

## **Family Friendly Policy [R7M-HR-POL-007 Rev CO 20240306]**

This policy sets out the rights of employees to statutory maternity, paternity, adoption, shared parental, parental leave, and pay. It also sets out the right to Carer's Leave, and protection from redundancy when taking certain leave.

We recognise that, from time to time, you may have questions or concerns relating to your rights to maternity, paternity, adoption, and parental provisions. We encourage open discussion with everyone in the team to ensure that questions and problems can be resolved as quickly as possible.

If you or your partner are expecting a baby. You should clarify the relevant procedures to ensure that they are followed correctly.

This document outlines policies for:

1. Adoption leave and pay
2. Maternity leave and pay
3. Paternity leave and pay
4. Parental leave and shared parental leave
5. Parental bereavement leave
6. Carer's Leave
7. Protection from Redundancy

### **Adoption Leave and Pay**

The policy applies to male or female employees who are newly matched with a child for adoption by an approved adoption agency in the UK.

This means that adoption leave, and pay are not available in cases where a stepparent adopts their partner's child(ren), nor for private adoptions.

Where a couple is adopting a child jointly and either would be eligible to take adoption leave, they may choose which parent will take adoption leave and pay. The other parent may be able to take paternity leave instead; or the couple may move onto Shared Parental Leave and Pay in the same way as other parents.

Eligible employees have a right to take up to:

- 52 weeks' adoption leave, made up of 26 weeks' ordinary adoption leave (OAL) and 26 weeks' additional adoption leave (AAL). They may also be entitled to up to 39 weeks' statutory adoption pay (SAP).

### **Children born through surrogacy arrangements**

The primary adopter of a child born through a surrogacy arrangement will be entitled to adoption leave and pay, provided they have applied for a parental order. They will also be able to end their adoption leave early and move onto Shared Parental Leave and Pay in the same way as other parents.

### **Time off for adoption appointments**

An employee who is the primary adopter of a child is entitled to paid time off to attend up to five adoption appointments arranged by the adoption agency to have contact with the child or for any other purpose connected with the adoption.

The secondary adopter is entitled to take unpaid time off for up to two such appointments. Each period of time off may last a maximum of 6.5 hours.

An employee who exercises the right to paid time off will not subsequently be entitled to take ordinary paternity leave in respect of the child, so it is usually the parent taking adoption leave who will exercise the right to paid time off.

If a couple are adopting jointly, they may choose which of them will take paid time off for adoption appointments. The other adoptive parent in that situation will be entitled to take unpaid time off for up to two adoption appointments.

### **Eligibility for adoption leave**

An employee who has an agreed date with an adoption agency for a child to be placed in their care is entitled to Ordinary Adoption Leave (OAL) for 26 weeks followed by Additional Adoption Leave (AAL) for 26 weeks (52 weeks in total), regardless of their length of service. Adoptive parents may also access the shared parental leave and pay system – see Shared Parental Leave policy for further details.

If a placement ends during the adoption leave period, the employee will be allowed to continue the leave for a maximum of eight weeks from the date the placement ends.

Only one period of adoption leave is permitted for each placement, regardless of how many children are placed as part of the same arrangement.

### **Eligibility for adoption pay**

An employee who is eligible for adoption leave will be entitled to statutory adoption pay (SAP) if:

- They have completed at least 26 weeks' continuous service with Red7Marine by the week in which they are notified in writing of being matched with a child for adoption.
- They earn more than the current Lower Earnings Limit for national insurance contributions.
- Within seven days of being notified in writing that they have been matched with a child (or as soon as reasonably practicable) they have given the Firm written notice of the date the child is expected to be placed and the intended start date for adoption leave.
- They have provided evidence of their entitlement to SAP in the form of documents provided by the agency, such as a matching certificate.

SAP is a state benefit, the conditions for which and the amount of which are determined by the Government, but it is paid by the Company as follows:

- The first six weeks of Ordinary Adoption Leave are paid at 90% of the employee's average earnings (Earnings Related Rate).

- Thereafter, employees receive the Prescribed Rate (or 90% of average earnings if this is less) for 33 weeks. The Prescribed Rate is set by the Government for each tax year.

Average earnings are calculated on earnings over a statutorily defined period prior to Adoption Leave.

SAP is subject to income tax and National Insurance contributions and is payable whether or not the employee intends to return to work after adoption leave.

