



Angard Staffing Family Leave Policy

Angard Staffing is committed to being family friendly as an employer. This policy sets out the various entitlements of Angard employees to maternity, paternity, parental and adoption 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 HR@angardstaffing.co.uk if you have any queries about this policy.

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

Overview

This policy on maternity leave, paternity leave, shared parental leave, parental leave, adoption leave and time off for dependents applies to all employees of Angard Staffing Ltd (**Angard**). It does not form part of your contract. It 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.

This policy is effective from 11th February 2025

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 you have any queries about this policy, you should contact the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk.

Eligibility 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**). By law you must take a minimum of 2 weeks compulsory maternity leave following childbirth.

Applying for Maternity Leave

Please inform us as soon as possible that you are pregnant by calling the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk. This is important as there may be health and safety considerations depending on the role you are carrying out.

Before the end of the 15th 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 your MATB1 form; this is a certificate of pregnancy issued by a registered GP or a certified midwife confirming the expected date of childbirth (you would normally receive this form after week 20), you must provide us with a copy.

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 6 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.

If you are not sure of your earnings you can contact the Payroll Team at payroll.queries@angardstaffing.co.uk who will be able to advise you.

If your average earnings are less than the lower earnings limit set by the government each year, you may be entitled to a maternity allowance which is paid to you directly by the government.

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).

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.

If you want to change your Intended Start Date, please tell us by contacting the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk. 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 inform you of your new expected return date.

Supporting you before Maternity Leave

If you are pregnant, you may take paid time off during working hours for antenatal care, provided that you have completed your 12 week qualifying period. You should try to give us as much notice as possible of the appointment and where possible these appointments should be arranged outside of working hours. As always you have the option to set your availability on JoinedUp.

Unless it is your first appointment, we may ask to see a certificate confirming your pregnancy and an appointment card.

Whilst we would encourage you to talk to your manager about any health concerns, there may be times when you do not want to discuss these with your manager. You can access support directly via the Help@hand service which is a fully integrated Employee Assistance Programme. This offers a 24/7 helpline for emotional and practical support, financial and legal support, savings and discounts to support everyday living costs. For further information please contact the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk.

Shortly before your maternity leave is due to start, we will discuss with you the opportunities for you to remain in contact, should you wish to do so, during your leave.

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 during your maternity leave and is calculated based on your average hours worked during the 52 weeks prior to your maternity leave started (excluding any periods of family related or sick leave). 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 HR@angardstaffing.co.uk 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 the SMP you are receiving, in accordance with the pension scheme rules. Any employee contributions you make will also be based on the amount of any SMP you are receiving, unless you inform the Angard Helpline Number 0333 240 8502 that you wish to make up any shortfall.

Keep in Touch (KIT) Days

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 10 KIT 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 HR@angardstaffing.co.uk.

You will be paid at your normal basic rate of pay for time spent working on a KIT Day and this will be inclusive of any maternity pay entitlement. As always available shifts will be offered in line with demand from Royal Mail (and Group companies) and the availability of work.

Miscarriage or Stillbirth

In the very sad event that you suffer either a miscarriage or experience a stillbirth, please contact HR@angardstaffing.co.uk 0333 240 8502 (or someone else can do this on your behalf).

You can access support directly via the Help@hand service which is a fully integrated Employee Assistance Programme. This offers a 24/7 helpline for emotional and practical support, financial and legal support, savings and discounts to support everyday living costs. For further information please contact the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk.

If your miscarriage occurred before the end of your 23rd week of pregnancy, your absence will be treated as a sickness absence.

In the event of a stillbirth or neonatal death after 24 weeks of pregnancy (where your baby is born alive but does not survive), your maternity leave will start the day after the birth, if it has not already started. You are still entitled to take maternity leave but you can return to work at any time before this ends by giving us 8 weeks' notice (which may be varied with our agreement). You must not however return to work in the first two weeks after birth.

Returning to Work

You will be expected to return to work after maternity leave and you should contact Angard Helpline Number on 0333 240 8502 or email HR@angardstaffing.co.uk 1 month before your Expected Return Date to discuss any security and vetting requirements or additional training that you may require in order to make you available to work.

Your terms of employment will be the same as they would have been had you not been absent.

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

Paternity Leave

We know how important it is to have time off from work with a new arrival or a newly placed child. Paternity leave (**PL**) provides additional time off for a parent during these times.

