



Angard Staffing Family Leave Policies

Angard Staffing is committed to being family friendly as an employer. This policy sets out the various entitlements of Angard employees to maternity, paternity and parental leave along with employees' entitlements to take time off to care for dependents in certain circumstances.

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Getting help

Contact the Angard Helpline Number on 0333 240 8502 or email angard.employee@reedglobal.com if you have any queries about these policies.

For web access please go to: www.angardstaffing.co.uk.

Overview

These policies on maternity leave, paternity leave, parental leave and time off for dependents apply to all employees of Angard Staffing (**Angard**). They do not form part of employees' contracts. They will be reviewed by Angard from time-to-time and may be amended to take account of legal developments or in line with business need.

These policies are effective from 1st April 2014.

Maternity Leave

This policy outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth, and sets out the arrangements for ante-natal care, pregnancy-related sickness, health and safety, and maternity leave.

If employees have any queries about this policy should contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

Time Off For Anti-Natal Care

If you are pregnant you may take paid time off during working hours for ante-natal care. You should try to give us as much notice as possible of the appointment. Unless it is your first appointment, we may ask to see a certificate confirming your pregnancy and an appointment card.

Entitlement to Maternity Leave

All employees are entitled to up to 52 weeks' maternity leave, consisting of 26 weeks' ordinary maternity leave (OML) and 26 weeks' additional maternity leave (AML).

Notification

Please inform us as soon as possible that you are pregnant by calling the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. This is important as there may be health and safety considerations.

Before the end of the fifteenth week *before* the week that you expect to give birth (**Qualifying Week**), or as soon as reasonably practical afterwards, you must tell us:

- the week in which your doctor or midwife expects you to give birth (**Expected Week of Childbirth**); and
- the date on which you would like to start your maternity leave (**Intended Start Date**).

We will write to you within 28 days to tell you the date we will expect you to return to work if you take your full maternity leave entitlement (**Expected Return Date**).

Once you receive a certificate from a doctor or midwife confirming your Expected Week of Childbirth (MATB1), you must provide us with a copy.

Starting Maternity Leave

The earliest you can start maternity leave is 11 weeks before the Expected Week of Childbirth (unless your child is born prematurely before that date).

If you want to change your Intended Start Date please tell us by contacting the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. You should give us as much notice as you

can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We will then contact you within 28 days to tell you your new expected return date.

Your maternity leave should normally start on the Intended Start Date. However, it may start earlier if you give birth before your Intended Start Date, or if you are absent for a pregnancy-related reason in the last four weeks before your Expected Week of Childbirth. In either of those cases, maternity leave will start on the following day.

Shortly before your maternity leave is due to start we will discuss with you the arrangements for covering your work on any assignment you are on at that time and the opportunities for you to remain in contact, should you wish to do so, during your leave.

The law does not allow you to work during the two weeks following childbirth.

Maternity Pay

Statutory maternity pay (**SMP**) is payable for up to 39 weeks provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. The first six weeks' SMP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

During Maternity Leave

With the exception of terms relating to pay, your terms and conditions of employment remain in force during OML and AML.

Your annual leave entitlement will continue to accrue at the rate provided under your contract. If your maternity leave will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your maternity leave can be carried over and must be taken immediately before returning to work unless you obtain approval otherwise via the Angard Helpline Number. Please discuss your holiday plans with us via the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com in good time before starting your maternity leave. All holiday dates are subject to approval by Angard.

If you are a member of the pension scheme, we shall make employer pension contributions during OML and any period of paid AML, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any maternity pay you are receiving, unless you inform the Angard Helpline Number that you wish to make up any shortfall.

Keep in Touch

We may make reasonable contact with you from time to time during your maternity leave although we will keep this to a minimum.

You may work (including attending training) on up to ten "keeping-in-touch" days during your maternity leave. This is not compulsory and must be discussed and agreed with us through the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any maternity pay entitlement.

Returning to Work

You must return to work on the Expected Return Date unless you tell us otherwise. If you wish to return to work earlier than the Expected Return Date, you must give us eight weeks' prior notice of the date by contacting the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. You may be able to return later than the Expected Return Date if you request annual leave or parental leave, which will be at our discretion.

You are normally entitled to return to work in the position you held before starting maternity leave, and on the same terms of employment. However, if you have taken AML and it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

Paternity Policy

This policy outlines when an employee may be entitled to paternity leave and pay, and sets out the arrangements for taking it.

Entitlement to Paternity leave

Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth and either:

- you are the biological father and will have some responsibility for the child's upbringing; or
- you are the husband, civil partner or cohabiting partner of the biological mother and will have the main responsibility (with the mother) for the child's upbringing.

Paternity leave is available where a child is placed with you for adoption by an adoption agency, if you have been continuously employed by us for at least 26 weeks ending with the week in which the agency notifies you that you have been matched with a child. In such cases you may be entitled to take adoption leave instead. However, adoption leave may only be taken by one adoptive parent. Paternity leave is available to the other adoptive parent (of either sex).

