

## Angard Staffing Family Leave Policy

*Angard Staffing is committed to being a family friendly employer. This policy outlines the family leave entitlements available to Angard employees.*

### **Included in this Policy:**

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### **Overview:**

#### ***Scope of Policy***

This policy sets out the entitlements available for maternity leave, neonatal leave, adoption leave, paternity leave, shared parental leave, parental leave, and the right to take time off for dependants. It applies to all employees of Angard Staffing Ltd ("Angard").

**As legislation continues to evolve in both GB and Northern Ireland, Angard will review and update this policy periodically to ensure it remains compliant and aligned with our operational needs. This policy operates subject to all current legislative requirements. Angard's aim is to maintain a supportive, inclusive environment while adapting to changes that help us meet both our legal obligations and the needs of our workforce.**

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## **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.

### ***Maternity Leave Entitlement***

Maternity Leave is a day one right across the UK. All employees are entitled to up to 52 weeks of statutory maternity leave, **made up of:**

- 26 weeks' Ordinary Maternity Leave (OML), and
- 26 weeks' Additional Maternity Leave (AML).

By law, employees must take a minimum of 2 weeks' compulsory maternity leave immediately following childbirth.

Employees may begin maternity leave at any point from 11 weeks before the expected week of childbirth, provided appropriate notice is given.

### ***Applying for Maternity Leave***

It is important you inform Angard as soon as possible that you are pregnant as health and safety considerations may apply to your role.

Please call the Angard Helpline Number on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

### **You must notify Angard::**

- Before the end of the 15<sup>th</sup> week before the week that you expect to give birth (**qualifying week**), or as soon as reasonably practicable afterwards, you must tell us:
  - The week in which your doctor or midwife expects you to give birth (**expected week of childbirth**),
  - 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**).

You should provide a copy of your MATB1 form once you receive it; 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).

### ***Statutory Maternity Pay (SMP)***

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 before expected week of childbirth 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](mailto: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 will start earlier if:**

- You give birth before your intended start date or
- You are absent for a pregnancy related reason in the **4 weeks** before your baby is due.
- In either of those cases, maternity leave will start on the following day.

If you want to change your intended start date for maternity leave, please give us as much notice as possible by contact the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

Wherever you can, you should tell us at least 28 days before your original start date (or 28 days before the new start date if you are bringing it forward).

We will confirm your new expected return date within 28 days of receiving your updated notice.

***Supporting you before Maternity Leave***

**Antenatal Appointments:**

Employees are entitled to take time off to attend antenatal appointments.

**The following rules apply:**

- Before 12 weeks' service: time off is unpaid.
- After 12 weeks' service: you have the legal right to paid time off for antenatal care as an agency worker.

**Notice and Evidence Requirements:**

- Except for your first appointment, we may ask to see:
  - A certificate confirming your pregnancy.
  - An appointment card or other evidence of the appointment.
- Please give as much notice as possible of your appointment dates.
- Where possible, appointments should be arranged outside working hours.
- Please update your availability through Joined Up.

Before your maternity leave starts, we will discuss with you how you would like to remain in contact during your leave (e.g., updates, KIT days, communication preferences).

***During Maternity Leave***

Your normal terms and conditions of employment will continue during OML and AML, except for pay.

**Annual Leave:**

- You will continue to accrue holiday during maternity leave.
- Holiday is calculated based on your average hours worked in the 52 weeks before maternity leave begins (excluding family related- leave and sick leave).
- If your maternity leave continues into the next holiday year, any holiday you cannot reasonably that cannot reasonably be taken before starting your maternity leave can be carried over.
- Carried over holiday should normally be taken immediately before returning to work, unless Angard- approves an alternative arrangement.
- All holiday dates remain subject to approval.

Please discuss your holiday plans, in advance via the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

### **Pension Contributions:**

#### **If you are a member of the pension scheme:**

- Employer pension contributions will continue during maternity leave based on the SMP pay you in accordance with the pension scheme rules.
- Your employee contributions will also continue, based on the amount of SMP you are receiving.
- If you want to make additional contributions to cover any shortfall, please contact Angard Helpline.

### ***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 on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto: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 the Angard Helpline Number on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) (or someone else can do this on your behalf).

- **Miscarriage:** If your loss occurs before 24 weeks of pregnancy, this will be recognised as pregnancy related sick absence.

***\*\* In Northern Ireland, you will be entitled to two weeks Statutory Parental Bereavement leave and pay, if you experience a loss before the end of week 23 of your pregnancy. This is a day one right and leave can be taken within 56 weeks from the miscarriage, in either one single two-week block or two separates one-week blocks. In addition to the person experiencing the loss, the right is extended to a partner or spouse.***

- **Stillbirth or Neonatal death:** (where your baby is born alive but does not survive); If your loss occurs at 24 weeks of pregnancy or later, you will be entitled to maternity leave and statutory maternity pay/allowance (subject to eligibility).

You can return to work at any time before your maternity leave ends by giving us 8 weeks' notice (this can be varied with our agreement). However, you cannot return to work within the first 2 weeks after giving birth.

**Supporting your wellbeing:** You can access our employee assistance programme, confidentially If you do not yet have access, please email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

- **Help@hand App:** 24/7 helpline offering emotional, practical, financial and legal support.
- **Unum health & wellbeing resources:** Available via the app.

