an additional 16 weeks leave after the above and this leave is unpaid. If you are successful under our VS programme then your termination date cannot be before the end of your paid Maternity Leave (e.g. normally 26 weeks and this excludes the additional 16 weeks Unpaid Maternity Leave).

### UK Information

All expectant mothers / adopting parents are entitled to up to 39 weeks Statutory Maternity Pay / Statutory Adoptive Pay (SMP or SAP), **pay will be topped up to full pay once you have 3 months service with AIB.**

### SMP OR SAP works as follows

LENGTH OF SERVICE	MATERNITY / ADOPTIVE PAY ENTITLEMENT
You need to have 26 weeks continuous service or more as at the 15 <sup>th</sup> week before the Expected Week of Confinement (EWC) / Placement to qualify for SMP / SAP.	26 weeks full salary, followed by the remaining 13 weeks at the standard rate of £151.20. Please refer to <a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a> for statutory rates of pay and conditions.

If you leave the employment of the bank prior to starting leave, you retain your entitlement to SMP /SAP which will be paid by the bank, provided you have been in continuous employment and meet the service criteria.

## SECTION 2. ROI SPECIFIC INFORMATION FOR MATERNITY / ADOPTIVE LEAVE

<b>Commencement of Leave</b>	<p><b>Maternity</b> - Under the legislation, leave must commence at least 2 weeks prior to end of week that due date falls and cannot end earlier than 4 weeks after the baby is born. In the unlikely situation where your doctors recommendations are in conflict with this, the leave may commence or end on those dates recommended by the doctor once a medical certificate is supplied stating the reasons for this recommendation.</p> <p><b>Adoptive</b> - Leave cannot start earlier than 2 weeks before the expected date of placement.</p>
<b>Late Birth</b>	<p><b>Maternity</b> - In the unlikely event where the leave period would otherwise end before 4 weeks after birth your leave will be extended and will end 4 weeks from the actual birth date. Please notify the bank if this is the case and you will be given a new date for your return to work.</p>
<b>Additional Unpaid Leave</b>	<p><b>Maternity</b> - You can opt to extend your leave period by a further unpaid period of 16 weeks. Note: your social welfare entitlements may be affected. It is essential that you complete a Maternity Credit form. Also you may accrue tax credits for this unpaid period so you should complete a tax credits form to advise Revenue. Any requests relating to additional Unpaid Maternity Leave must submitted to the bank in writing at least 4 weeks prior to the commencement of this leave.</p> <p><b>Adoptive</b> - as above, for Adoptive Leave you should complete a tax credits form to advise Revenue.</p>

### **Postponement of Leave**

**Maternity** - If your newly born / adopted child requires hospitalisation while you are on this leave and you have completed at least 14 weeks of your Maternity Leave (4 weeks of which must have been post birth), then you can ask in writing to postpone your Maternity Leave until your child is released from hospital. The decision to grant such a request is at the sole discretion of the bank. If granted, your leave will be suspended for the period that your child is in hospital and recommence on the date agreed or within seven days of the child being released from hospital. During the postponement, you must return to work.

This facility is also available to fathers where they have been facilitated to take Maternity Leave following the death of the mother.

If the leave is postponed and you return to work, any absence from work due to illness will be treated as resumed Maternity / Adoptive Leave. You may inform the bank in writing if you would prefer to have the absence treated as sick leave instead. If this is the case it will be viewed as a break in Maternity / Adoptive Leave and as such you will lose the balance of any remaining Maternity / Adoptive Leave (postponed or otherwise).

**Adoptive** - Where the placement date is postponed, the Adoptive Leave will also be postponed until the new placement date. This is subject to you notifying the bank of the new placement date. Any additional leave requested will also be postponed.

If your child has to stay in hospital or go into hospital before you have taken your Adoptive Leave or additional leave, you can ask you're the bank to postpone (or delay) the leave.

In the case of a foreign adoptions there is an option to take (some or all of) your 16 weeks additional unpaid leave first. Where you have done this and the date of placement is postponed, you must return to work in normal capacity until the actual date of placement, after which your Adoptive Leave period will commence and any unused unpaid leave can be taken at the end of your Adoptive Leave period.

### **Notification of Health & Safety Leave, during pregnancy to the department of Social Welfare**

**Maternity** - If Health & Safety Leave is necessary, a certificate can be provided by the bank on request to the Social Welfare stating that you are on Health & Safety Leave. The certificate will contain the reasons for the leave, the expected duration of the leave and the date on which the leave began.