An employee is entitled to benefit from any pay rise which is awarded between the time for calculating SAP and the end of adoption leave.

### **Commencement of adoption leave**

An employee can choose to start their adoption leave on any day of the week that is the actual date of the child's placement; or a fixed date up to 14 days before the expected date of placement (but no later than the date of placement).

### **Notification requirements**

To be eligible for adoption leave, the employee must notify the Company of an intention to take adoption leave within seven days of being notified of a match with the child by the adoption agency. If it not reasonably practicable to give seven days' notice, they must give notice as soon as it is reasonably practicable.

The employee must inform the Company of:

- The date the child is expected to be matched with them for adoption.
- The date they wish adoption leave to begin.

If an employee wishes to change the commencement date, they must give at least 28 days' notice of the new start date, unless this is not reasonably practicable. If requested to do so, they must provide documentary evidence from the adoption agency, such as a matching certificate.

### **Return to work**

We will expect you back at work on the expected return date unless you have told us otherwise. If you wish to return early (before the end of additional adoption leave) you must give eight weeks' notice in writing of the date you wish to return to work.

Special rules apply where you wish to end your adoption leave to take advantage of Shared Parental Leave – see Shared Parental Leave policy.

An employee who returns to work during or at the end of ordinary adoption leave, (followed by no more than four weeks of parental leave) has the right to return to the same job they were in before they went on leave, on the same terms and conditions.

An employee who returns to work after additional adoption leave is also entitled to return to the same job, but if this is not reasonably practicable, they will be employed on similar work and on terms and conditions no less favourable than the terms that applied before they commenced adoption leave.

If you have been working full-time but indicate that you wish to return to work on a part-time basis, this will need to be discussed and agreed with your manager.

If you decide not to return, you should confirm this in writing to us, giving the requisite notice period required by your contract of employment.

### **Annual leave during adoption leave**

During the period of ordinary and additional adoption leave, you will continue to accrue annual leave, including bank holidays and closure days, in the normal way in accordance with your contract of employment.

You may take your annual leave at the beginning and/or end of adoption leave. Annual leave accrued prior to the start of the adoption leave period must be taken within the current leave year. Annual leave accrued during the adoption leave period should be taken during the current leave year wherever possible.

You would normally only be allowed to carry over any accrued leave into the next leave year if it has not reasonably been possible to take it.

### **Other conditions**

You are entitled to the benefit of your normal terms and conditions of employment, except for terms relating to salary, throughout the period of ordinary and additional adoption leave. The period spent on adoption leave counts towards your period of continuous employment.

### **Keeping in touch during adoption leave**

During adoption leave, we may offer employees the option to work for up to 10 days without bringing adoption leave to an end or reducing their entitlement to adoption pay. This is to enable employees to keep in touch and keep up to date with developments at work, and may include working, attending training or meetings.

Any work during adoption leave must be by agreement, on agreed dates, and neither the Company nor the employee can insist on it.

Working for any part of a day will count as one of the 10 days available but will not extend the period of adoption leave.

We will pay employees at their normal basic rate of pay (inclusive of Statutory and Occupational adoption pay) for the hours worked.

In addition, during adoption leave, we may also make reasonable contact with you, for example, to discuss return to work arrangements or to communicate important information, such as news of changes at the workplace that may affect you on your return.

We will ensure that you are kept informed of promotion opportunities relevant to your job and any important changes in the workplace which may directly affect you on your return to work.

## **Maternity Leave and Pay**

### **Eligibility for leave**

All employees are statutorily entitled to Ordinary Maternity Leave (OML) for 26 weeks and Additional Maternity Leave (AML) for 26 weeks (52 weeks in total), regardless of length of service.

### **Eligibility for maternity pay**

To qualify for paid leave an employee must have completed at least 26 weeks of continuous service with Red7Marine by the Qualifying Week (i.e., the 15th week before the expected week of childbirth (EWC)).

The EWC is the week, beginning on Sunday, in which it is expected the child will be born. The week in which the child is actually born is the week of childbirth (WC).

### **Statutory maternity pay (SMP)**

SMP is a state benefit for women on maternity leave, the conditions for which and the amount of which are determined by the Government, but it is paid by the Company as follows:

- The first six weeks of Ordinary Maternity Leave are paid at 90% of the employee's average earnings (Earnings Related Rate).
- Thereafter, employees receive the Prescribed Rate (or 90% of average earnings if this is less) for 33 weeks. The Prescribed Rate is set by the Government for each tax year.