- **Accessibility:** Translation services, including BSL interpreting and lip-reading, are available on request through the 24/7 helpline.
- **Contact Details:** 📞 0345 266 5060 ✉️ [help-at-hand@squarehealth.com](mailto:help-at-hand@squarehealth.com)

### ***Returning to Work***

Before returning from Maternity Leave, you should contact the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) at least one month in advance to arrange any required security vetting or training needs to authorise you to work.

- Your terms of employment will remain unchanged.
- If you cannot return due to illness or injury, this will be managed as sick absence under the attendance policy
- If you choose not to return, you must give notice in line with your contract of employment.

## **Neonatal Care and Leave:**

This part of the procedure explains the support available during your child's period of neonatal care.

If you are eligible, you will be entitled to leave for each week your child spends in neonatal care, up to a maximum of 12 weeks, which must be taken within 68 weeks of the child's birth. This leave is in addition to any other parental leave you may be entitled to.

Neonatal leave will last for between one and 12 weeks, depending on how long your child receives neonatal care. Neonatal leave is based on full weeks only (i.e. each period of seven consecutive full days, not counting the day neonatal care starts). For example, if your child receives neonatal care for 18 days after the day neonatal care starts - i.e. two full weeks and four days - you would be eligible to receive two weeks of neonatal leave.

### ***Neonatal Leave Entitlement***

For the purposes of this Family Leave Policy neonatal care refers to certain specified medical or palliative/end-of-life care provided to your child.

#### **When neonatal leave applies:**

- Begins within 28 days of the child's birth; and
- Lasts for a minimum period of 7 consecutive full days (commencing the day after neonatal care starts).

#### **Medical care is defined as:**

- Medical care that is received in a hospital; or
- Where the child has been an inpatient in a hospital but has since been discharged, medical care that is provided under the direction of a consultant and which includes ongoing monitoring and visits by healthcare professionals arranged by the hospital; or
- Palliative or end of life care.

Where a child is transported from one place to another, with neonatal care being provided in each place, that care is regarded as continuous.

### ***Eligibility for Neonatal Leave***

#### **Eligibility for neonatal leave is dependent on:**

- Your relationship with the child,
- When neonatal care begins; and
- The amount of time your child receives neonatal care.

#### **You will be eligible for neonatal leave from your first day of employment if you are:**

- The birthing parent of the child and have the responsibility for the upbringing of the child.
- The biological parent of the child and have the responsibility for the upbringing of the child.
- The husband or partner (including a civil or same sex partner) of the person who has given birth and have the main responsibility, apart from the child's birthing parent, for the upbringing of the child.
- The child's adoptive parent and have the responsibility for the upbringing of the child; or
- The intended parent if you are having a child via a surrogate and have or expect to have the responsibility for the upbringing of the child.

### ***Definition of 'partner'***

A 'partner' is deemed to be someone who lives with the mother or father of the child 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.

### ***Statutory Neonatal Care Pay (SNCP)***

During Neonatal Leave, all your usual terms and conditions remain in place, except for normal pay.

You may receive (SNCP) for up to 12 weeks, depending on how long your baby receives neonatal care, if:

- You have at least 26 weeks' continuous service by the qualifying week
- Your average earnings are at or above the Lower Earnings Limit
- Your baby receives neonatal care for at least 7 consecutive days, starting within the first 28 days after birth.

The rate of SNCP is set by the government each tax year; For more information on the rate of SNP, please visit <https://www.gov.uk/neonatal-care-pay-leave>.

Contact Angard for further information; Helpline Number 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

### ***Applying for Neonatal Leave***

Neonatal Leave cannot start during the first week of neonatal care.

(Most parents will already be on another form of family related leave such as maternity, adoption, paternity or SPL during this time.)

- You can take Neonatal Leave any time after the first week and up to 68 weeks after birth or adoption.
- If you are not on family leave and require time off, please contact the Angard Helpline Number on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) as you may be able to take another type of leave.

#### **Tier 1 - applies:**

- After the first full 7 days of neonatal care
- Up to 7 days after neonatal care ends
- You must notify Angard as soon as reasonably practicable.

#### **Tier 2 - applies:**

- After the Tier 1 period
- Up to **68 weeks** after birth or adoption

#### **Notice requirements:**

- You must give at least 15 days' notice for 1 week of leave
- You must give at least 4 weeks' notice for 2 or more weeks of leave
- Leave must be taken as a continuous block of full weeks.

### ***What happens if you have more than one child receiving neonatal care?***

If you have multiple children from the same pregnancy who receive neonatal care at different times, each period of care may generate a separate entitlement to Neonatal leave (and pay, if eligible). However, if the children receive neonatal care at the same time, entitlement accrues only once for that period. The maximum neonatal leave (and pay) entitlement remains capped at 12 weeks, regardless of the number of children.

**Note:** Any neonatal leave (and pay) in these circumstances must be taken within 68 weeks following the birth of the first child born.

### ***Changing the start date of your neonatal leave***

If you need to change the start date, contact the Angard Helpline Number on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

- Tell us as soon as you can
- Wherever possible, give at least **7 days' notice** before the original intended start date

### ***Support during your Neonatal leave***

To support your health and wellbeing, you can access our Employee Assistance Programme confidentially through the Help@hand service — available via the app or 24/7 helpline. Please refer to page 4 or 22 for details.

### ***Returning to Work***

Before returning from Neonatal Leave, you should contact the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) at least one month in advance to arrange any required security vetting or training needs to authorise you to work.

- Your terms of employment will remain unchanged.
- If you cannot return due to illness or injury, this will be managed as sick absence under the attendance policy
- If you choose not to return, you must give notice in line with your contract of employment.

## **Adoption & Surrogacy Leave – Main Adopter:**

We understand how important and life-changing it is when you welcome a child into your family, whether through adoption or surrogacy. Angard is committed to supporting you through this process.

If you are the main adopter or are an intended parent in a surrogacy arrangement who will become the legal parent through a Parental Order, you may be entitled to Statutory Adoption Leave (SAL) and Statutory Adoption Pay (SAP).

This section of the policy explains what to expect when a child is newly placed with you, and the support available to you as the main adopter or intended parent.

### ***Adoption Leave Entitlement***

You are entitled to up to 52 weeks of Adoption Leave from day one of employment, regardless of your length of service.

#### **This applies when:**

- You are newly matched with a child by an approved adoption agency.
- You are having a child through surrogacy and meet the legal requirements to apply for a Parental Order.
- You are fostering for adoption and meet the eligibility criteria.
- Only one parent can take Adoption Leave and Statutory Adoption Pay.
- The other parent may instead be eligible for Paternity Leave or Shared Parental Leave.

### ***Adoption Leave Eligibility***

#### **Adoption Leave May Begin:**

- Only one period of Adoption Leave is available, even if more than one child is placed with you at the same time as part of the same adoption arrangement
- UK adoption: on the day the child is placed or up to 14 days before placement
- Fostering for adoption: From the day the child comes to live with you
- Overseas adoption: within 28 days of the child entering the UK.
- Surrogacy: From the day the baby is born, or another chosen date within the first 52 weeks, provided you meet the criteria to apply for a Parental Order.

#### **When Adoption Leave Does Not Apply:**

- You pursue a private adoption (not through an approved agency).
- You become a special guardian or kinship carer.
- You adopt a stepchild or another family member

### ***Surrogacy***

If you are having a child through a surrogacy arrangement, you may be eligible for Statutory Adoption Leave and Statutory Adoption Pay.

#### **You must:**

- Be an intended parent and expect to become the child's legal parent, usually by applying for a Parental Order within 6 months of the birth.

**To receive SAP, you must provide evidence of either:**

- A Parental Order once it has been granted by the court, or
- A statutory declaration confirming that you intend to apply for a Parental Order within 6 months of the child's birth.

### ***Fostering for Adoption***

If you are fostering a child with a view to adoption, you are entitled to Statutory Adoption Leave and, if eligible, Statutory Adoption Pay from the date the child comes to live with you.

### ***Applying for Statutory Adoption Leave (including Surrogacy)***

#### **Please notify us:**

Within 7 days of being matched with a child.

- Within 28 days of receiving official notification (overseas adoption).
- By the 15<sup>th</sup> week before the baby's due date in surrogacy cases.

Your notice should confirm:

- The date you were matched or received official notification.
- When the child is expected to be placed with you or enter the UK.
- How long you intend to take SAL.
- When you'd like your SAL to begin (within statutory rules for UK, overseas or surrogacy placements)

Please give as much notice as possible. Wherever you can, you should provide at least 28 days' notice before your original start date (or before the new date if you wish to change or bring your leave forward). We will confirm your updated leave and return dates in writing within 28 days.

Please contact the Angard Helpline Number on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

### ***Statutory Adoption Pay (SAP)***

While you are on Adoption Leave, all your contractual terms and conditions will continue except for normal pay.

**You may receive Statutory Adoption Pay (SAP) for up to 39 weeks if you have** at least 26 weeks' continuous service with us by the relevant date, and your average weekly earnings meet or exceed the Lower Earnings Limit set Government rate for that tax year.

#### **The relevant date depends on the type of adoption:**

- For UK adoptions: the end of the week you were matched with a child
- For overseas adoptions: the end of the week you receive official notification
- Surrogacy (Parental Order cases): the end of the 15<sup>th</sup> week before the expected week of childbirth.

#### **SAP is paid as follows:**

- Weeks 1–6: 90% of your average weekly earnings.
- Weeks 7–39: The standard SAP rate set annually by the government or 90% of your average weekly earnings (whichever is lower)

***\*\*For employees in Northern Ireland, the applicable NI legislation will apply. For adoption and surrogacy cases in Northern Ireland, the 12month qualifying service requirement for unpaid parental leave remains in force, unlike in GB where the service requirement has been removed.***

### ***Supporting you before your Adoption/Surrogacy Leave.***

We understand that preparing for a child through adoption, fostering for adoption, overseas adoption, or surrogacy involves attending key appointments. Angard is committed to supporting you with reasonable time off to attend adoption appointments required as part of the formal adoption process.

Where possible, please arrange appointments outside working hours where possible. If this is not possible, you should provide as much notice as you can.

### ***Entitlement to Paid Time Off***

Your entitlement depends on whether you are a single adopter or joint adopter.

#### **If you are a single adopter:**

- You may take up to 5 adoption appointments, with pay,
- Subject to completing 12 weeks continuous service before the appointment.

#### **If you are joint adopters:**

- Only one adopter can claim paid time off for up to five adoption appointments.
- The other adopter may attend appointments, which will be unpaid unless another form of leave.