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

Eligibility to Paternity leave

PL is available on the birth (including surrogacy) of a child or a newly placed child if you have been continuously employed by us for at least 26 weeks by the end of the 15th week before the Expected Week of Childbirth, or 26 weeks by the end of the week in which you or your partner is notified by an adoption agency of being matched with a child and you are either:

- the biological parent of the baby; or
- matched with the baby by an adoption agency; or
- the husband or partner (including a civil or same sex partner) of the person giving birth; or
- the husband or partner (including a civil or same sex partner) of someone who has been matched with a child by an adoption agency; or
- the intended parent if you are having a baby via a surrogate;

AND

- you have main responsibility (along with the child's biological parent, co-adopter, or adopter) for the child's upbringing; or
- you expect to have some responsibility for the baby's upbringing, and you are the biological parent of the baby.

Definition of 'partner'

A 'partner' is deemed to be someone who lives with the mother or father of the baby in an enduring family relationship but is not an immediate blood relative. Partner may include a civil partner or a partner in a same sex couple.

Where a child is placed with you for adoption by an adoption agency, you may be entitled to take adoption leave instead. However, adoption leave may only be taken by one adoptive parent. SPL or PL is available to the other adoptive parent (of either sex), depending on eligibility.

Applying for Paternity Leave

You can take your PL as either 2 consecutive weeks' or 2 separate one-week periods. Please note that you are not able to take this time off as odd days. All leave must be taken within 52 weeks of the birth, the child's placement with you or the child's arrival in the UK (in the case of overseas adoption).

To take PL you must give us written notice by the end of the 15th week before either the Expected Week of Childbirth, no more than 7 days after the date you or your partner are notified by the adoption agency of being matched with the child or as soon as you reasonably can, stating:

For birth cases:

- The fact you intend to take paternity leave;
- The Expected Week of Childbirth;
- The fact that you satisfy the relationship criteria for the child and have or expect to have responsibility for the child's upbringing;

When arranging the dates for each period of paternity leave, you must:

- Give us at least 28 days' notice of the start of your leave or, if this is not possible, as much notice as you can.
- Confirm how much leave you want to take; and
- Confirm that it is intended to be paternity leave.

You can include these details when you first notify us of your intention to take paternity leave, but there is no strict requirement for you to do so (unless the intended start of your first period of paternity leave is within 28 days of the date on which you are providing the notification).

For adoption cases:

- The date you or your partner were notified of being matched with a child;
- The date which the child is expected to be placed with you;
- How much leave you wish to take; and
- When you would like your leave to start.

If you are in a surrogacy situation, you will be entitled to PL and pay, provided you meet the eligibility criteria and can produce either a relevant parental order issued by the courts proving your parental rights or, a document which confirms that you intend to apply within the 52 weeks after the child's birth. You must sign this in the presence of a legal professional.

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.

Paternity Pay

Statutory paternity pay (**SPP**) is payable during paternity leave 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.

The rate of SPP is set by the government each tax year. For further information please contact the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk.

Supporting you before Paternity Leave

You are entitled to unpaid time off (up to a maximum of 6.5 hours per appointment) to accompany your partner to 2 antenatal appointments or attend 2 meetings with the adoption agency to have contact with the child, provided you have completed your 12 weeks qualifying period.

Where possible these appointments should be arranged outside of working hours. As always you have the option to set your availability on JoinedUp.

During Paternity Leave

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

Annual leave entitlement will continue to accrue during PL and is calculated based on your average hours worked during the 52 weeks prior to your PL starting (excluding any periods of family related or sick leave).

If you are a member of the pension scheme, we shall make employer pension contributions during PL, based on any SPP you are receiving, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any SPP you are receiving, unless you inform the Angard Helpline Number that you wish to make up any shortfall.

Miscarriage or Stillbirth

In the very sad event that your partner suffers a miscarriage or stillbirth you can access support directly via the Help@hand service which is a fully integrated Employee Assistance Programme. This offers a 24/7 helpline for emotional and practical support, financial and legal support, savings and discounts⁴ to support everyday living costs. For further information please contact the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk.

You can still take PL in the event of a stillbirth or neonatal death after 24 weeks of pregnancy (where your baby is born alive but does not survive).

Returning to Work

You are normally entitled to return to work following PL 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 paternity leave with another type of family-related leave please see the relevant section in this policy as the position may be slightly different.