Average earnings are calculated on earnings over a statutorily defined period prior to Maternity Leave. SMP may start on any day of the week but cannot begin earlier than the 11th week before the EWC.

SMP is subject to income tax and National Insurance contributions.

An employee is entitled to benefit from any pay rise which is awarded between the time for calculating SMP and the end of her maternity leave.

All eligible employees will receive SMP whether or not they intend to return to work after Maternity Leave. To qualify, you must have:

- Completed at least 26 weeks of continuous service with Red7Marine by the Qualifying Week.
- Average earnings above the lower earnings limit for National Insurance contributions; and followed the application procedures set out below.

If you do not meet the above criteria for SMP you should contact your local social security/Jobcentre Plus office to enquire about eligibility for Maternity Allowance (MA).

Unlike SMP it is not paid by the Company, instead payment is made by the social security/Jobcentre Plus office. We will inform you if you are not eligible for SMP and supply you with Form SMP1 to claim Maternity Allowance.

### **Enhanced Maternity Pay**

If you have at least 2 years' continuous service, you may be entitled to the Company's Enhanced Maternity Pay. This will be paid at 100% of your salary for the first 12 weeks of absence and 50% of your salary during the following 12 weeks. After this period, you will be paid at the lower statutory rate which is in force at the time.

The employee is obligated to work for a minimum of six months upon returning from Maternity Leave if they have received the enhanced rate. Failure to fulfil this requirement may result in the employer requesting the employee to repay the enhanced amount.

### **Commencement of maternity leave**

You may choose when to start your maternity leave, subject to the following constraints:

- a) The maternity leave period cannot start before the 11th week before the EWC.
- b) The latest date maternity leave can start is the date of childbirth.
- c) The maternity leave period will be automatically triggered if she is absent from work wholly or partly because of pregnancy after the beginning of the 4th week before the EWC.
- d) The maternity leave period will be automatically triggered if the baby is born early, in which case maternity leave will start the day after the day on which the baby is born.

### **Notice requirements**

If you wish to take maternity leave and claim SMP you must notify us in writing no later than the 15th week before the EWC. The notice must state:

- Confirmation of pregnancy.
- The expected week of childbirth.
- The date on which you wish to start your OML (this date must not be earlier than the 11<sup>th</sup> week before the EWC).
- The date on which you wish your SMP to start.

If requested by us, you should produce a MAT B1 certificate signed by your GP or midwife confirming the EWC.

If you wish to change the date of your maternity leave you must give notice at least 28 days in advance of the original start date or 28 days before the new start date, whichever is earlier. If this is not practicable, notice should be given as soon as reasonably practicable.

## **Return to work**

Employees cannot return to work during the first two weeks from the date of childbirth. This is classed as a period of Compulsory Maternity Leave (CML).

If you intend to return to work at the end of full maternity leave (i.e., 52 weeks), you will not have to give any further notification of your return to work. However, if you intend to return to work before the end of your maternity leave you must provide eight weeks' notice, in writing, of your intended date of return.

Special rules apply where you wish to end your maternity leave to take advantage of Shared Parental Leave – see Shared Parental Leave clause in this Policy.

If you are only taking Ordinary Maternity Leave (followed by no more than four weeks of parental leave) you are entitled to return to the same job you were in before you went on leave, on terms and conditions that are no less favourable than those that would have applied had you not been absent.

If you return to work after Additional Maternity Leave you will normally be re-employed in your previous post, but if this is not reasonably practicable, you will be employed on similar work and on terms and conditions no less favourable than the terms that applied before you commenced your maternity leave.

If you have been working full-time but indicate a wish to return to work on a part-time basis following maternity leave, this will need to be discussed and confirmed by your manager.

If you decide not to return, you should confirm this in writing to the Firm, giving the requisite notice period required by your contract of employment.

If you fail to return to work after maternity leave, this will be treated as being on unauthorised absence, and the Firm will be entitled to take appropriate disciplinary action.

## **Health and safety**

Red7Marine must carry out risk assessments in relation to their working environment for all women who are pregnant, have given birth in the last six months or are still breast feeding. Where there are any health and safety concerns advice can be sought from the Health and Safety Executive.

If you are pregnant, have recently given birth or are breast-feeding, and you're unable to continue in your post on designated health and safety grounds, you will be offered alternative work or, where none is available, will be suspended from work on full pay until such time as you are able to resume your duties.