### ***Declaration Requirement***

If you choose to take paid time off for adoption appointments, you must provide a declaration confirming that you are exercising this right.

**Important:** If you take paid leave for adoption appointments, you cannot claim paternity leave for the same child.

Before your adoption leave starts, we will discuss with you how you would like to remain in contact during your leave (e.g., updates, KIT days, communication preferences) to ensure you feel supported and informed throughout your time away.

### ***During Adoption Leave***

Your contractual terms and conditions stay the same during adoption leave, except for pay.

#### **Annual Leave:**

- Your annual leave continues to accrue during adoption leave.
- It is calculated using your average hours worked in the 52 weeks before your adoption leave begins (not including any family related or sick leave).
- If your adoption leave continues into the next holiday year and you cannot reasonably take all your leave beforehand, you may carry this leave forward.
- Carried over leave must usually be taken immediately before you return to work, unless you agree an alternative plan by contacting the Angard Helpline (0333 240 8502) or [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk)
- All holiday dates remain subject to approval.

#### **Pension Contributions:**

If you are a member of the pension scheme:

- Employer pension contributions will continue during adoption leave and any period of paid

adoption leave, based on the adoption pay you receive.

- Your employee contributions will also continue, based on your adoption pay.
- If you want to make additional contributions to cover any shortfall, please contact Angard Helpline.

### ***Keep in Touch (KIT) Days***

- We may contact you occasionally during adoption leave, but only when necessary.
- You may work up to 10 KIT days, including training or normal duties.
- KIT days are optional and must be agreed in advance by contacting the Angard Helpline (0333 240 8502) or [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk)
- You will be paid your normal basic rate of pay for any hours worked on a KIT Day. This payment will include any Statutory Adoption Pay you are entitled to.
- As always, available shifts depend on Royal Mail (and Group companies) operational demand.

### ***Unsuccessful Placements***

If, in the unfortunate circumstance your child's placement ends during your Adoption Leave, you are entitled to continue your Adoption Leave for up to 8 weeks after the placement end date. Statutory Adoption Pay will continue for the remainder of your entitlement, provided you meet the eligibility criteria.

### ***Returning to Work***

Before returning from Adoption/Surrogacy Leave, you should contact the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) at least one month in advance to arrange any required security vetting or training needs to authorise you to work.

- Your terms of employment will remain unchanged.
- If you cannot return due to illness or injury, this will be managed as sick absence under the attendance policy
- If you choose not to return, you must give notice in line with your contract of employment.

## **Paternity Leave:**

Paternity leave (**PL**) provides time away from work to support you in spending important, meaningful time with your newly born child or with a newly placed child through UK or overseas adoption or surrogacy. This leave recognises the vital role that non birthing- parents and partners play in early childcare and family bonding.

This policy explains when an employee may be entitled to Paternity Leave, the arrangements for requesting and taking this leave the statutory requirement.

### ***Paternity Leave Entitlement.***

From 6 April 2026, Paternity Leave becomes a day one right.

In GB, you can request Paternity Leave from your first day of employment; with no minimum service requirement and you can take Paternity Leave even if you have already taken Shared Parental Leave.

#### **You may take:**

- 2 consecutive weeks, or
- 2 separates 1-week blocks.
- Single days cannot be taken.

#### **Paternity Leave must be taken within 52 weeks of:**

- The Birth or Surrogacy Birth,
- The child's placement for adoption (UK adoption), or
- The child's arrival in the UK (overseas adoption)

### ***Eligibility to Paternity leave***

#### **You may be eligible for Paternity Leave if you are:**

- The secondary parent of a newly born child, or the partner of the primary adopter or intended parent through UK adoption, overseas adoption, or surrogacy.
- The biological parent of the baby.
- Matched with a child for adoption by an adoption agency; (as the secondary adopter)
- The husband, spouse, or partner (including civil or same sex partner) of the person giving birth; or
- The husband, spouse, or partner (including civil or same sex partner) of an individual who has been matched with a child by an adoption agency; or
- An intended parent in a surrogacy arrangement, where you intend to apply for a Parental Order.

#### **You must also meet one of the following parental responsibility criteria:**

- You have (or expect to have) main responsibility for the child's upbringing together with the child's biological parent, adopter, or co adopter.
- You are the biological parent and expect to have some responsibility for the child's upbringing
- You are an intended parent in a surrogacy arrangement, intend to apply for a Parental Order (and expect it to be granted), and expect to have responsibility for the child's upbringing.

### ***Surrogacy additional requirements***

If you are becoming a parent through surrogacy, you may be entitled to Paternity Leave provided you meet the responsibility test outlined above.

#### **To support your entitlement, you must provide one of the following:**

- **A parental order** issued by the courts confirming your parental rights, or
- **A signed declaration**, confirming that you intend to apply for a parental order must be within 6 months of the child's birth.

### ***Adoption pathway***

If you are becoming a parent through adoption, fostering for adoption, or another approved adoption pathway, you may be entitled to Paternity Leave (PL), subject to eligibility criteria.

- One person must be identified as the 'main adopter'. (They will usually take Statutory Adoption Leave).

### **The other parent may instead take:**

- Paternity Leave (PL) (if eligible), or
- Shared Parental Leave (SPL) (if both partners meet the eligibility requirements).