<b>Breastfeeding</b>	<p>A mother breastfeeding (or expressing milk) for a newborn, and up until s/he is 26 weeks, may adjust their working hours to breastfeed outside of the workplace. Alternatively, where breastfeeding facilities are provided in the workplace (available in most head office locations), a new mum may take breastfeeding breaks, up to 1 hour total daily, without loss of pay.</p> <p>The 1 hour allowance can be taken all together or broken up, as agreed between an employee and their People Leader.</p>
<b>Sickness During Leave</b>	<p><b>Maternity</b> - If you fall ill during the last four weeks of your 26 week Maternity Leave period, and you have requested additional Unpaid Maternity Leave, or during additional Maternity Leave, and wish to have this absence treated as sick leave. You will need to send a written request to have the remaining additional Maternity Leave terminated. The bank can choose whether to grant this request or not and will notify you of its decision as soon as is practicable.</p> <p>If the request is granted the additional Maternity Leave will terminate on the date agreed which will not be earlier than the date that your illness commenced and you will lose any remaining entitlement in terms of Maternity Leave.</p>
<b>Death of the Mother</b>	<p><b>Maternity</b> - In the event of these tragic circumstances occurring, the father can take Maternity Leave. They should contact their People Leader as soon as possible (ideally before commencing the leave), so we can support them. The bank may request a copy of the mother's death certificate and / or the child's birth certificate. In circumstances where the mother dies during the Maternity Leave period, the father may take the balance of the leave to commence within 7 days of the mother's death.</p>

## Education / Training / Development

### **Maternity & Adoptive - Minimum Competency Code (ROI)**

If you are designated as 'New Entrant' for the purposes of MCC, the 4 year qualifying period will be suspended for the duration of the Maternity / Adoptive Leave (including statutory paid and unpaid). Any examinations scheduled prior to the final absence date should be completed on time.

In relation to CPD hours, you can apply to the Institute of Bankers for a pro-rata adjustment relative to the absence period. To avail of this adjustment, email [cpd@iob.ie](mailto:cpd@iob.ie), or refer to the Institute of Bankers website [www.iob.ie](http://www.iob.ie).

The bank expects that you will meet the agreed pro-rata requirement in both the year of departure and year of return in which the absence occurs. Please note that the pro-rata adjustment will only apply to the statutory absence period and will not apply to any periods of Annual Leave / Alternative Leave that coincides with the conclusion of the Maternity / Adoptive Leave.

All MCC requirements will continue to apply in full for any period on AIB additional unpaid Maternity / Adoptive Leave and you will be paid on a pro rata basis (equivalent hourly rate based on her existing annual salary).

## SECTION 3. UK SPECIFIC INFORMATION FOR MATERNITY / ADOPTIVE LEAVE

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<b>Duration of Leave</b>	<p><b>Maternity</b> - All expectant mothers, irrespective of service, are entitled to a maximum of 52 weeks leave of absence for maternity purposes. 3 months service is required to be eligible for enhanced Maternity pay.</p> <p><b>Adoptive</b> - Adopting parents, irrespective of service, are entitled to a maximum of 52 weeks leave of absence for adoptive purposes. 3 months service is required to be eligible for enhanced Adoptive pay.</p>
<b>Starting your leave</b>	<p><b>Maternity</b> - Leave can start at any time during or after the 11<sup>th</sup> week before the Expected Week of Confinement (EWC). If the 4<sup>th</sup> week before the EWC passes and you are absent from work either wholly or partly due to pregnancy or childbirth, then your Maternity Leave will automatically start from that time. Leave will commence on the day after the actual date of the birth if this is earlier than the original notified leave date.</p> <p><b>Adoptive</b> - Leave can start:</p> <ul style="list-style-type: none"><li>• Up to 14 days before the date the child starts living with you (UK adoptions)</li><li>• When the child arrives in the UK or within 28 days of this date (overseas adoptions)</li><li>• The day the child is born or the day after (surrogate births)</li></ul>
<b>Childcare Vouchers</b>	<p><b>Maternity</b> - If you are already contributing you can continue to do so while on leave. The bank will make payments on your behalf during this time. The deductions will continue through your salary, provided there is sufficient salary for payments. If you wish to cancel out of the scheme that please contact HR Direct.</p> <p><b>Adoptive</b> - Those on Adoptive Leave are not eligible to continue purchasing childcare vouchers once they are no longer in receipt of sufficient salary to do so. Please contact HR Direct to cancel out of the scheme.</p>

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Directors' names and particulars are available at the company's registered offices and on the AIB Group website.