## **Ante-natal care**

Once a pregnancy has been confirmed, if you have made an appointment to receive ante-natal care on the advice of a registered medical practitioner, registered midwife or registered health worker, you will be entitled to take time off to keep the appointment, provided you produce the documentation giving details of the appointment.

This will include not only visits for medical examinations but may also include relaxation and parent craft classes if recommended by a medical practitioner.

There will be no deduction from your salary for attendance at antenatal appointments, (including any time spent travelling to and waiting for the appointment) nor will you be asked to make up the time taken. This is irrespective of length of service or hours worked.

An expectant father or the partner of a pregnant woman (including same sex partner) is entitled to unpaid time off to attend up to two ante-natal appointments with you, provided that the time off does not exceed 6.5 hours on each occasion. This applies regardless of length of service or hours worked, and whether the child has been conceived naturally, through donor insemination or surrogacy arrangements.

### **Annual leave during maternity leave**

During the period of Ordinary and Additional Maternity Leave you will continue to accrue annual leave, including bank holidays and closure days, in the normal way in accordance with your contract of employment.

You may take your annual leave at the beginning and/or end of maternity leave. Annual leave accrued prior to the start of the maternity leave period must be taken within the current leave year.

Annual leave accrued during the maternity leave period should be taken during the current leave year wherever possible. You would normally only be allowed to carry over any accrued annual leave into the next leave year if it has not been reasonably possible to take it.

### **Other conditions**

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to salary, throughout the 52-week period of Ordinary and Additional Maternity Leave.

There is no distinction between live and still births in the granting of maternity benefits if the pregnancy has lasted at least 24 weeks.

### **Keeping in touch during maternity leave**

During maternity leave, we may offer you the option to work for up to 10 days without bringing maternity leave to an end or losing Statutory or Occupational Maternity Pay or Maternity Allowance. This is to enable you to keep in touch and keep up to date with developments at work, and may include working, attending training or meetings.

### **Paternity leave and pay**

This section of the policy sets out the statutory rights and responsibilities of employees whose wife, civil partner or partner gives birth to a child and gives details of the arrangements for paternity leave and pay.



Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either the adoptive father or the adoptive mother may take paternity leave where the other adoptive parent has elected to take adoption leave.

Paternity leave will not count towards Shared Parental Leave.

### **Ordinary Paternity Leave**

In order to be eligible for paternity leave an employee must satisfy the following criteria:

- The employee must be the father of the child or married to: the civil partner or the partner of the child's mother; married to: the civil partner or the partner of the child's adopter, or one of a couple jointly adopting a child; and expect to have responsibility for the upbringing of the child and be making the request to help care for the child or to support the child's mother.
- Have 26 weeks' service at the 15th week before the baby is due to be born, or in respect of an adopted child, the week in which the child's adopter was notified of having been matched with a child.
- The employee may be asked to produce evidence of entitlement to paternity leave by signing a self-certification form declaring that he or she meets the statutory eligibility criteria.

Paternity leave is granted in addition to an employee's normal holiday entitlement.

Paternity leave can be split into two blocks of one week at any point in the first year after the birth or adoption of their child. Alternatively, the two weeks can be taken consecutively if preferred.

Ordinary paternity leave can start either from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date. In addition, employees who are the father or partner have the right to take unpaid time off work to accompany expectant mothers on up to 2 antenatal appointments.

To qualify for paternity leave, the employee must have, or expect to have, responsibility for the child's upbringing. Thus, paternity leave is not available to biological fathers who are not likely to have parental responsibility for their child.

### **Notification – Ordinary Paternity Leave: Birth of a Child**

Where an employee wishes to request paternity leave in respect of the birth of a child, he or she must give the following information in writing no later than 28 days before the expected week of childbirth:

- the expected week of the child's birth
- whether they intend to take one or two weeks' leave; and
- the date on which they want paternity leave to start.

The employee may change the date on which they want their paternity leave to start providing they notify the company of the change at least 28 days before leave was due to start.

If an employee has chosen to start paternity leave on a pre-determined date, and the child is not born on or before that date, the employee must change their choice of date and notify the company of the change as soon as possible.

In all cases, the employee must notify the company as soon as possible after the child's birth, of the date on which the child was born.

If the employee has elected to start paternity leave on the date the child is born and they are at work on that date, leave will start the following day.

