Rolls-Royce Retirement Savings Trust



Rolls-Royce Retirement Savings Trust

Maternity, adoption and parental leave - how your membership works

Check the GBS Service Portal

This guide is designed to give an overview of how your retirement savings work while on maternity, adoption or shared parental leave.

For detailed information about these leave types, please make sure you read the articles on the GBS Service Portal.

Just search **Family Leave** on the Service Portal to get started. Then choose the type of leave from the **long-term leave** section that applies to you.

Contributions while on shared parental leave

Shared parental leave pay is paid in line with statutory requirements. This means that contributions to the Savings Trust will stop when you take shared parental leave, along with Rolls-Royce's.

Don't worry though, these will be made-up when you return to work. See step 4 for more details.

Your return to work

Once you return, the contributions paid by you and Rolls-Royce will recommence.

We'll also work out the level of any contributions you missed while on statutory pay or during any unpaid period. The missing contributions will be based on your pay when you return to work. Rolls-Royce will cover the cost of your missing contributions.

We'll make this payment as soon as possible to your Savings Trust account.

Contributions while on maternity, paternity or adoption leave

Za

While you're receiving Company maternity, paternity or adoption pay, your contributions (and Rolls-Royce's) will continue to be paid into your Savings Trust account.

If, in the case of maternity or adoption leave, your paid leave drops to the statutory level, or if it becomes unpaid, contributions will stop. Don't worry though, these will be made-up on your return to work. See step 4 for more details.

Your membership while on leave

As you'd expect, your membership of the Savings Trust will be continuous, even if you are on statutory pay or your leave is unpaid.

3

This means you are still covered by the Life Assurance and Group Income Protection arrangements that come as part of your membership. Find our more <u>at our website</u>.

And where contributions increase in line with the length of your membership, your leave period counts towards this too.

June 2023

Rolls-Royce Retirement Savings Trust