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

Shared Parental Leave

Shared parental leave (SPL) enables parents to share their statutory maternity or adoption leave and their statutory or adoption pay. As part of SPL, a parent taking maternity or adoption leave can choose to end their leave early in order to either transfer any remaining leave or statutory pay to their partner, or split any remaining leave or statutory pay to take as shared parental leave and shared parental pay.

The amount of shared parental leave and pay you can share will depend on how much maternity or adoption leave has already been taken. Parents taking maternity or adoption leave must still take either two weeks' compulsory maternity leave and maternity pay, or two weeks' adoption leave and adoption pay. The remaining weeks can be shared with their partner.

SPL cannot start until at least 2 weeks after the birth or placement, it cannot last more than 50 weeks in total and must end within 12 months of the birth or placement.

Entitlement for Shared Parental Leave

If you are taking maternity leave or you are the parent taking adoption leave, in order to qualify for shared parental leave you must:

- 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);
- must still be employed by Angard in the week before the leave is taken;
- share the main responsibility for caring for the child with your partner at the time of birth/placement for adoption;
- be entitled to either maternity or adoption leave or to statutory maternity or adoption pay or maternity allowance; and
- have given notice to end your maternity or adoption leave and correctly informed us of your entitlement and provided evidence.

In addition, for you to be eligible for shared parental leave, your partner must:

- have been employed or self-employed in at least 26 of the 66 weeks immediately before the birth/adoption;
- have earned an average of at least the maternity allowance threshold for any 13 of those 66 weeks; and
- share the main responsibility for caring for the child at the time of birth/placement for adoption.

If you are the partner of someone taking maternity leave or adoption leave, in order to qualify for shared parental leave you must:

- 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);
- share the main responsibility for caring for the child with the person taking maternity or adoption leave at the time of birth/placement for adoption; and
- correctly notify us of your entitlement and provide evidence of this.

In addition, for you to be eligible for shared parental leave, your partner who is taking maternity or adoption leave must:

- have been employed or self-employed in at least 26 of the 66 weeks immediately before the birth/adoption;
- have earned an average of at least the maternity allowance threshold for any 13 of those 66 weeks;
- share the main responsibility for caring for the child with you at the time of birth/placement for adoption;
- be entitled to either maternity/adoption leave or to statutory maternity/ adoption pay or maternity allowance; and
- have given notice to end their maternity/adoption leave and correctly notified their organisation of their entitlement and provide evidence.

Applying for Shared Parental Leave

If your partner was eligible for maternity or adoption leave, you will be unable to take shared parental leave until your partner has returned to work or provided a curtailment notice to end their maternity/adoption leave to their employer.

You should request shared parental leave in writing at least eight weeks before you want to start your first period of shared parental leave. Your request can be for continuous or discontinuous shared parental leave.

A continuous period of shared parental leave is one without any breaks. A discontinuous period of shared parental leave is where you take a period of leave and return to work for a period before then taking another period of shared parental leave.

You can request more than one period of leave at the same time and you can make a maximum of three requests. Your request can be made at the same time as providing your notice of entitlement and intention to take shared parental leave.

Angard will consider any requests for shared parental leave and try to accommodate the leave wherever possible. If we are unable to agree to your request, we may suggest an alternative pattern of shared parental leave for you to consider. In some circumstances where it is not operationally viable for the business, we may refuse the request.

If we cannot agree on an approach within two weeks, you can take shared parental leave in one continuous block. You will have five days to choose a start date, which must be at least eight weeks from your original request. If you do not choose a date, the leave will begin on the original start date.

If we decline your request, you can withdraw it within 15 days without it counting toward your three allowed requests.

Within 14 days of making your request you need to provide evidence of your eligibility which can be either:

- a copy of your child's birth certificate or, if you are adopting, a copy of the placement certificate from an approved adoption agency; or
- contact details for your partner's employer or, if your partner is self-employed, their business address.

Please be aware that Angard reserves the right to investigate any claims of suspected fraudulent information relating to shared parental leave, or where we have been informed by HMRC that a fraudulent claim was made. Such cases will be dealt with under the conduct procedure.