### **Notification – Ordinary Paternity Leave: Adoption**

In the case of an adopted child, the employee must give written notice of their intention to take paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency.

The notice must specify the following:

- the date the child is expected to be placed for adoption
- the date the employee intends to start paternity leave
- the length of the intended paternity leave period; and
- the date on which the adopter was notified of having been matched with the child

The employee may change the date on which they want their paternity leave to start providing they notify the company of the change at least 28 days before leave was due to start.

### **Ordinary Statutory Paternity Pay**

Statutory Paternity Pay is paid for a maximum of 2 weeks. It is paid at a flat rate laid down by statute or 90% of average weekly earnings if this is less.

To qualify for paternity, pay employees must have average earning at or above the lower earnings limit for the payment of National Insurance contributions.

An employee's average weekly earnings are calculated by taking his average earning over the 8 weeks immediately leading up to the notification week (i.e., 15 weeks before the expected week of childbirth, or the date of placement of the child).

Statutory Paternity Pay will begin at the same time as an employee's paternity leave commences and will be paid on the same date that salary would have been paid and will be subject to deductions for tax, National Insurance and any pension contributions in the usual way.

### **Enhanced Paternity Pay**

Employees with 2 years' service or over will be entitled to the Company's Enhanced Paternity Pay scheme.

Enhanced Paternity Pay will be paid at 100% of your average weekly earnings and will be subject to the usual deductions for tax, National Insurance, and pension contributions. This will be paid into your bank account on the same date that you would have received your salary.

### **Parental leave and shared parental leave**

#### **Shared Parental leave**

Shared Parental Leave (SPL) is a statutory right available to employees who have a new baby or a newly adopted child. It gives them the option of sharing up to 52 weeks of leave and 39 weeks of pay if they meet the necessary eligibility criteria. The parents can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.

#### **Eligibility Criteria**

To be eligible for shared parental leave, you (or your partner) must be entitled to maternity / adoption leave, or statutory maternity / adoption pay (or maternity allowance from the Government) and you must share the main responsibility for caring for the child with your partner. In addition, you and your partner will also be required to follow a two-step process to establish eligibility as follows.

**Step 1 - Continuity test:** if you are seeking to take shared parental **leave**, one parent / adopter must have worked for the same employer for at least 26 weeks at the end of the 15th week before the week in which the child is due (or at the week in which an adopter was notified of having been matched with a child or adoption) and they should still be employed in the first week that shared parental leave is to be taken.

The other parent /adopter has to have worked for 26 weeks in the 66 weeks leading up to the due date and have earned at least £390 in total over 13 of the 66 weeks (add up the highest paying weeks, they don't need to be in a row).

**Step 2 - Individual eligibility for pay:** To qualify for shared parental **pay** the parent / main adopter must, as well as passing the Continuity test, also have earned an average salary of the National Insurance lower earnings limit or more for the 8 weeks prior to the 15th week before the expected birth / adoption.

If you and your partner meet the eligibility criteria:

- You can effectively “convert” a period of maternity / adoption leave and pay into shared parental leave and pay that can be taken by either parent.
- Your partner can take shared parental leave concurrently with you when you are on maternity leave or shared parental leave.
- Shared parental leave does not have to be taken in a single continuous block, it can be taken in chunks of as little as a week with our agreement.
- When on shared parental leave you will be entitled to the same terms and conditions that would have applied had you been at work, with the exception of pay.

- Shared parental leave may be taken at any time within the period which begins on the date the child is born or date of the adoption placement and ends 52 weeks after that date.

### **Procedure for Requesting Shared Parental Leave and Pay**

Here is how you and your partner should go about opting in to shared parental leave:

The mother/main adopter must bring their period of maternity/adoption leave to an end by letting their employer know at least 8 weeks before the date she intends to curtail the leave. NB maternity leave cannot be brought to an end before the end of the two week (four if you work in a factory) compulsory maternity leave period.

The balance of maternity leave at that point becomes available for the partner to share as shared parental leave. While this notice of curtailment of maternity/adoption leave can be given before or after the birth/placement, if it is given afterwards, the notice is binding. However, if notice is given before, there is a six-week window after the child's birth/adoption, during which a mother/primary adopter who has previously stated she intends to share her leave can change her mind and decide to remain on leave.

Both you and your partner should let your respective employers know in writing that you are eligible for and intend to take shared parental leave. You should also give an indication of how much shared parental leave and pay each parent intends to take and when. As you are one of our employees, please complete the form at Appendix 1.