### ***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.

### ***Applying for Paternity Leave***

#### **Giving notice – Birth and Surrogacy Birth**

You must give written notice by the end of the 15<sup>th</sup> week before the Expected Week of Childbirth (EWC)

#### ***Your Paternity Leave notice must include:***

- Confirm that you intend to take Paternity Leave.
- Confirm that you meet the relationship/responsibility criteria (you are the biological parent, the partner of the person giving birth, the secondary adopter, or an intended parent through surrogacy, and you have or expect to have responsibility for the child).
- Provide the Expected Week of Childbirth (EWC).
- Confirm how much Paternity Leave you want to take (1 week or 2 weeks, taken together, or may be taken separately in GB).
- Provide at least 28 days' notice of the start date of each week of Paternity Leave where possible.
  - If this is not possible for a good reason, you should notify Angard as soon as reasonably practicable.

#### **Transitional Notice Rule (Birth Cases Only):**

For babies due between 5<sup>th</sup> April and 25<sup>th</sup> July 2026, you may give 28 days' notice instead of the usual 15 weeks.

### ***Giving notice – UK Adoption***

You must notify Angard **within 7 days of being matched** with a child or as soon as reasonably practicable.

#### **Your notice must confirm:**

- The date you or your partner was notified of being matched with a child.

- The expected date of placement.
- How much Paternity leave you wish to take; (1 week, 2 weeks, or 2 separate 1-week blocks in GB only)
- The date you would like your PL to start; (Within the 52 weeks after the placement)

### ***Giving notice – Overseas Adoption***

You must give Angard written notice **within 28 days** of receiving official notification.

#### **Your notice must confirm:**

- The date you received the official notification.
- The date you expect the child to arrive in the UK.

A follow up notice is required within 28 days of the child entering the UK.

### ***Statutory Paternity Pay (SPP)***

Paternity Leave becomes a day one right in GB from 6 April 2026.

However, eligibility for Statutory Paternity Pay (SPP) still requires employees to meet the statutory service and earnings conditions.

**\*\*For employees in Northern Ireland, the applicable NI legislation will apply.**

### ***Eligibility for Statutory Paternity Pay (SPP)***

#### **Government-set SPP rate:**

- SPP is paid at the standard weekly rate set by the government each tax year.
- SPP is payable for up to **2 weeks** of Paternity Leave.
- Leave (and therefore pay) can be taken as:
  - 2 consecutive weeks, or 2 separate 1week blocks in GB. One block of 1 or 2 weeks in NI.
  - Not single days.

#### **To qualify you must:**

- Have at least 26 weeks' continuous employment by the Qualifying Week:
  - For birth/surrogacy: the 15<sup>th</sup> week before the Expected Week of Childbirth (EWC).
  - For adoption cases (including overseas adoption and fostering for adoption), the week you are officially notified of a match or equivalent reference week.
- You must earn at least the Lower Earnings Limit (LEL) for the relevant tax year.

### ***Notice requirements for SPP***

You must provide notice of your intention to take Paternity Leave and request SPP within statutory timescales.

#### **SPP (pay):**

- Birth cases: Written notice must be given by the 15<sup>th</sup> week before the EWC.
- Surrogacy cases: A signed declaration confirming you are an intended parent, with intention

to apply for a **Parental Order within 6 months of the child's birth.**

- Adoption: you must notify by the week you are matched with a child (or overseas reference week).

For further information please contact the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

### ***Supporting you before Paternity Leave***

You are entitled to unpaid time off to support your partner before the birth or placement, provided you have completed the 12-week qualifying period.

#### **You may take time off to attend:**

- Up to 2 antenatal appointments (up to 6.5 hours per appointment) to support your pregnant partner.
- Up to 2 adoption appointments arranged by the adoption agency (as the secondary adopter).

Where possible, appointments should be arranged outside working hours, and you may adjust your availability using JoinedUp.

### ***During Paternity Leave***

- Your employment rights are protected while you are away and your normal employment terms and conditions remain in place during Paternity Leave, except for pay.
- Your annual leave will continue to accrue. It is calculated based on your average hours worked over the 52 weeks before your Paternity Leave starts (excluding any family leave or sickness absence). All holiday dates remain subject to approval.
- If you are a member of the pension scheme, employer contributions will continue during Paternity Leave, based on any SPP you are receiving.
- Any employee pension contributions will also be based on SPP unless you contact the Angard Helpline to make additional contributions.

### ***Miscarriage or Stillbirth***

In the very sad event of a miscarriage or stillbirth involving your partner, support is available through our employee assistance programme, where you can access health and wellbeing services confidentially via the Help@hand app or 24/7 helpline. Please refer to page 4 or 22 of this policy for further details.

#### **You will still be entitled to take Paternity Leave if:**

- your baby is **stillborn after 24 weeks** of pregnancy; or
- your baby is **born alive at any stage** of pregnancy but sadly does not survive.

Paternity Leave is not available in the case of miscarriage before 24 weeks. Please refer to page 4 for more details.

### ***Returning to Work***

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.

Before returning from Paternity Leave, you should contact the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) at least one month in advance to arrange any required security vetting or training needs to authorise you to work.

- Your terms of employment will remain unchanged.
- If you cannot return due to illness or injury, this will be managed as sick absence under the attendance policy
- If you choose not to return, you must give notice in line with your contract of employment.