To take shared parental leave you must provide us:

- A "**maternity leave curtailment notice**" from the parent taking maternity or adoption leave which confirms when they propose to end their maternity or adoption leave (unless the parent has already returned to work from maternity or adoption leave);
- A "**notice of entitlement and intention**"* giving an initial, non-binding indication of each period of shared parental leave that you are requesting; and
- A "**period of leave notice**" (request to take shared parental leave) from you setting out the start and end dates of each period of shared parental leave/shared parental pay that you are requesting.

*A notice of entitlement and intention consists of:

- a written notice of your entitlement to shared parental leave/shared parental pay and your intention to take shared parental leave/shared parental pay; and/or
- a signed declaration confirming that the other parent has given notice of their entitlement and intention to take shared parental leave to their employer, and that the employee taking maternity or adoption leave has agreed to the leave being shared.

To request shared parental leave and shared parental pay you must, whether you are the parent taking maternity or adoption leave or the partner provide the following information in your notice of entitlement and intention:

- the name of you and your partner and which of you is taking the maternity or adoption leave;
- the start and end date of any maternity or adoption leave and/or pay or maternity allowance taken or to be taken;
- total amount of shared parental leave/shared parental pay available;

- amount of shared parental leave/shared parental pay that you and your partner each intend to take;
- your child's expected week of childbirth or date of birth if known or the date of being placed for adoption;
- a non-binding indication of when you and your partner intend to claim shared parental leave or shared parental pay including start and end dates;
- a signed declaration from you confirming that:
 - the information you have provided is correct;
 - that you meet the criteria for shared parental leave/shared parental pay; and
 - you will inform us if you cease to be eligible.

Your notice of entitlement and intention must be accompanied by a signed declaration from your partner to confirm:

- their name and address;
- that they are the child's father or the spouse/civil partner/partner of the person taking maternity or adoption leave;
- they agree to you taking or claiming the amount of intended shared parental leave/shared parental pay;
- the name and address of their employer;
- their National insurance number if they have one;
- that they satisfy (or will satisfy) the relevant eligibility requirements; and
- that they consent to Angard processing the information provided in their declaration.

Changing your shared parental leave start date/withdrawing notice to end maternity or adoption leave

The process for changing your start date will depend on whether or not you are initially taking maternity or adoption leave.

You are only able to withdraw your notice to end your maternity leave or adoption leave in limited circumstances. Your request to withdraw must be made in writing. You can only withdraw your notice if you have not already returned to work from your maternity or adoption leave and:

- it becomes clear that neither you nor your partner are entitled to shared parental leave/shared parental pay; therefore you withdraw your notice to end your maternity/adoption leave within eight weeks of the date on which the original notice was given; or
- you provide notice within six weeks of the child's birth or eight weeks after the notice was first given (whichever is later) if you gave the notice before the birth (this does not apply to adoption cases); or
- in the very unfortunate case where your partner has died.

Varying or cancelling the notice of entitlement and intention

You can vary or cancel your proposed shared parental leave dates after you have submitted your request to take shared parental leave, as long as you provide us with at least eight weeks' notice before your shared parental leave was due to start.

To do this, you must provide us with the following information:

- an indication of when you intend to take shared parental leave, including the start and end dates;
- details of any periods of shared parental leave that have been booked already;
- details of any periods of statutory shared parental pay that have been notified where shared parental leave was not to be taken; and
- a declaration signed by both you and your partner stating that you both agree to the variation.

This notice is not binding until you make a request to take shared parental leave.

Please remember that every time you ask for a variation or cancellation of your dates for shared parental leave, this will count as one of the three notifications unless:

- the variation is due to the child being born/placed earlier or later than the expected week of childbirth or placement for adoption;
- the variation is at Angard's request; or
- it is agreed otherwise.

Shared Parental Leave Pay

Shared parental leave pay (**ShPP**) is paid while you are on shared parental leave. This can be paid for up to 37 weeks, depending on how many weeks you agree to share with your partner.

In order to receive shared parental pay, you and your partner will have to meet the relevant eligibility criteria for shared parental leave.

To qualify for statutory shared parental pay, the parent taking maternity leave or adoption leave must have:

- been entitled to statutory maternity pay or statutory adoption pay or maternity allowance; and;
- given notice to end their pay period.