If requested within 14 days of letting us know about your intention to take shared parental leave, you should provide us with a copy of the child's birth certificate, or if this is not yet available, confirmation from your midwife or GP of the date of the child's birth.

In the case of adoption, you should provide details of the adoption agency, the date you (or your partner) were informed of the adoption match, and the expected date that the child will be placed with you. You must provide the information requested within 14 days.

The information about how and when you and your partner are intending to take shared parental leave is non-binding – you are free to change your minds about how leave and pay are to be allocated between you by letting your employers know of the variation in writing. We will need at least 8 weeks' notice of each period of leave, and you can submit a total of three requests. That is, you can take up to three periods of shared parental leave.

If you submit a request for a single continuous period of shared parental leave (e.g., a single block of 12 weeks) this will be granted automatically.

If you submit a request for discontinuous leave (e.g., 6 weeks shared parental leave followed by 2 weeks at work followed by another 6 weeks shared parental leave etc.) we may need to discuss with you whether our business can support such a work pattern. If it cannot we will try to agree an alternative arrangement with you, or we may need to refuse the request.

### **Additional information**

We may ask you to stay in touch with work during your shared parental leave. This could be for training purposes, meetings or just to keep generally up to date with the business. You can work for up to 20 days without bringing your period of shared parental leave to an end. Any days worked do not extend your leave period.

When you work you will receive your normal rate of pay inclusive of any shared parental pay. You are under no obligation to undertake any work during your shared parental leave period, and we are under no obligation to offer you any work. These 20 days are in addition to the 10 days available during maternity or adoption leave.

While on shared parental leave you will continue to accrue your normal holiday entitlement. We may ask you to take some or all of your outstanding holidays prior to commencing your shared parental leave.

We may also ask you to take some or all of the holidays you have accrued on shared parental leave at the end of your leave period and prior to returning to work.

### **Returning to Work from Shared Parental Leave**

If you wish to alter your return date from shared parental leave, please ensure you give us notice as follows:

- If you wish to extend your SPL, at least 8 weeks notice from the originally agreed return date.
- If you wish to shorten your SPL, at least 8 weeks notice from the new return date.

If you return to work after a period of shared parental leave (including any maternity / adoption leave) which was **26 weeks or less**, then you are entitled to return to the same job that you left with terms and conditions no less favourable than would have applied had you not been on leave.

If you return to work from a period of shared parental leave (including any maternity / adoption leave) which was **greater than 26 weeks** we will try to allow you to return to the same job you left. If it is not practicable for you to return to your original job, then you will be offered a suitable alternative on terms and conditions no less favourable than would have applied had you not been on leave.

### **Parental Leave**

An employee is entitled to up to 18 weeks' unpaid parental leave per child if he/she meets one of the following conditions:

- He/she is the parent of a child who is under eighteen years of age.
- He/she has adopted a child under the age of eighteen.
- He/she has acquired formal parental responsibility for a child who is under eighteen years of age.
- To qualify for parental leave, employees must have completed at least one year's continuous service with Red7Marine.

### **Rights During Parental Leave**

Qualifying employees will be entitled to a maximum of 18 weeks unpaid parental leave to be taken up until the child's eighteenth birthday. During parental leave the employee will remain employed although pay will be suspended.

The right to accrue holiday entitlement will remain in place. Other terms and conditions relating to notice periods, redundancy and disciplinary and grievance procedures will also be protected.

Employees may not take more than four weeks' unpaid leave in respect of any individual child in any year. For these purposes a year is the period of 12 months beginning when the employee first becomes entitled to parental leave in respect of the child in question, and each successive period of 12 months beginning on the anniversary of that date.

### **Conditions of Leave**

Where the employee is the father of the child in respect of whom the leave is to be taken and he requests parental leave to begin when his child is born, his notice must specify the expected week of childbirth and the duration of the period of leave. The employee must give this notice at least 21 calendar days before the expected week of childbirth.

Where the parental leave is in respect of an adopted child and is to begin on the date of the placement, the employee's notice must be given to the company at least 21 calendar days before the beginning of the week in which the child is to be placed for adoption, or as soon as is reasonably practicable thereafter. It must specify the week in which the placement is expected to occur and the duration of the period of parental leave requested.

On applying for parental leave, the member of staff must produce a copy of the child's birth certificate. If this does not show proof of parental responsibility the member of staff may also be required to produce further evidence, for example, adoption papers.

### **Notice Period**

A member of staff is required to give their Line Manager at least 21 days' notice, in writing, of taking parental leave. This notification must include the dates when the leave is to begin and end. If a member of staff wishes to take leave immediately after the birth of a child/placement of an adopted child, he or she should give 21 days' notice before the expected week of childbirth/placement.

The employee must give proper notice of the period of leave that he/she proposes to take. This notice must be given to the company at least 21 days before the date on which leave is to start and must specify the dates on which the period of leave is to begin and end.

### **Taking Parental Leave**

Parental leave must be taken in blocks of at least one week (except in relation to a child who is disabled). A week is a member of staff's normal working week. Therefore, even if, for example, a member of staff's working week is 5 days, one day taken as parental leave will count as a week of their entitlement. Where a member of staff is normally required under their Contract of Employment to

work at varying times in a week or a longer period or to work in some weeks and not others, a week is the total of those periods in a year divided by 52.

A maximum of 4 weeks parental leave may be taken in one year.

Parents of disabled children can take their leave in blocks and multiples of one day rather than one week.

### **Postponement of Parental Leave**

Parental leave can be postponed in consultation with the employee's line manager in the following circumstances:

- Where more time is needed to make arrangements for covering the member of staff's work.
- Where there is a peak in the relevant Departmental/Organisation workload.
- Where the particular member of staff's skills are needed at a particular time and the work cannot easily be covered.

Leave should be postponed for no longer than necessary and in any event no more than 6 months after the commencement of the period originally requested. Notice of postponement will be given to the employee in writing giving the reason for the postponement and the suggested dates for taking the leave.

Leave cannot be postponed if the leave is to be taken upon the birth of a child or upon the placement of a child for adoption.

### **Return to Work**

On return to work the member of staff who has taken less than 4 consecutive weeks parental leave (and did not follow on immediately from a period of additional maternity or adoption leave) will be guaranteed return to the same post. If the parental leave was more than 4 weeks every effort will be made for the member of staff to return to the same post. If not, the post offered will be similar to the one which the member of staff held before the start of the leave.

### **Parental Bereavement leave**

#### **Who is covered by this policy?**

If you have suffered the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy you are entitled to unpaid Statutory Parental Bereavement Leave (SPBL)

You are eligible for this entitlement if you are the parents or primary carer of the child. This includes adopters, foster parents and guardians, as well as more informal groups such as close relatives or family friends who have taken responsibility for the child's care in the absence of the parents.

You will be entitled to Bereavement Leave regardless of your length of service with Red7Marine, however to qualify for Statutory Parental Bereavement Pay you will need to have



worked for the Company continuously for a minimum of 26 weeks (by the end of the week before the week of the child's death), and be earning above the lower earnings limit for National Insurance contributions a week on average for the period of 8 weeks ending on the date of the death of the child.

### **What am I entitled to?**

You are entitled to two weeks' bereavement leave and, subject to qualifying conditions, two weeks' statutory parental bereavement pay (SPBP) which you can take as separate weeks or a block of two weeks together. SPBL must be taken as whole weeks.

If more than one child dies there is an entitlement to separate leave and, if qualified, pay for each child.

The amount of payment will be the statutory flat rate used for similar types of leave such as maternity and paternity leave or 90% of your average weekly earnings if this is lower.

If you lose a child from 24 weeks' gestation or whilst already accessing an existing family related leave and pay right, for example Maternity or Paternity Leave, you are entitled to take or remain on that leave for its duration. Statutory Bereavement Leave and pay is an additional right.

### **How do I request Statutory Parental Bereavement Leave and Pay and what will happen?**

In the event of such a bereavement, Red7Marine will not require you to give notice for leave taken immediately or within eight weeks after the death of the child. You simply need to tell us on your first day of absence that you are absent from work because you are exercising your entitlement to parental bereavement leave.

The leave must be taken within 56 weeks of the child's death, and if not taken within eight weeks we would ask that you give the Company as much notice as possible, and a minimum of one week, prior to taking the leave.

To allow us to undertake the necessary administration in order to claim parental bereavement pay, you will need to notify us that you meet the qualifying conditions for Statutory Parental Bereavement Pay within 28 days of the leave starting or if this isn't possible as soon as you can.

### **Carer's Leave**

This section outlines the provisions and entitlements granted under the Carer's Leave Act 2023. The Act provides eligible employees with the right to take one week of unpaid leave annually to care for dependants with long-term needs. The below information ensures compliance with the statutory requirements and defines the scope and conditions under which carer's leave can be availed.

### **Eligibility**

All employees, regardless of their length of service, are entitled to one week of unpaid carer's leave annually from the commencement of their employment.



### **Definition of Long-Term Needs**

Long term needs are defined as follows:

- **Disability:** Anyone with a condition meeting the definition of disability under the Equality Act 2010.
- **Illness or Injury:** Physical or mental conditions that require or are likely to require care for a duration exceeding three months.
- **Old Age:** Conditions associated with aging that necessitate care.

### **Requesting Carer's Leave**

Employees are required to provide notice, although this does not need to be in writing. The notice must include the fact that the employee is entitled to take carer's leave and the day(s) or part of a day that will be taken.

Employees will be required to give notice which is either twice the length of time being requested, or three days, whichever is the longest.

### **Duration of Carer's Leave**

Eligible employees are entitled to one week of unpaid carer's leave per annum.

Employees using the leave must take a minimum of half a working day at a time; a working day meaning the employee's usual working pattern. There is no need for the leave to be used on consecutive days either. Employees could therefore take five separate days over a 12-month rolling period.

**Timeframe for Leave:** The employee must be allowed to take the requested leave within a month of their original request.

### **Employer Agreement**

**Denial of Request:** The Company is not able to deny an employee's request for carer's leave.

**Postponement:** However, the Company can postpone carer's leave if they reasonably consider that the operation of the business would be unduly disrupted if the leave was approved.

**Counter Notice:** If the leave is postponed, then the Company must provide a written counter notice within seven days of the request, explaining the reason for the postponement and the revised dates the leave can be taken on.

### **Return to Work**

Employees are expected to return to work promptly at the end of the approved carer's leave period. If an extension is required, the employee must notify the employer as soon as possible.

### **Protection from Detriment**

Employees are protected from any detriment or unfair treatment by their employer for exercising their rights under the Carer's Leave Act 2023.

### **Protection from Redundancy**

Under the Protection from Redundancy (Pregnancy and Family Leave) Act 2023, this policy outlines the rights and protections afforded to pregnant employees, those who have recently returned from maternity/adoption leave, employees on shared parental leave, and employees who have suffered a miscarriage in the event of a redundancy situation.

### **Priority Status**

Under the current law, employees on maternity leave, shared parental leave, or adoption leave are granted special protection in redundancy situations. They have the right to be offered a suitable alternative vacancy, if available, before facing redundancy. This gives them priority access to redeployment opportunities over other redundant employees.

### **Extension of Protection**

The Protection from Redundancy (Pregnancy and Family Leave) Act 2023 extends the priority status to pregnant employees and those who have recently returned from maternity/adoption leave and shared parental leave.

### **Effective Date**

The regulations outlined in this policy come into force on 6<sup>th</sup> April 2024.

### **Duration of Protection**

#### **Pregnant Employee on Maternity Leave**

- Start: When the employer has been notified of pregnancy.
- End: 18 months from the child's date of birth if notified to the employer before the end of maternity leave (or 18 months from the Expected Week of Childbirth if not notified). This includes any time spent in this period on maternity leave or other statutory leave.

#### **Employee who has Suffered a Miscarriage**

- Start: When the employer has been notified of pregnancy.
- End: Two weeks after the end of the pregnancy, for pregnancies ending before 24 weeks. Pregnancies ending after 24 weeks are considered stillbirths, and the employee is entitled to statutory maternity leave.

#### **Employees Taking Adoption Leave**

- Start: Beginning of adoption leave.
- End: 18 months from the date of placement or date of entry into Great Britain (if overseas adoption). This includes any time spent in this period on adoption leave or other statutory leave.

#### Employee Taking Shared Parental Leave

- Start: Beginning of Shared Parental Leave (SPL).
- End: If less than six weeks of SPL is taken, at the end of SPL. If more than six continuous weeks of SPL is taken, 18 months from the child's date of birth (inclusive of any time spent on statutory leave)

#### Notification Requirement

Employees are required to notify the employer of their pregnancy at the earliest opportunity to ensure the commencement of protection under this policy.

A handwritten signature in black ink, appearing to read "Kristen Branford".

*Kristen Branford*  
20240306

Signed:

Position in Company: Managing Director

Date: 20240306