



**Liberty**  
Specialty Markets

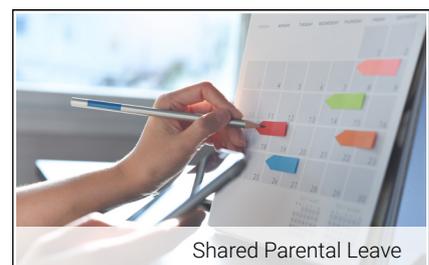
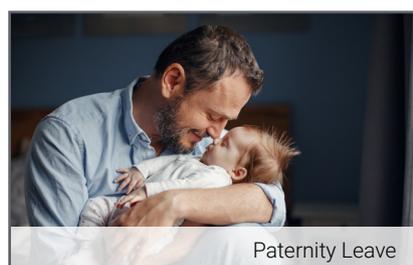
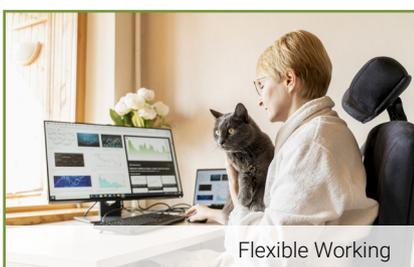
For Mutual Advantage

## LIBERTY'S FAMILY FRIENDLY POLICY

### We are committed to putting people first by supporting our employees through our family friendly policies.

At Liberty, we understand that each individual has responsibilities outside of the workplace. We aim to provide a culture to aid a healthy work-life balance for our employees.

We are proud of the inclusive policies we have in place to make things better and support everyone to be their unique self at work.



We've kept it simple with this handy quick guide. If you have any questions, please contact the [HR Operations team](#).



## Additional Leave

- Regardless of length of service, Liberty offer an **additional 2 days' paid leave** for employees getting **married/civil partnerships**
- Regardless of length of service, any employee who is buying a property is eligible to have an **additional day off to move, at full pay**
- Employees may choose to **buy/sell up to five days' holiday each year**. Available during the annual Holiday Trading Window (November/December)
- **10 days paid leave annually for carers** more details found in Leave Policy
- **10 days paid leave in any 12 month period for fertility treatment** – more details can be found in Leave policy



## Compassionate Leave

- **20 days' paid leave** for an immediate family member (Spouse or Child)
- **3 days' paid leave** for all other family members
- Liberty will **support** those with bereavements in their immediate family and will **always** put people first by being **flexible** depending on circumstances



## Family & Caring Matters Network

- The **Family and Caring Matter network** is open to anyone who has responsibilities relating to the care of another person (or is interested in better supporting colleagues who do)
- The network was born in recognition that an **inclusive and engaged workforce** is the cornerstone of a high-performance company, where everyone has equal access to opportunities throughout their careers
- **Email us** for further information



## Flexible Working

- We trust people to act responsibly and many of our employees informally work flexibly, for example flexible start and finish times, or working from home. We are open to discussing **informal flexible working options** with both prospective and current employees
- All employees can also request a **formal flexible working arrangement**, once they have worked for Liberty for 26 weeks



## Maternity Leave & Adoption Leave

- The right to take up to **52 weeks'** maternity leave
- The equivalent of **26 weeks' full pay** for those with over 26 weeks' service at the 15th week before EWC/the placement of a child for adoption
- **Unpaid leave** for those who have less than 26 weeks' service at 15th week before the EWC/the placement of a child for adoption
- Surrogacy rights fall under the Adoption Leave policy
- In the event of a miscarriage or stillbirth prior to 24 weeks' of pregnancy, Liberty will offer up to **2 weeks' compassionate leave**
- Up to **12 weeks Neonatal leave** at end of Maternity and Paternity leave if child has been in hospital



## My Family Care

- Employees are covered for up to **20 funded sessions of emergency care** per annum for their children or adult dependants
- One session covers: 1 day at a nursery/holiday club, up to 10 hours at a childminder, or up to 5 hours with a nanny or home carer
- Sessions can be arranged via the **Backup Care App** within as little as 30 minutes
- This benefit is available to all LSM employees in the UK



## Parental Leave

- The right to take up to **18 weeks' unpaid parental leave** in respect of each child under the age of 18
- LSM employees must have at least 1 years' continuous service
- A maximum of **4 weeks' parental leave** can be taken in any one year



## Paternity Leave

- **2 weeks' leave at full pay** for all employees, irrespective of length of service
- Up to **6 weeks' leave at full pay**, in addition to 2 weeks' statutory leave at full pay, for those with over 26 weeks service at the 15th week before EWC, (as per Maternity leave)
- **2 weeks leave** for fathers whose partners have experienced miscarriages
- Up to **12 weeks Neonatal leave** at end of Maternity and Paternity leave if child has been in hospital



## Shared Parental Leave

- The right to share up to **50 weeks' shared parental leave** with your partner if you have at least 26 weeks' service by the end of the 15th week before the EWC
- The right to share up to **37 weeks' shared parental leave** pay with your partner if you have at least 26 weeks' service by the end of the 15th week before the EWC