In addition, both the parent taking maternity leave or adoption leave, and their partner must:

- have a minimum of 26 weeks' continuous service at the end of the 15th week before the expected week of childbirth or adoption placement date;
- share the main responsibility for caring for the child at the time of birth or placement for adoption;
- be absent from work during each week that they are receiving shared parental pay (except for any time spent on 'SPLIT' days);
- intend to care for the child during the period in which shared parental pay is payable;
- have been employed or self-employed in at least 26 of the 66 weeks immediately before the birth/adoption;
- have average weekly earnings for a period of eight weeks ending with the 15th week before the expected week of childbirth or at least the lower earnings limit for national insurance purposes;
- have earned an average of at least the maternity allowance threshold for any 13 of those 66 weeks;
- remain in continuous employment until the first week of shared parental pay; and
- have given proper notification to take shared parental pay.

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

During Shared Parental Leave

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

Annual leave entitlement will continue to accrue during SPL and is calculated based on your average hours worked during the 52 weeks prior to your SPL starting (excluding any periods of family related or sick leave). If you are taking a period of SPL which will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting SPL 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 HR@angardstaffing.co.uk in good time before starting SPL. 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 SPL, based on any ShPP you are receiving, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any ShPP you are receiving, unless you inform the Angard Helpline Number that you wish to make up any shortfall.

Keeping In Touch During SPL

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

You may work (including attending training) on up to 10 "shared parental leave keeping-in-touch (SPLIT)" days during your SPL. This is not compulsory and must be discussed and agreed by contacting the Angard Helpline Number on 0333 240 8502.

You will be paid at your normal basic rate of pay for time spent working on a SPLIT Day (which will be booked based on yours and shift availability) and this will be inclusive of any ShPP entitlement.

You can share and use up to 20 SPLIT days with your partner. We are not obliged to offer you work using SPLIT days. If you choose to only work part of a SPLIT day, this will be treated as a whole day and paid for accordingly.

Miscarriage or Stillbirth

In the very sad event that your partner suffers a miscarriage or stillbirth you can access support directly via the Help@hand service which is a fully integrated Employee Assistance Programme. This offers a 24/7 helpline for emotional and practical support, financial and legal support, savings and discounts to support everyday living costs. For further information please contact the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk.

You can still take SPL in the event of a stillbirth or neonatal death after 24 weeks of pregnancy (where your baby is born alive but does not survive).

Returning to Work

You will be expected to return to work after SPL and you should contact Angard Helpline Number on 0333 240 8502 or email HR@angardstaffing.co.uk 1 month before your Expected Return Date to discuss any security and vetting requirements or additional training that you may require in order to make you available to work.

Your terms of employment will be the same as they would have been had you not been absent.

If you are unable to return to work from SPL as expected due to sickness or injury, this will be treated as sickness absence and our attendance 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

This policy summarises the statutory right of employees with at least 1 year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each child or adopted child and is not the same as shared parental leave.

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

Eligibility to 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 1 year's continuous employment with us by the time the leave is taken;
- confirm that the purpose of the requested period of leave is to only care for your child or children; and
- be the parent or have parental responsibility for a child aged under 18.

The requirement of 1 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 08454 607 318 or email HR@angardstaffing.co.uk.

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 4 weeks' parental leave per year in relation to each child. Parental leave can only be taken up to the child's 18th birthday.

There are special rules if your child is entitled to disability living allowance. In such cases leave may be taken in blocks of less than one week, and you are not limited to 4 weeks per year. Leave is still limited to 18 weeks in total per child.

Applying for Parental Leave

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.

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 6 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 and is calculated based on your average hours worked during the 52 weeks prior to your parental leave starting (excluding any periods of family related or sick leave). 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.

Adoption Leave

We understand how important it is when you adopt a child and Angard is committed to supporting you through your adoption. This part of the policy will explain what to expect when a child is newly placed for adoption with you.

Eligibility to Adoption Leave

- Only 1 parent is entitled to time off and pay under adoption leave (**AL**), while the other parent may have entitlement to time off and pay under PL and/or SPL
- You must be newly matched with a child for adoption by an approved adoption agency (this does not apply if you are in surrogacy situation)
- You will be eligible for AL from your 1st day of employment.
- You are entitled to take 52 weeks of AL when a child is newly placed with you for adoption, or you are in a surrogacy situation.

There are certain criteria that apply when taking adoption leave:

- Only 1 period of AL (for the parent taking AL will be available at a time, irrespective of whether more than 1 child is placed for adoption with you as part of the same arrangement.
- If you are adopting in the UK, your AL can start on the day the child is placed or up to 14 days earlier.
- If you are adopting from abroad, your AL can begin within 28 days of the date that your child enters the UK but cannot begin before they enter the UK.

