



## **Offering support**

At Sabre we appreciate that if you're thinking about starting a career with us you may be interested in understanding how we support our employees who have family or caring responsibilities. Publishing our family friendly policies means you don't have to worry about asking for the information when applying for a role or attending an interview.

## **Maternity Leave**

You can take up to 52 weeks maternity leave 26 weeks ordinary maternity leave and 26 weeks additional maternity leave, regardless of how long you have worked for us or how many hours you work. To receive the first 8 weeks company maternity pay at your full rate of pay, you need to have worked at Sabre for at least 26 weeks when you enter the 15th week before your baby is due. The remaining 31 weeks is payable at a rate set by the government for the relevant tax year. Up to 10 paid keeping in touch ('KIT') days can be agreed between you and your manager during your maternity leave. Maternity pay doesn't have to be repaid if you choose not to return to work after your leave.

## **Paternity Leave**

An employee is entitled to 2 weeks ordinary paternity leave provided they have 26 weeks service by the end of the 15<sup>th</sup> week before the child is expected. We provide 1 week's paternity leave on full pay. The other week of the paid leave is based on the statutory entitlement. These two weeks of your paternity leave need to be taken within 8 weeks of the birth or adoption. To qualify for paternity leave you must be the spouse, civil partner, partner or the intended parent if you're having a baby through a surrogacy arrangement. Eligible employees may take up to 26 weeks' additional paternity leave within the first year of their child's life provided the mother has returned to work. Paternity pay doesn't have to be repaid if you choose not to return to work after your leave.

## **Adoption Leave**

You can take up to 52 weeks adoption leave, regardless of how long you have worked for us or how many hours you work if you adopt a child through an approved adoption agency. To be eligible for company adoption pay, you need to have worked for us for at least 26 weeks when you enter the week you are matched with your child. For the first 8 weeks of your adoption leave you receive company adoption pay at your full rate of pay. Up to 10 paid keeping in touch ('KIT') days can be agreed between you and your manager during your adoption leave. Company adoption pay doesn't have to be repaid if you choose not to return to work after your leave.

## **Parental Leave**

You can take 18 weeks of unpaid parental leave for each child under 5 years of age and adopted child up to their 18th birthday. You can take up to 4 weeks leave each year for each child in minimum blocks of one week. If your child is disabled the minimum block criteria does not apply. To be eligible for Parental Leave you must have worked for Sabre for more than a year, be named on the birth or adoption certificate, or have or expect to have parental responsibility and your child must be under 18. Parental Leave applies to your child and not to your employment; therefore if when you join Sabre you have already taken some of your entitlement, you will only be eligible for the remaining balance that year.

## **Shared Parental Leave**

To qualify for shared parental leave you need to have worked for Sabre for at least 26 weeks at the end of the 15th week before the week that your child is due, or for adoption, the week of notification of being matched with a child. Your partner also needs to be eligible for shared parental leave in their own right. If you are both eligible, you can share up to 50 weeks of leave. Shared parental leave has to be taken within 52 weeks of the birth or adoption placement. Up to 20 paid keeping in touch ('SPLIT') days can be agreed between you and your manager during your shared parental leave. Company shared parental leave pay doesn't have to be repaid if you choose not to return to work after your leave.

## **Emergency/dependant Leave**

We know there are times when you may need to deal with a family emergency or make arrangements to care for relatives. Emergency leave is deducted from your annual leave and is provided to help you to deal with an immediate problem, dependency leave allows for any necessary care arrangements in place, such as arranging for someone else to care for a child if your normal childminder is unexpectedly unavailable, where a dependant falls ill, or is injured, to deal with an unexpected incident involving your child during school hours.

## **Flexible Working**

At Sabre we're committed to giving you flexibility to balance your role with your life outside of work and we recognise the benefits this brings for both you and Sabre. Flexible working is about giving you more options about when and where you carry out your job; for example your place of work, how many hours you work, or when you work. You can apply for flexible working as long as you've worked for Sabre continuously for at least 26 weeks. If you need a flexible working arrangement earlier than this, you can explain your flexible working requirements at the application stage or to your line manager once you have joined us and we will try to accommodate wherever possible. You can normally make one formal application every 12 months, but if you've had a significant change in your personal circumstances, we'll make an exception to this and allow a further request to be made. If you make a formal flexible working application, we'll consider this fully and fairly, based on our business needs and we'll always try and approve requests where we can.

## **Bereavement**

We know that sadly the death of a family member or close friend will happen to some of us during our working lives, so we are committed to supporting you in practical ways which will help you to cope with your bereavement. We provide up to 5 days paid compassionate leave in the event of the death of a dependant or close family member. We will always look at individual circumstances and will provide more paid leave if required.