mab
mortgage advice bureau

PEOPLE & CULTURE POLICY

Paternity

Supporting you through the first few months of parenthood.



Last updated: 1st April 2026

> Here at MAB, we know that having a baby or adopting a child is both an important and exciting time and we want to do what we can to support you. This policy sets out the entitlements to Paternity Leave and pay for fathers, partners of pregnant parents and co-adopters.

We recognise that you may not identify with the term 'paternity', but in line with current legislation, the term 'paternity' may still be used in our forms and systems, including payroll; so please note that where used, this term includes all non-pregnant parents.

This policy applies to you if you are employed by MAB on the date that your baby is born or placed with you and:

- you're either the biological father of the child or partner of the pregnant parent; or
- you and your partner are adopting a child or having a child through surrogacy and you are the co-adopter.

Letting us know you're expecting

At least 15 weeks before your baby is due, you need to let us know that you're expecting. However, we encourage you to speak to your manager as soon as possible. If you're adopting, you need to let us know within seven days of being matched with a child.

You need to confirm the dates of your Paternity Leave with the People & Culture Team at least 28 days in advance, so we can get everything ready for you. If you need to change your dates for any reason, we ask that you give us as much notice as you can (ideally 28 days).

How much time can I take off?

Paternity Leave is a day one right. This means that all eligible colleagues, regardless of length of service, are entitled to **four weeks of paid Paternity Leave**.

This can be taken in blocks of one week and must be used within a year of your child being born or placed with you.

Your leave can start on any day of the week after your baby is born, or for co-adopters, when your adoption begins. You may choose to split your leave, taking some when your baby is born or placed with you and some at a later date, or you may choose to take it all at once – it's entirely up to you.

You can also choose to take Paternity Leave after a period of Shared Parental Leave.

Antenatal care and adoption appointments

We know it's important for you to go to antenatal appointments or pre-adoption appointments with your partner, so you can take paid time off to attend these. These include medical appointments or any other appointments or classes that have been recommended or made on the advice of a medical

professional (for example, your midwife or GP). If you're adopting a child, you can take paid time off work to attend adoption appointments once you've been matched with a child.

Neonatal Care Leave

If your baby requires neonatal care for more than seven consecutive days before they turn one month old, you may be eligible for Neonatal Care Leave in addition to your Paternity Leave.

This is a day one right and applies to all colleagues – mums, dads, birthing parents and partners.

The length of your Neonatal Care Leave will depend on how long your baby spends in hospital. You can take up to 12 weeks of paid leave, which can either be added on to the end of your Paternity Leave or taken following your return to work – as long as it's within the first 68 weeks of your baby's life.

For example, if your baby is in hospital for three weeks after they're born, you'll be entitled to three weeks leave.

Please let your manager know as soon as you can if your baby has been admitted into hospital and you'd like to take this type of leave. Once things have settled down, we'll be in touch to arrange this.

If you lose your baby

In the sad event that your baby doesn't survive, or your adoption placement doesn't work out, you may be entitled to paid time off under our Parental Bereavement Leave Policy. If you lose your baby after 24 weeks, your Paternity Leave and pay may continue where it was due.

Your benefits

Holidays

Your holiday entitlement will continue to accrue while you're on Paternity Leave and any bank holidays that fall whilst you're off will be given back to you in lieu.

Other benefits

If you get any other benefits that you contribute to through a salary sacrifice, such as Childcare Vouchers or the Electric Vehicle Scheme, please contact the People & Culture Team to find out how your Paternity Leave may affect these.

If you get any other contractual non-salary benefits, such as private medical insurance, these will continue throughout your period of leave.

Returning to work

We understand that having a baby or adopting a child can mean significant changes to your personal life and we'll support you in those first few months, as you navigate sleep deprivation and a new routine. We'll check in with you on your first day back to see how you're feeling and to talk about any help you need.

'Guilt free' days

No matter how well prepared you are, we recognise that childcare can fall through at the last minute and leave you feeling a bit stuck! As such, on your return from Paternity Leave you'll be eligible for two paid 'guilt free' days when your partner goes back to work, to help out when emergency childcare can't be found.

Any questions?

Becoming a parent is a big moment, and we want you to have the time and support you need. If you have any questions about Paternity Leave, please speak to your manager or a member of the People & Culture Team.

We know that it can be challenging to balance having a new child with your work, and flexible working might help. You can read more about this in our Flexible Working Policy.

> We recognise that having a baby or adopting a child can mean significant changes in your personal life and you may need extra support and guidance in adapting to these. Our Employee Assistance Programme (EAP) can provide you with support if things start to feel tough. You can contact the helpline on **0800 023 2296**. It's independent and totally confidential – and there's no charge for you or your family members.

Policy review

This policy can be read alongside our Shared Parental, Neonatal and Parental Bereavement Leave policies, as well as our Flexible Working Policy. It's reviewed regularly to ensure it remains up to date, effective and aligned with best practice.
Last updated: 1st April 2026.

THE QUICK READ

Paternity

Our priority

Your health and wellbeing. We know that this can be an exciting, yet emotional time and we'll do what we can to support you throughout this process.

Telling us your good news

Let us know as soon as you can *(at least 15 weeks before the due date)*, so we can get everything ready and support you through your journey into Paternity Leave.

Time off & pay

All eligible colleagues are entitled to four weeks of paid leave from day one. You can also take time off for antenatal or adoption appointments.

Your benefits

All your T&Cs remain the same during your Paternity Leave.

Returning to work

We'll check in with you on your first day back to see how you're feeling as you navigate sleep deprivation and a new routine, and talk about any support you need.

Guilt free days

On your return from Paternity Leave, you'll be eligible for two paid 'guilt free' days, to help out when childcare falls through and emergency cover can't be found.

Available support

We know that having a baby or adopting a child can mean significant life changes. We have Mental Health First Aiders and a 24/7 EAP helpline that can support you if things start to feel a bit much.

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