



Home



Young family



Absence planning



Family care



Additional support



# Family support at Convex



If you're going through any kind of family life event, it's our aim to make sure each and every Convexian has the best possible experience. To help achieve that, we want UK Convexians to know all about the range of policies and benefits that we offer here so that you can feel confident that you're making the right choices that work for you and your family during these life events and beyond.

Equally, if you manage a Convexian who is about to experience a family life event, we know that you'll want to support your team member as much as possible. Hopefully this overview will provide you with a summary of everything we offer.

You can also find full details of all our policies via the Convex Codex ([link](#)) or Policy Hub ([link](#)). If you have any questions about any of the policies, please get in touch with the People team - we're always happy to help! And don't forget to let us know if you do have a new family member, we'd love to send you a little gift from Convex.

It's important for us to highlight to you that Convex is an inclusive workplace and our policies are gender neutral wherever possible. However we are conscious that some of the names of our family policies reflect the name of the 'official' government policy and we've only done this to avoid any confusion.



If you have any questions about any of the **policies**, please get in touch with the People team - we're always happy to help!



## Maternity leave

We don't want anyone to put their life on hold waiting for a maternity policy to kick in so we're excited to offer an enhanced maternity provision.

**Q.** What's the maximum amount of maternity leave I can take?

**A.** Pregnant employees may take up to 52 weeks of maternity leave starting before or after their baby is born. However it's entirely up to you how long you wish to take and the People team are happy to work with you to help you make the best choice for your family.

**Q.** How long is the paid period of maternity leave?

**A.** The enhanced provision offers full pay for the first 26 weeks to all employees, no matter how long you've been with us. The following 26 weeks of maternity leave will default to your statutory entitlement.

**Q.** If I want to keep in touch with Convex during my maternity leave, am I able to?

**A.** You can keep in touch with Convex as much or as little as you want - it's completely up to you. We send out a quarterly Convex Chronicle to everyone on family leave with a round up of relevant Convex news.

You're entitled to 10 keeping in touch (KIT) days during your maternity leave to come into the office to meet with your colleagues, attend strategy days or attend client/broker events etc. You will receive full pay for attending a KIT day. You just need to agree the dates of your KIT days with your manager and let the People team know so we can make sure you're paid!

## Paternity leave

If your partner is having a baby, we're delighted to offer you up to eight weeks of paid paternity leave after the birth or adoption of your child, no matter how long you've been with us.

**Q.** Do I have to take my paternity leave all in one block?

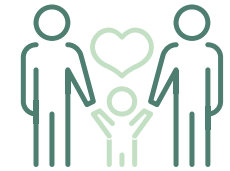
**A.** Only you know what support works best for you, so you may take your paternity leave as a single block or spread your leave out over the first year of your child's birth (or adoption) once you've agreed it with your manager.

**Q.** Who is eligible to receive paternity leave?

**A.** We're happy to offer paternity leave to any employee whose partner is having a baby.

**Q.** Does paternity leave extend to surrogacy arrangements or adoption?

**A.** Yes, absolutely!







## Shared parental leave

We offer an enhanced shared parental leave provision of 26 weeks of full pay to all eligible employees, no matter how long you've been with us.

**Q.** Can you tell me more about this?

**A.** Yes but please bear with us, it's a bit tricky to explain! Employees who wish to share the care of a child with their partner during the first year after birth (including via surrogacy) or adoption may take a period of up to 50 weeks of leave (52 weeks of leave less two compulsory weeks of maternity/adoption leave). The amount of leave available to eligible parents will be less any period of time the mother or partner has spent on maternity or adoption leave, and these periods of leave must be brought to an end before shared parental leave can begin.

**Q.** Are there any guidelines around how the leave can be shared between parents?

**A.** Subject to your manager's approval, the period of leave available can be shared by the parents in any way that they choose; it can be taken simultaneously or separately, and it does not have to be taken in one continuous block.

**Q.** How long is shared parental pay available for?

**A.** Shared parental pay is available for 37 weeks (39 weeks' less two weeks of compulsory maternity/adoption pay) less any period of maternity or adoption pay taken by the mother/partner. Any balance of statutory shared parental pay available to eligible employees will be paid at the prevailing rate.



As we said, shared parental leave can be a bit tricky, so if you need any help with understanding the policy, please get in touch with any of us in the People team!



## Discretionary target bonus arrangements

In line with our Straightforward and Fair value, for annual bonus purposes, if you're absent during the performance year, you'll still be eligible for an annual bonus for the period where you're receiving enhanced pay (for example 26 weeks' for maternity).

- Q.** Am I eligible for a bonus payment for a period of statutory pay or unpaid leave?
- A.** During a period of unpaid leave and/or when you may be receiving statutory pay during the performance year, you won't be eligible for an annual bonus for that period.
- Q.** Am I eligible for a bonus payment for a period of annual leave or accrued bank holiday leave that I tag on to the end of my family leave?
- A.** Yes, any period of annual leave or accrued bank holiday leave will be paid at your normal rate of pay and will be included for eligibility for bonus purposes.
- Q.** How will I be notified of any salary or bonus changes during the compensation process?
- A.** Your manager will get in touch with you to talk through any compensation decisions and will arrange to email your letter to either your personal or work email address, whatever works best for you.

## Annual leave arrangements

- Q.** Will I still accrue annual leave and bank holidays when I'm on family leave?
- A.** Yes, you'll continue to accrue annual leave and bank holidays while you're on maternity, paternity and shared parental leave so you can use annual leave at the end of any period of leave. You can either tag it on to the end of your family leave to extend your leave or you can replace a period of unpaid family leave with accrued annual leave/bank holidays.
- Q.** I have a lot of annual leave to use up but I don't want to extend my family leave, what should I do?
- A.** If you have a period of unpaid leave at the end of your maternity or shared parental leave, you can exchange your unpaid leave with paid annual leave so it doesn't extend your leave but means you don't lose out of your annual leave or bank holiday entitlement and you start getting paid again! You'll also be eligible for consideration for a bonus for any period taken of annual leave or accrued bank holiday leave.







