

# **BURBERRY**

**LONDON ENGLAND**

**GLOBAL PARENTAL LEAVE POLICY**

# INTRODUCTION

## IF YOU ARE READING THIS BECAUSE YOU ARE ABOUT TO WELCOME A NEW MEMBER TO YOUR FAMILY, CONGRATULATIONS!

Many things may change throughout the course of your working life and one of these is that you may become a parent. Whether you're a first time parent or adding to your family, we want to support you during these important early months.

This Global Parental Leave policy reflects our commitment to creating a truly open and inclusive workplace by providing globally consistent minimum standards for all employees in all our locations.

Although we strive for consistency globally, there may be some variations from country to country to reflect local rules and practice. This policy should therefore be read together with the Parental Leave policy for your location.



### OUR KEY COMMITMENTS

This policy sets out our global minimum standards for the leave we will provide to all eligible new parents. We will ensure that all Burberry employees with **MORE THAN 12 MONTHS' CONTINUOUS SERVICE** who become parents after 1 April 2020 will be entitled to a minimum of:

## 18 WEEKS' PAID LEAVE



AND THE OPTION TO RETURN TO WORK WITH A 20% REDUCTION IN YOUR NORMAL WEEKLY HOURS FOR THE **FIRST FOUR WEEKS** AFTER YOU RETURN TO WORK, WITH NO REDUCTION IN SALARY OR BENEFITS.

For example, for a full-time employee working five days per week, they could choose to reduce their working week to four days for this period, or choose to reduce their hours for each working day (subject to operational requirements).

During any period of leave you will be paid your normal base salary. Eligibility for bonus or commission will be dealt with according to the rules of the relevant plan

These benefits will only apply to increase benefits above local entitlements. If additional benefits are provided due to local rules or regulations, these will continue.

## ELIGIBILITY

To be eligible to receive benefits under this policy you must:

- Be a Burberry employee with more than 12 months' continuous service by the due date for your baby, and remain employed throughout the period of the leave;
- **HAVE RESPONSIBILITY FOR THE CARE OF THE CHILD; AND**
- **BE THE BIOLOGICAL MOTHER OR FATHER, ADOPTIVE PARENT, GUARDIAN OR STEP PARENT OF THE CHILD**

Local policies will set out criteria for the period when leave can be taken. Different criteria may apply for eligibility for additional local benefits, and you should consult your local policy for details where this applies. If you are considering a permanent change to your working hours after your return to work, please refer to the flexible working policy for your location and speak to your line manager. Any permanent change to working hours is decided on an individual basis and is subject to the requirements of your business area.



## IF YOU NEED MORE HELP

Please contact either your line manager or AskHR for further advice and information.

## MONITORING & REVIEW

This policy does not form part of any employee's contract of employment, and Burberry is not bound by its contents. We reserve the right to amend any policies or procedures outlined within this policy as deemed appropriate (including, but not limited to, changes required to comply with local legal or regulatory requirements) and any decision to do so will be made entirely at our discretion. This policy will be reviewed periodically and may be amended at any time.