Ordinary Paternity Leave

Ordinary paternity leave (**OPL**) is a period of one or two weeks' consecutive leave taken when a child is born or placed with you for adoption. You can start your leave on the date of birth or placement, or later, provided it is taken within eight weeks (56 days) of the birth or placement. (If the baby is premature the period ends eight weeks after the start of the Expected Week of Childbirth.)

To take OPL you must give us written notice by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified of being matched with a child), or as soon as you reasonably can, stating:

- The Expected Week of Childbirth;
- Whether you intend to take one week or two weeks' leave; and
- When you would like your leave to start.

You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

Additional Paternity Leave

Additional paternity leave (**APL**) is a further period of leave that is only available if the child's mother or co-adopter has returned to work and had been entitled to maternity or adoption leave, statutory maternity pay or adoption pay or maternity allowance in respect of the child. APL cannot start until at least 20 weeks after the birth or placement, it cannot last more than 26 weeks in total and must end within 12 months of the birth or placement.

To take APL you must provide us with the following at least eight weeks before the date you would like your leave to start:

- A written "leave notice" stating:
 - (i) in the case of birth, the Expected Week of Childbirth and the child's actual date of birth;
 - (ii) in the case of adoption, the date the adoption agency notified you that you had been matched with the child and the date the child was actually placed with you;
 - (iii) the dates you would like your APL to start and finish
- A signed "employee declaration" confirming that you satisfy the eligibility conditions set out above for APL and wish to take the leave to care for the child.
- A written "mother declaration" from the child's mother or "adopter declaration" from the co-adopter stating:
 - (i) their name, address and National Insurance number;
 - (ii) the date they intend to return to work;
 - (iii) in the case of birth, confirmation that you are the child's biological father or the mother's partner, and that you have or expect to have responsibility for the child's upbringing;
 - (iv) in the case of adoption, confirmation that you are their spouse, civil partner or cohabiting partner;
 - (v) that, to his or her knowledge, you are the only person exercising an entitlement to APL in respect of the child; and
 - (vi) that they consent to us processing the information they have provided.

Once we receive the above we will contact you within 28 days to confirm the APL start date and your expected return date.

In birth cases, we may require you to provide a copy of the child's birth certificate and the name and address of the mother's employer or, if she is self-employed, her business address.

In adoption cases, we may require you to provide the name and address of the co-adopter's employer or, if they are self-employed, their business address. We may also require documentary evidence such as a matching certificate issued by the adoption agency confirming the agency's name and address, the date you were notified of the match, and the expected placement date.

You can cancel APL or change the start or end dates by giving us at least six weeks' written notice. If this is not possible, give as much written notice as you can, but if we are unable to accommodate the change on such short notice we may still require you to start APL as previously notified and/or finish APL six weeks after your written notice (or on the date previously notified, if earlier).

Paternity Pay

Ordinary statutory paternity pay (**OSPP**) is payable during OPL provided you have at least 26 weeks' continuous employment ending with the Qualifying Week (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year.

Additional statutory paternity pay (**ASPP**) may be payable during APL if you qualified for OSPP and the child's mother or co-adopter has returned to work with at least two weeks of their 39-week maternity allowance, maternity pay or adoption pay period remaining. ASPP is payable to you for the unexpired remainder of that period.

The rate of OSPP and ASPP is set by the government each tax year. For further information please contact the Angard Helpline Number.

During Paternity Leave

All the terms and conditions of your employment remain in force during OPL and APL, except for the terms relating to pay.

Annual leave entitlement will continue to accrue during OPL and APL at the rate provided under your contract. If you are taking a period of APL which will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting APL can be carried over and must be taken immediately before returning to work unless you obtain approval otherwise via the Angard Helpline Number. Please discuss your holiday plans with us via the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com in good time before starting APL. All holiday dates are subject to approval by Angard via the Angard Helpline Number.

If you are a member of the pension scheme, we shall make employer pension contributions during OPL and any period of paid APL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform the Angard Helpline Number that you wish to make up any shortfall.

Keeping In Touch During APL

We may make reasonable contact with you from time to time during APL although we will keep this to a minimum.

You may work (including attending training) on up to ten "keeping-in-touch" days during your APL. This is not compulsory and must be discussed and agreed with the Angard Helpline Number. You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any paternity pay entitlement.

Returning to Work

You must return to work after APL on the expected return date unless you tell us otherwise. If you wish to return to work early, you must give us at least six weeks' notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the expected return date if you request annual leave or parental leave, which will be at our discretion.

You are normally entitled to return to work following either OPL or APL to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent. However, if you have combined OPL or APL with another type of family-related leave please see the relevant policy as the position may be slightly different.

If you are unable to return to work from APL as expected due to sickness or injury, this will be treated as sickness absence and our sickness absence policy will apply.

If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

Parental Leave Policy

This policy summarises the statutory right of employees with at least one year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each child.

Note that this right is in addition to other family friendly rights such as paternity or maternity leave.