## **Bereaved Partner's Paternity Leave:**

In the very sad event, your partner (the child's mother or primary adopter) dies within **12 months** of the birth or adoption placement of your child, you may be entitled to Bereaved Partner's Paternity Leave (BPPL). Please inform your manager as soon as you feel able or have someone reach out and do this on your behalf, so your manager can offer you the support you need during this challenging time.

Support is available through our employee assistance programme, where you can access health and wellbeing services confidentially via the Help@hand app or 24/7 helpline. Please refer to page 4 or 22 for details.

**\*\* Northern Ireland has not introduced BPPL; For employees in Northern Ireland, the applicable NI legislation will apply. From 6 April 2026, Northern Ireland will extend Parental Bereavement Leave and Pay. This is referred to on page 4.**

### **BPPL Eligibility**

**This leave can be taken if:**

- The mother, intended parent or primary adopter of the child dies within 52 weeks of the child's birth or placement if adopted, and
- You become the main/primary carer for the child following their death.

### **What does BPPL provide?**

- BPPL provides a right to up to 52 weeks of **unpaid** statutory leave, available from day one of employment.
- Leave must be taken within 52 weeks of the child's birth or adoption placement. The length of the leave will depend on when the bereavement occurred.
- BPPL can be taken in a single continuous block.
- Statutory Paternity Pay rules do not change.
- Protection from detriment or dismissal.
- Right to return to the same or suitable alternative role

### **Notice requirements**

- If the bereavement occurs within the first 8 weeks of birth/placement, leave can be taken immediately on oral notice.
- Within that 8-week period, written confirmation of intended leave dates must normally follow — but urgent oral notice is acceptable initially
- If the leave will start more than 8 weeks after the death, at least one week's written notice is required
- Where possible, please also notify Angard as soon as reasonably practicable by contacting Angard helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk)

## **Shared Parental Leave:**

Shared Parental Leave (SPL) allows parents to share statutory maternity or adoption leave and pay. A parent taking maternity or adoption leave may choose to end their leave early (“curtail” it) so that the remaining weeks of leave and pay can be shared between both parents through SPL and Shared Parental Pay (ShPP).

**\*\*For employees in Northern Ireland, the applicable NI legislation will apply.**

### ***Entitlement for Shared Parental Leave***

Parents may take **Shared Parental Leave even if they have already taken Paternity Leave.**

The amount of SPL and ShPP available depends on how much maternity or adoption leave has already been taken.

#### **The birth parent or main adopter must still take:**

- 2 weeks’ compulsory maternity leave, or
- 2 weeks’ adoption leave,

#### **SPL:**

- Cannot start until at least 2 weeks after birth or placement.
- Can provide up to 50 weeks’ leave and up to 37 weeks’ pay (less any weeks already taken)
- Must end within 12 months of the birth or placement.

### ***Eligibility for Shared Parental Leave***

**If you are** taking maternity leave or are the parent taking adoption leave you must:

- Have 26 weeks’ continuous employment with Angard by the end of the Qualifying Week (15th week before the EWC, or the week of adoption match).
- Still be employed by Angard in the week before each block of SPL starts.
- Share main responsibility for caring for the child with your partner at birth/placement.
- Be entitled to maternity/adoption leave, Statutory Maternity/Adoption Pay, or Maternity Allowance.
- Have given a valid curtailment notice ending your maternity/adoption leave (or pay/MA) and provided Angard with the required notifications and evidence.

#### **Your partner must:**

- Have been employed or self-employed for 26 of the 66 weeks before birth/placement.
- Have earned at least Employment & Earnings Test per week in any 13 of those 66 weeks share the main responsibility for caring for the child at birth/placement.

If you are the **partner** of someone taking maternity or adoption leave

#### **You must:**

- Have 26 weeks’ continuous employment with Angard by the end of the Qualifying Week (15th week before EWC or week of adoption match).
- Share main responsibility for caring for the child at birth/placement.
- Correctly notify Angard of your SPL entitlement and provide the required evidence.

#### **Your partner must:**

- Have been employed or self-employed for 26 of the 66 weeks before birth/placement.
- Have earned at least employment earnings threshold per week in any 13 of those 66 weeks

- Share the main responsibility for caring for the child with you.
- Be entitled to maternity/adoption leave, Statutory Maternity/Adoption Pay, or Maternity Allowance.
- Have given a valid curtailment notice ending their maternity/adoption leave and provided the required notifications and evidence to their employer.

### ***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.

### ***Notices you must provide***

To take Shared Parental Leave (SPL), you must complete the following three steps to correctly inform Angard.

1. Maternity Leave Curtailment Notice
2. Notice of Entitlement and intention (NOEI)
3. Period of Leave Notice

### **Maternity Leave Curtailment Notice:**

A curtailment notice is a written notice from the parent who is taking maternity leave, adoption leave, or receiving Maternity Allowance (MA) confirming the date they will end their maternity/adoption leave or pay

early. This must be provided before Shared Parental Leave (SPL) can begin, unless the parent has already returned to work.

**Notice of Entitlement and intention (NOEI):**

- Your name and your partner's name, and who is/was taking maternity or adoption leave.
- How much SPL/ShPP is available in total and how you and your partner intend to split it.
- The start and end dates of any maternity/adoption leave and pay (or Maternity Allowance) taken or planned.
- Your child's Expected Week of Childbirth (EWC), date of birth, or placement date for adoption.
- A non-binding indication of the SPL/ShPP dates you and your partner intend to take.