## Performance insights

- Q.** Is there anything I need to do with Performance Insights before a period of extended family leave?
- A.** Please liaise with your manager to ensure you have a performance discussion before any period of extended family leave. This means you can discuss your performance against your OKRs, receive feedback and discuss your career aspirations. Intuo will provide a useful framework to help guide you through these conversations.
- Q.** I'm starting my family leave outside the end of year period for performance review discussions, what should I do?
- A.** Whatever the time of year you will be starting your family leave, please arrange a performance discussion with your manager prior to going on leave so they can give you feedback on your performance up to that point.

## Transition coaching

If you're about to go on a period of extended family leave, we'd love to offer you additional support to ensure you have a positive experience both before the start of your leave via a transition support coach and upon your return.

- Q.** What is a transition support coach?
- A.** A transition support coach is an external coach that we would encourage you to work with to help you have the best possible experience. They are there to support you before your period of family leave to ensure the smoothest possible handover and at the end of your leave period to help reintegrate back into working life and help navigate a work / life fit.
- Q.** How many sessions do I get with a transition coach?
- A.** We offer you up to three sessions of 90 minutes with a transition support coach to help you manage your expectations of yourself and others, help you prep for back to work chats and to work with you to structure those conversations. These sessions will also help provide you with support for understanding your own boundaries, support your health and wellbeing and help you refresh your personal brand. Even small things like getting home on time may become trickier - transition coaching can help you with strategies to start and leave work on time.
- Q.** I'd love to work with a transition coach - how do I get started?
- A.** If you'd like to take part in transition coaching, please get in touch with the People team and we'll connect you with a coach for an initial chemistry meeting. If you're happy that the coach is the right support for you, you can book the sessions at whatever point in your leave works best for you.

## Paid dependants' leave

We offer paid dependants leave to any employee who needs to take time off to deal with unexpected events involving a dependant

- Q.** How many days of paid dependant leave may I take each year?
- A.** You may take up to five days' of paid leave each calendar year. This will allow employees to deal with an emergency involving a dependant, for example, due to illness, injury or a disruption to care arrangements.
- Q.** How do I book dependants' leave?
- A.** If you would like to take your paid dependants' leave, please chat to your manager and once agreed, book this through Oracle.

## Parental leave

If you have children under the age of 18, you may take up to 18 weeks of unpaid leave per child to spend time with or care for your child.

- Q.** What is parental leave used for?
- A.** It may be taken, for example, to spend more time with your children, look at new schools or settle children into new childcare arrangements.
- Q.** When does eligibility for parental leave come to an end?
- A.** Parental leave must be taken by eligible employees before their child's 18th birthday,
- Q.** How much parental leave can I take each calendar year?
- A.** The suggested limit on how much parental leave each parent can take in a year is 4 weeks for each child but each circumstance is unique so talk to your manager and the People team.
- Q.** Does parental leave have to be taken in blocks or can I take the odd day?
- A.** Parental leave is taken as whole weeks (eg 1 week or 2 weeks) rather than individual days, unless your child has a disability. If you do only take 1 day of Parental leave (unless your child has a disability), this will be classified as a one-week block.

## Private health insurance cover

If your family grows, don't forget to add a dependant/partner to your AXA PPP cover if you wish.

- Q.** How do I amend my AXA PPP cover?
- A.** Just drop [hr@convexin.com](mailto:hr@convexin.com) an email with the name and date of birth of the family members you'd like to add.

## Bright Horizons family care cover

We understand that from time to time, many of us will need additional help with care and support for our dependants, whether that's child care, elder care or another existing care relationship that you may have.

- Q.** This sounds great, how do I find out more about this support?
- A.** To get that help, simply log into our dedicated Convex Work+Family Space platform, run by Bright Horizons, which helps you find the right care at the right time.
- Q.** How many days of care is offered each year?
- A.** We offer 10 days of care support each rolling year.
- Q.** What can I use the care for?
- A.** You can use Bright Horizons for help with emergency care (i.e. your usual carer falls ill), and also planned cover such as school holiday clubs or if your usual carer is on holiday.
- Q.** What sort of care is available?
- A.** Bright Horizons offer care in the form of nurseries, nannies and school holiday camps.
- Q.** How easy is Bright Horizons to use?
- A.** Very easy! You will need to set up a page for each child/dependant who requires care including their personal details (name, date of birth, address, emergency contact) plus details on medication, allergies and any special care arrangements. Once the page is set up, you can review the care options available and click the option you wish to choose. Bright Horizons will confirm your booking once they have checked availability with the care provider.





## Flexible working

We fully promote and support an environment of agile and flexible working to allow Convexians to work in the best way for you, your team and our clients. Our technology enables us all to be fully flexible at work.

**Q.** Does Convex have a Flexible Working Policy?

**A.** Yes, you can find it via the Convex Codex. It provides details around how eligible employees can request a change to their working pattern.

## Other available support

Sometimes things don't work out to plan so we have support in place to help you and your family. This support is for you, it's not just something for other people to use. It's completely confidential so no one, even the People team, will know you've accessed it.

### We encourage you to contact:

**EAP (Employee Assistance Programme):** 0800 030 5182

**Health Insurance through AXA PPP** - 0345 600 2072 (Referrals, counselling, physio support and GP service)

**Mental Health First Aiders** - we have 35 MHFAs. Search for Mental Health First Aiders in Slack

  
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