If you are in a surrogacy situation (where a surrogate mother gives birth to a child who is the biological child of you and/or your partner), you will be entitled to AL, provided you meet the eligibility criteria. You will be

entitled to adoption pay provided you meet the eligibility criteria and can produce either a relevant parental order issued by the courts proving your parental rights or, a document which confirms that you intend to apply within the 6 months after the child's birth. You must sign this in the presence of a legal professional.

If you are fostering for adoption, you will be entitled to AL and pay, provided you meet the eligibility criteria. You will receive this from the point at which the child comes to live with you.

You will not qualify for AL and pay if you arrange a private adoption, become a special guardian or kinship carer, adopt a stepchild, or adopt a family member.

Applying for adoption leave

Please inform us no more than 7 days after the date you or your partner are notified by the adoption agency of being matched with the child (for overseas adoption no more than 28 days of receiving the Official Notification or for surrogacy by the end of the 15th week before the expected week of childbirth) or as soon as you reasonably can; stating:

- the date you or your partner were notified of being matched with the child;
- date the child is expected to be placed with you or date the child is expected to enter the UK;
- the length of time you intend to be away;
- when you would like your leave to start

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

In surrogacy cases, you will also need to provide us with either a relevant parental order issued by the courts proving your parental rights or, a document which confirms that you intend to apply within the 6 months after the child's birth. You must sign this in the presence of a legal professional.

If you want to change your AL start date, please tell us by contacting the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk. You should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original AL start date (or the new start date if you are bringing the date forward). We will then contact you within 28 days to inform you of your new expected return date.

Adoption Pay

While you are on AL, all the terms of your employment contract continue, except from normal pay. Statutory adoption pay (SAP) 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 6 weeks' SAP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

Supporting you before your adoption leave

We will support you to attend your adoption appointments. Where possible, appointments should be arranged outside of working hours. However, we recognise this is not always possible. You should try to give us as much notice as possible of the appointment.

If you are a single adopter, you are entitled to attend up to five paid adoption appointments during working hours, subject to you having completed your 12 week qualifying period. If you are a joint adopter, only one of you will be entitled to take paid leave during the five appointments. If you elect to take the time off as paid, you

must provide a declaration stating that you have elected to exercise this right. However, if you exercise the right to paid leave for an adoption appointment, you may not claim paternity leave in respect of the same child.

Shortly before your AL is due to start we will discuss with you the opportunities for you to remain in contact, should you wish to do so, during your leave.

During Adoption Leave

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

Your annual leave entitlement will continue to accrue during AL and is calculated based on your average hours worked during the 52 weeks prior to your AL starting (excluding any periods of family related or sick leave). If your adoption leave continues into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting your adoption leave can be carried over and must be taken immediately before returning to work unless you obtain approval otherwise via the Angard Helpline Number.

If you are a member of the pension scheme, we shall make employer pension contributions during AL and any period of paid AL, based on the ALP you are receiving, in accordance with the pension scheme rules. Any employee contributions you make will also be based on the amount of any ALP you are receiving, unless you inform the Angard Helpline Number 0333 240 8502 that you wish to make up any shortfall.

Keep in Touch (KIT) Days

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

You may work (including attending training) for up to 10 KIT days during your AL. This is not compulsory and must be discussed and agreed with us through the Angard Helpline Number 0333 240 8502 or email HR@angardstaffing.co.uk.

You will be paid at your normal basic rate of pay for time spent working on a KIT Day and this will be inclusive of any adoption pay entitlement. As always available shifts will be offered in line with demand from Royal Mail (and Group companies) and the availability of work.

Unsuccessful Placements

If, in the unfortunate circumstance your child's placement ends during your AL period, you may continue to take AL for up to 8 weeks after the placement end date.

Returning to Work

You will be expected to return to work after AL and you should contact Angard Helpline Number on 0333 240 8502 or email HR@angardstaffing.co.uk 1 month before your Expected Return Date to discuss any security and vetting requirements or additional training that you may require in order to make you available to work.

Your terms of employment will be the same as they would have been had you not been absent.

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

Time off for Dependants Policy

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 HR@angardstaffing.co.uk 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 HR@angardstaffing.co.uk 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 HR@angardstaffing.co.uk 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.