**Your signed declaration:**

- Confirm the information you have provided is correct.
- That you meet the criteria for shared parental leave/shared parental pay; and
- You will inform Angard if your eligibility changes.
- Must be signed.

**Partner signed declaration:**

- Their name and address.
- That they are the child's (father, spouse, civil partner or 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.
- Their employers name and address.
- Their national insurance number (if they have one).
- That they meet the Employment & Earnings Test
- That they consent to Angard processing the information provided in their declaration.

**Period of Leave Notice:**

- A formal request stating the **start and end dates** of each block of SPL and/or ShPP you wish to take.
- You may submit this at the same time as your NOEI or later (as long as you give the required notice period)

***Changing your shared parental leave start date/withdrawing a Curtailment Notice:***

You can only withdraw a curtailment notice (the notice ending maternity or adoption leave) in very limited circumstances.

Any withdrawal must be in writing, and you can only withdraw it if you have not returned to work AND **one of the following applies:**

- You or your partner are no longer eligible for Shared Parental Leave (SPL) or Shared Parental Pay (ShPP), and you withdraw the notice within 8 weeks of first giving it.
- You gave the curtailment notice before the birth, and you withdraw it within 6 weeks of birth or within 8 weeks of giving the notice, whichever is later. (*This does not apply in adoption cases.*)
- Your partner has sadly died.

**Varying or cancelling the notice of entitlement and intention:**

You can change or cancel your planned SPL dates as long as you give at least 8 weeks' notice before

the leave was due to start.

**When asking for a change, you must provide:**

- Your revised SPL dates (start and end).
- Details of any SPL already booked.
- Details of any periods of Statutory shared parental pay already notified (if SPL was not to be taken).
- A declaration signed by both you and your partner stating that you both agree to the variation.

Your dates are not binding until you submit a formal Period of Leave Notice.

**How Many Changes Can You Make?**

Each variation or cancellation normally counts as one of your three allowed SPL notifications, *unless*:

- The change is because the child was born or placed earlier or later than expected (EWC).
- Angard requests the change.
- Angard agrees that it will not count toward your three notifications.

***Shared Parental Leave Pay***

Shared Parental Leave Pay (ShPP) is payable while you are on Shared Parental Leave. Up to **37 weeks** of ShPP may be available, depending on how much Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA) remains when the parent on maternity or adoption leave ends their pay period early.

ShPP is paid at the **standard statutory rate**, set by the government each tax year.

***Eligibility for ShPP***

To receive ShPP, both parents must first meet the eligibility criteria for Shared Parental Leave.

**1. The parent taking maternity or adoption leave must:**

- Be entitled to Statutory Maternity Pay, Statutory Adoption Pay, or Maternity Allowance; and
- Curtail (end early) their maternity/adoption leave or pay (or MA) by returning to work or giving a curtailment notice.

**2. The parent claiming ShPP must:**

- Share main responsibility for caring for the child at the time of birth or placement.
- Have at least 26 weeks' continuous service by the end of the 15<sup>th</sup> week before the EWC/adoption matching week).
- Have average weekly earnings at or above the Lower Earnings Limit (LEL) during the 8-week reference period; by the end of the 15<sup>th</sup> week before the EWC/adoption matching week).
- Remain in continuous employment until the first week of shared parental pay
- Be absent from work during each week ShPP is paid (except for any 'SPLIT' days).
- Intend to care for the child during the period in which ShPP is payable.
- Have a partner who meets the Employment & Earnings Test.

**3. The other parent must meet the Employment & Earnings Test:**

- Have been employed or self-employed for 26 of the 66 weeks before birth/placement.

- Have earned at least the employment earning test in any 13 of those 66 weeks (fixed statutory amount).
- Share the main responsibility for caring for the child at birth/placement

For further information please contact the Angard Helpline Number on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

### ***During Shared Parental Leave***

Your normal terms and conditions of employment will continue during SPL, except for pay.

#### **Annual Leave:**

- You will continue to accrue holiday during SPL.
- Holiday is calculated based on your average hours worked in the 52 weeks before SPL begins (excluding family related- leave and sick leave).
- If your SPL continues into the next holiday year, any holiday you cannot reasonably take before SPL can be carried over.
- Carried over holiday should normally be taken immediately before returning to work, unless Angard- approves an alternative arrangement.
- All holiday dates remain subject to approval.

Please discuss your holiday plans, in advance via the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk).

### ***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.

#### **SPLIT Days**

- You may work (including attending training) on up to 10 Shared Parental Leave in Touch (SPLIT) days during your SPL.
- SPLIT days are optional and must be arranged by contacting the Angard Helpline on 0333 240 8502.
- You will be paid your normal basic hourly rate for any SPLIT day worked (subject to available shifts and your availability).
- Payment for SPLIT days is inclusive of any ShPP entitlement for that week.
- If you work any part of a SPLIT day, it will count as a full day.
- Between you and your partner, you can use up to 20 SPLIT days in total (maximum 10 each).
- Angard is not obliged to offer SPLIT day work.
- Please refer to the miscarriage section on page 4 if this applies.

### ***Returning to Work***

Before returning from Shared Parental Leave, you should contact the Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) at least one month in advance to arrange any required security vetting or training needs to authorise you to work.