Entitlement to take Parental Leave

You are entitled to parental leave for the purpose of caring for a child, provided that you meet certain qualifying conditions:

- you have at least one year's continuous employment with us;
- you have or expect to have responsibility for a child; and
- you are taking the leave to spend time with or otherwise care for the child.

The requirement of one year's continuous employment with Angard does not apply in the case of a disabled child. In this case you can rely on a similar period of continuous employment with a previous employer, subject to certain conditions and reasonable evidence of such employment.

You have responsibility for a child if you are the biological or adoptive parent or have legal parental responsibility in some other way, for example under a court order.

Any parental leave taken while working for another employer counts towards your 18-week entitlement, and you must provide details to us via the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

Taking Parental Leave

In most cases, parental leave can only be taken in blocks of a week or a whole number of weeks, and you may not take more than four weeks' parental leave per year in relation to each child. Parental leave can only be taken up to the child's fifth birthday, or in the case of an adopted child, within five years of the child being placed with you for adoption (and in all cases by the child's 18th birthday).

There are special rules if your child is entitled to disability living allowance. In such cases you can take parental leave at any time up until the child's 18th birthday. Leave may be taken in blocks of less than one week, and you are not limited to four weeks per year. Leave is still limited to 18 weeks in total per child.

Notification requirements

You must notify the Angard Helpline Number of your intention to take parental leave at least 21 days in advance. Your notification should include the start and end dates of the requested period of leave.

If you wish to start parental leave immediately on the birth of a child, you must give notice at least 21 days before the expected week of childbirth.

If you wish to start parental leave immediately on having a child placed with you for adoption, you should give notice at least 21 days before the expected week of placement. If this is not possible then you must give as much notice as you can.

Evidence of Entitlement

We may ask to see evidence of:

- your responsibility or expected responsibility for the child. Examples include birth certificate, adoption or matching certificate, parental responsibility agreement or court order;
- the child's date of birth or date of adoption placement; and
- where applicable, the child's entitlement to a disability living allowance.

Our right to postpone Parental Leave

Although we will try to accommodate your request for parental leave, we may postpone your requested leave where it would unduly disrupt our business (if it would leave us short-staffed for example).

We will discuss alternative dates with you, and notify you in writing of the reason for postponement and the new start and end dates, within seven days of receiving your request for parental leave.

We cannot postpone parental leave if you have requested it to start immediately on the birth or adoption of a child.

We cannot postpone parental leave for more than six months, or beyond the child's 18th birthday (if sooner).

Terms and Conditions during Parental Leave

Parental leave is unpaid. You will not be entitled to employer pension contributions in respect of the period of leave.

Your employment contract will remain in force, and holiday entitlement will continue to accrue. You will remain bound by your duties of good faith and confidentiality, and any contractual restrictions on confidentiality, accepting gifts and benefits, or working for another business.

Time off for Dependants

Angard recognises that occasional emergencies necessitate an absence from work. Employees, regardless of their length of service, will be entitled to take a reasonable period of unpaid time off to deal with particular emergency situations affecting their dependants and to make any necessary long-term arrangements.

No-one who takes time off in accordance with this policy will be subjected to any detriment.

The right to reasonable unpaid time off

You will be able to take reasonable time off where necessary to:

- provide assistance if a dependant falls ill, gives birth, is injured or assaulted;
- make longer term care arrangements for the provision of care for a dependant who is ill or injured;
- take necessary action as a result of the death of a dependant (e.g. arranging the funeral);
- deal with unexpected disruption, termination or breakdown arrangements for the care of a dependant (e.g. if a nanny is ill); or
- deal with an unexpected incident which involves your child during school hours.

A dependant for the purposes of this policy is:

- your spouse, civil partner, parent or child;
- a person who lives in the same household as the you, but who is not your tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to above.

You are only entitled to take time off under this policy to provide personal care for a dependant where there is an immediate crisis. If you know well in advance that you wish to take time off to care for a dependant yourself, rather than arrange for someone else to do so, this policy will not apply. You should take advice via the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com if you need to take time off work in these circumstances.

For the right to time off under this policy to arise, it must be necessary for you to take action in relation to a dependant. Whether action is necessary will depend on the nature of the problem, the closeness of the

relationship between you, and whether someone else is available to assist. Action is unlikely to be considered necessary if you knew in advance that a problem might arise but didn't make alternative arrangements for a dependant's care.

Reasonable time off in relation to a particular problem will not normally be more than two days. However, we will always consider each set of circumstances on their facts.

Exercising the right to time off

You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you inform us via the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com and provide them with:

- the reason for your absence; and
- how long you expect to be away from work.

If you fail to notify us as required you may be subject to disciplinary proceedings under our Disciplinary Policy for taking unauthorised time off.

Where to go for further information

Contact the Angard Helpline Number on 0333 240 8502 or email angard.employee@reedglobal.com if you have any queries about this policy.

For web access please go to: www.angardstaffing.co.uk.

Review

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements