



## **Time off when you need it**

Whatever the reason, here's how we give you time off when you need it

We hope the leave options below give you the flexibility to juggle your work and personal commitments. We think of these as time off guidelines. It's important we treat you as individuals so your manager is empowered to use discretion and agree leave that works for our customers, you and your wider team. We know we spend the majority of our week in the office so that discretion also comes with common sense. If taking leave means you from time to time you work in the office less in a particular week that's ok too. We hope this section covers the big questions. For anything else, speak to your manager or **raise a query with HR** on the **People Hub**. It applies to all UK M&G plc employees.

### Career break

Taking a break from us is better than leaving us. If you've worked with us for at least two years and are meeting our performance expectations you can apply for an unpaid career break of between three and 12 months. There are lots of terms and conditions associated with this option which you'll need to consider. Talk to your manager who can help you think it all through and refer to [Time off when you need it – career break](#).

### Carers leave

Balancing work and significant caring responsibilities can be tough. To do our bit you get up to ten days paid leave each year to manage appointments and deal with unforeseen circumstances. We ask that you have long-term support in place to balance your work and caring responsibilities but it's not possible to plan for everything. And sometimes you just need to be there. There's many reasons you may be a carer; to support a disabled family member, a partner with mental health issues or a close relative who has been hospitalised. Whatever the circumstances we truly hope this helps. For more details see [Time off when you need it - supporting carers](#).

### Compassionate leave

Sometimes being at work is the wrong thing for you. Whether somebody important is seriously ill, a friend or family member has passed away or you are working through the end of a relationship, you'll need time out. We're not going to put a set number of days on how much leave is allowed. Every situation is different. Our managers have discretion to do what's right here and give you the paid compassionate leave you need.

### Emergency leave

Unexpected things come up. Your child is sick and you can't find care, snow means the school is closed or your shower has sprung a leak. Hopefully working flexibly or from home could help. If you need to reduce or work different hours for a couple of days or take time to arrange longer-term cover, our managers have discretion to give you paid emergency leave. Generally this would be no more than a few days

### Faith leave

To observe and celebrate your faith, you may need time for important dates; fasting may require some flexibility in work patterns, and you may want to spend recognised holy days with the family or to make time to pray. We encourage you to talk to your manager who can support you with faith leave.

### Grandparents leave

Being a grandparent is an important role. Make the most of your family time with paid grandparents leave. You can take a day off for each new grandchild you welcome to the world (twins count as one new addition). In addition to new arrivals you can also take a further one day each year to spend some quality time with your existing grandchildren, that's one day maximum regardless of whether you have one or seven to entertain.

## Holiday

You work hard for us and that's why you deserve a generous holiday entitlement. Enjoy thirty days paid holiday each year with the option to purchase a further five days subject to manager approval. See our [Time off when you need it – holiday](#) policy for further guidance.

## Jury Service

If you get called for jury service, don't worry, we'll continue paying you as normal while you do your duty. In exceptional circumstances we may discuss postponing but only if the leave would have a serious impact on our business or customers. Talk to your manager if you are called up and they will go through all the details.

## Marriage and civil partnership – you or your child!

Congratulations! You're entitled to an extra day's paid leave for that last minute planning or for the big day itself. Parents of the bride or groom qualify too – best of luck!

## Medical, dental and veterinary appointments

Your health and wellbeing is a priority. When you have a medical or dental appointment we'll give you paid time off to attend. Where possible try and arrange appointments that allow you to work part of the day from home or the office and give your manager as much notice as possible. If you're going through fertility treatment, having anti-natal appointments, or perhaps going through the adoption process that's covered too. Each situation is different so talk to your manager who has discretion to do what's right. Pets need medical attention too sometimes - we know they're like part of the family so speak to your manager to agree paid time off to take them to the vets.

## New university, school and nursery leave

Heading off to university is a big deal. So is your first day at a new school or nursery. It can be daunting for you and for your child, whatever age they are. Take a half day paid leave to focus on getting them (and you) settled into the new routine. We hope that's enough time to supervise the packing and wave them off to university or to drop-off and pick-up from the new school or nursery.

## Financial planning leave

We know how important it is to plan your financial future, and, where possible, we would like to give you time to make plans. If you need time out for appointments, you should discuss this with your manager, who will try and allow you reasonable paid time off and flexibility. Please note that this is for long-term planning, such as reviewing your pension or speaking to a financial adviser about a mortgage application. It is not intended for day-to-day activities like paying bills.

## Time off for public duties

Are you a magistrate, local councillor or school governor? It's great to see colleagues giving something back and getting personal development too. Your manager has discretion to support you with paid leave to fulfil your duties. Try and give your manager as much notice as possible and remember to say thank you if it means a colleague has to pick something up for you.

To show our thanks for supporting your community you can book up to five days (35 hours) extra paid leave per year. The following public roles are some examples, but if you can't see the valuable role you play then discuss it with your manager.

- Magistrate / Justice of the Peace
- Member of a statutory tribunal
- Member of a health body / local authority / police authority
- Local Councillor
- School Governor

## Time off to move house

We can't help you pack or move the boxes but we can give you one day paid leave a year to help you move house.

## Reserve forces training leave

Being a volunteer reservist may mean giving up at least thirty days of your own time each year to train alongside the regular armed forces. To show our gratitude for serving your country you're eligible to claim up to ten days extra paid holiday per year. Give your manager as much notice as possible please and be mindful of the impact your time-out may have on our customers and your wider team.

## Representative leave (colleague forum and Unite)

If you're a colleague representative it's important you have the time to train and develop your expertise as a rep. You are allowed reasonable time off to attend training and your manager should support you with this. Give them as much notice as possible please and be mindful of the impact your time-out may have on our customers and your wider team. For more details see [Your voice, your representatives](#)

## Study leave

Didn't you say never again the last time you finished studying? Professional and personal development are important so whether you're studying for a qualification funded by M&G plc or one that helps you grow in your role, your manager has discretion to give you up to ten days paid study leave each year to support your learning. As usual agree it up front with your manager giving as much notice as possible please. Check for more details in our [Studying and professional qualifications policy](#).

## Unpaid leave

Do you want to make your colleagues jealous with the holiday of a life-time? Perhaps you're thinking about an extended period of volunteering? Or do you need a bit more time off following a period of compassionate or emergency leave? Unpaid leave might be the right option and is available at your manager's discretion for up to three months.

### Volunteering

Whether it's a company led volunteering initiative or a good cause you're passionate about then we want to support you. Take two days paid leave a year to make a difference. For more details on corporate responsibility and volunteering see our [Volunteering guidance](#).

### And finally

We would like to draw your attention to our free 24/7 confidential online support service. UK colleagues have access to a free, 24/7 Employee Assistance Programme (EAP), giving a wide range of support on physical and mental wellbeing, counselling and access to finance and debt specialists. You can find out more about our EAP on [the People Hub](#).

For more information about the resources available to you, please visit the ['Wellbeing Hub'](#).

*Please note, this policy reflects the current position under any relevant UK law. Should the law change, then this policy may change to reflect that. The policy is non-contractual and may be amended at any time. It applies to all UK M&G plc employees*