

Ordinary Paternity Leave Policy

Overview

Employees are entitled to Paternity Leave and Pay if their partner is having a baby, adopting a child or having a baby through a surrogacy arrangement.

Scope

This policy covers all Inmarsat employees employed under UK terms and conditions. It also provides guidance to the provisions that may be made outside the UK unless local terms or legislation dictate otherwise.

Policy

Eligibility

Paternity Leave is available to employees who:

- > Have, or expect to have, responsibility for the child's upbringing
- > Are the biological father of the child or the mother's husband or partner.

The Period of Leave

Employees may take two weeks of paternity leave. Paternity leave may not start before the birth of the baby, and should be taken within 56 days of the birth. Paternity leave will be at full pay.

For adopted children the period of Paternity Leave may start:

- On the date of the placement or arrival in the UK for overseas adoption
- An agreed number of days after the placement or arrival in the UK.

Notification and confirmation requirements

When you become aware that your partner is having a baby, adopting a child or having a baby through a surrogacy arrangement, you should advise your Line Manager as soon as possible and initially discuss your paternity leave requirements. Following this discussion, you and your Line Manager should inform HR, and you will be asked to fill in an SC3 form for payroll purposes.