- Your terms of employment will remain unchanged.

- If you cannot return due to illness or injury, this will be managed as sick absence under the attendance policy
- If you choose not to return, you must give notice in line with your contract of employment.

## **Parental Leave:**

### ***Parental Leave Entitlement***

- 18 weeks of unpaid parental leave per child, which can be taken at any point up to the child's 18th birthday.
- Up to 4 weeks per year per child unless Angard agrees to allow more.
- Any parental leave taken with previous employers, counts towards your 18-week entitlement: you must provide details to us via the Angard Helpline.

### ***Eligibility to Parental Leave***

#### **You can take unpaid parental leave if:**

- Your child is under 18.
- You are the child's parent or have legal parental responsibility.
- The leave is being taken to care for your child.
- Leave is normally taken in week-long blocks (except where the child is disabled).

### ***Disabled children — additional flexibility***

#### **If your child is eligible for Disability Living Allowance (DLA):**

- Leave may be taken in blocks of less than one week.
- The 4week per year limit does not apply.
- The total entitlement remains 18 weeks per child.

### ***Applying for Parental Leave***

You must notify the Angard Helpline Number on 0333 240 8502 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 reasonably practicable.

#### **We may ask to see evidence of:**

- Your responsibility or expected responsibility for the child (e.g., birth certificate, adoption certificate, matching certificate, parental responsibility agreement, or court order).
- The child's date of birth or adoption placement date.
- The child's Disability Living Allowance (DLA) entitlement, where relevant.

### ***Our Right to Postpone Parental Leave***

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

#### **If postponement is necessary, we will:**

- Discuss alternative dates with you; and
- Confirm the reason for postponement and the new start and end dates in writing within seven days of receiving your request.

**There are important limits to this right:**

- 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, and employer pension contributions do not apply during this period. Your employment contract remains in force, and holiday entitlement will continue to accrue based on your average hours worked in the 52 weeks before your leave (excluding family friendly or sick leave). You must continue to comply with- all contractual duties, including good faith, confidentiality, and any restrictions on confidentiality, accepting gifts or benefits, or working for another business.

## **Time off for Dependants Policy:**

Angard recognises that emergencies may require employees to be absent from work. All employees, regardless (from day one), have a statutory right to take a reasonable amount of **unpaid** time off to deal with an unexpected problem or emergency involving a dependant and to make any necessary short-term arrangements.

Longer term care usually requires a different type of leave (e.g., parental leave, annual leave or flexible working).

No employee will suffer any detriment for taking this leave.

### ***When you can use this leave***

**You may take reasonable time off in emergency situations when it is necessary to:**

- Provide assistance if a dependant falls ill, gives birth, is injured, or assaulted.
- Make Short-term care arrangements for the care for a dependant who is ill or injured.
- Manage an unexpected breakdown in care arrangements (e.g., a childminder/carer is suddenly unavailable)
- Deal with an unexpected incident which involves your child during school hours.
- Take any immediate actions needed following the sad loss of a dependant, including making essential arrangements.

### ***Taking time off for a dependant***

**A dependant can be:**

- Your spouse, civil partner, parent, or child.
- A person living in your household (but not your tenant, lodger, boarder or employee.
- Anyone who reasonably relies on you for assistance or arrangements or take action of the kind described above.

**You can use this leave only when:**

- It is **necessary** for you to act (i.e., no one else is reasonably available at that moment); and
- The amount of time taken is **reasonable** to deal with the **immediate issue** and make short-term arrangements.

This leave does not cover situations you knew about in advance (e.g., a planned appointment) or ongoing care responsibilities. In such cases other leave types should be used.

As a guide, **one or two days per incident is often sufficient**, but we will always consider each situation on its merits.

### ***Exercising the right to time off***

If you need to take time off in an emergency involving a dependant, you must inform us as soon as is reasonably practicable. We understand that, in a genuine emergency, you may only be able to notify us **after** leaving work

Please contact Angard Helpline on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk)

**You must provide:**

- The reason for your absence; and

- How long you expect to be away from work.

If you fail to notify us as required, the absence may be treated as **unsatisfactory**, and you may be subject to the Disciplinary Policy.

### **Support for you during your absence:**

Contact the Angard Helpline Number on 0333 240 8502 or email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) if you have any queries about this policy.


For web access please go to: [www.angardstaffing.co.uk](http://www.angardstaffing.co.uk).

### ***Employee Assistance Programme (EAP)***

Supporting your wellbeing; You have free, confidential, and independent support through the Help@hand service, via the Help@hand app. If you don't already have access, please email [HR@angardstaffing.co.uk](mailto:HR@angardstaffing.co.uk) to request it.

- **Help@hand App:** 24/7 Helpline, 365 days a year, offering emotional, practical, financial, & legal support.
- **Unum's health & wellbeing support:** on demand content, including podcasts, articles and webinars; plus, access to your personalised 360 Wellbeing Score through four quick assessments.
- **Enjoy everyday savings:** with a range of discounts across major supermarkets, tech brands & travel providers.
- **Accessibility:** Translation services, including BSL interpreting, and lip reading are available upon request via the 24/7 helpline

### **Contact Details:**

 **0345 266 5060**

 [help-at-hand@squarehealth.com](mailto:help-at-hand@squarehealth.com)