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Family Friendly Policy

(Childcare, Parenting and Dependants)

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Our Family Friendly policies at minimum follow the statutory requirements laid out in UK law.

The following policy lists the more common needs for families and dependants with links to the latest regulations which can be found at <https://www.gov.uk/browse/childcare-parenting>.

STATUTORY MATERNITY LEAVE

Eligible employees can take up to 52 weeks' maternity leave. For details of Statutory Maternity Leave and Pay, definition, how it works, eligibility and application please see the following website for statutory guidelines <https://www.gov.uk/maternity-pay-leave>.

STATUTORY ADOPTION LEAVE

When you take time off to adopt a child or have a child through a surrogacy arrangement you might be eligible for:

- Statutory Adoption Leave
- Statutory Adoption Pay

For details of Statutory Adoption Leave and Pay, definition, how it works, eligibility and application please see the following website for statutory guidelines <https://www.gov.uk/adoption-pay-leave>.

EMERGENCY LEAVE POLICY TO COVER DEPENDENT ILLNESS

The law recognises and we respect that there will be occasions when you will need to take time off work to deal with unexpected events involving someone close to you.

This policy gives all staff the right to take a reasonable amount of unpaid time off work to deal with certain situations affecting their dependants. We are committed to a programme of action to make this policy effective and to bring it to the attention of all staff.

Under normal circumstances we would typically deduct this as annual leave as per government guidelines unless specific arrangements are in place.

Employees are entitled to carer's leave from their first day of work. Your employment rights (like holidays and returning to your job) are protected during carer's leave and No-one who takes time off in accordance with this policy will be subjected to any detriment.

This policy does not apply to agency workers with less than 12 weeks' continuous service, consultants, or self-employed contractors.

THE RIGHT TO REASONABLE UNPAID TIME OFF

All staff have a right to take a reasonable amount of unpaid time off work when it is necessary to:

- provide assistance when a dependant falls ill, gives birth, is injured or assaulted.
- make longer-term care arrangements for a dependant who is ill or injured and/or arrange care for a 'dependant' who has:
 - a physical or mental illness or injury that means they're expected to need care for more than 3 months.
 - a disability (as defined in the Equality Act 2010).
 - care needs because of their old age.
- take action required in consequence of the death of a dependant.
- deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- deal with an unexpected incident involving their child during school hours (or those of another educational establishment).

please see the following website for statutory guidelines <https://www.gov.uk/carers-leave>.

A "**dependant**" for the purposes of this policy is:

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

Staff are only entitled to take time off under this policy to provide personal care for a dependant where there is an immediate crisis. If you know well in advance that you wish to take time off to care for a dependant yourself, rather than arrange for someone else to do so, this policy will not apply. You should take advice from the HR Manager if you need to take time off work in these circumstances.

For the right to time off under this policy to arise, it must be necessary for you to take action in relation to a dependant. Whether action is necessary will depend on the nature of the problem, the closeness of the relationship between you, and whether someone else is available to assist. Action is unlikely to be considered necessary if you knew in advance that a problem might arise but didn't make alternative arrangements for a dependant's care.

Reasonable time off in relation to a particular problem will not normally be more than one week of leave every 12 months (a week is defined as a standard working week for the employee requesting the leave). However, we will always consider each set of circumstances on their facts.

- Carers leave can either be taken as a whole week or individual days or half days throughout the year.
- If an employee needs to care for more than one person, they cannot take a week of carer's leave for each dependant. They can only take one week every 12 months. They can use the week of leave on more than one dependant.

We cannot refuse a carer's leave request but can ask you (the employee) to take it at a different time where your absence would cause serious disruption to the organisation.

If this is required, we will:

- agree another date within one month of the requested date for the leave
- put the reason for the delay and new date in writing to you within 7 days of the original request, and before the requested start date of the leave

EXERCISING THE RIGHT TO TIME OFF

You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you inform the HR Manager or Managing Director:

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

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

Where it is possible to do so in advance or when you return to work after taking time off under this policy, we might ask you to provide evidence for your reasons for taking the time off. Suspected abuse of this policy will be dealt with as a disciplinary issue under our *Disciplinary Procedure*.

BEREAVEMENT AND COMPASSIONATE LEAVE POLICY

Bereavement Leave is designed to help a member of staff cope with the death of a close relative, to deal with necessary arrangements and attend their funeral. *Compassionate Leave* is designed to help a member of staff where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill.

ENTITLEMENT TO BEREAVEMENT LEAVE

Staff may take bereavement leave of up to 7 days in the event of the death of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.

Exceptionally we may exercise our discretion to grant bereavement leave in the event of the death of any other relative or close friend, depending on the circumstances of each case.

A member of staff who is unable to return to work following a period of bereavement leave should contact the HR Manager. It may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

REQUESTING BEREAVEMENT LEAVE

We recognise that it may not always be possible to request bereavement leave in advance. As soon as is reasonably practicable you should make a request to the HR Manager. You should tell them the reasons for your request and the number of days leave you would like to take.

Where it is not possible to request leave in advance you should contact the HR Manager as soon as possible to tell them the reason for your absence and the number of days you will be absent. Someone can do this on your behalf if necessary. You should also speak to your supervisor/Manager so that they are aware of your situation.

In exceptional circumstances we may have to refuse a request for bereavement leave. If so, the HR Manager will give you a written explanation for the refusal. If you are dissatisfied with this decision you may appeal to the Managing Director within 3 days of receipt of the written reasons for the refusal.

ENTITLEMENT TO COMPASSIONATE LEAVE

Staff may take compassionate leave of up to 7 days in any 12-month period in respect of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.

We may exercise our discretion to grant compassionate leave in respect of any other relative or close friend, depending on the circumstances of each case.

A member of staff who is unable to return to work following a period of compassionate leave should contact the HR Manager. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.

REQUESTING COMPASSIONATE LEAVE

We recognise that it may not always be possible to request compassionate leave in advance. However, you should make a request to the HR Manager, giving as much notice as possible of your request. You should tell them the reasons for your request and the number of days leave you would like to take. You should also tell your supervisor/Manager about your situation, and about your request for leave.

Where it is not possible to request leave in advance you should contact the HR Manager as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary.

In exceptional circumstances we may have to refuse a request for compassionate leave. If so, the HR Manager will give you a written explanation for the refusal. If you are dissatisfied with this decision you may appeal to the Managing Director in writing within 3 days of receipt of the written reasons for refusal.

UNPAID PARENTAL LEAVE

The law recognises and we respect that there will be occasions when working parents wish to take time off work to care for or spend time with their child or children. For details on the statutory right of employees to Unpaid Parental leave an overview and details on entitlement, eligibility, notice period etc please see the following website for statutory guidelines <https://www.gov.uk/parental-leave>.

STATUTORY PATERNITY LEAVE AND PAY

When you take time off because your partner's having a baby, adopting a child or having a baby through a surrogacy arrangement you might be eligible for:

- 1 or 2 weeks paid Paternity Leave
- Paternity Pay
- Shared Parental Leave and Pay

For details of Statutory Paternity Leave and Pay, definition, how it works, eligibility and application please see the following website for statutory guidelines <https://www.gov.uk/paternity-pay-leave>.

STATUTORY SHARED PARENTAL LEAVE AND PAY

You and your partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if you're having a baby or adopting a child. You can share up to 50 weeks of leave and up to 37 weeks of pay between you. You need to share the pay and leave in the first year after your child is born or placed with your family. You can use SPL to take leave in blocks separated by periods of work or take it all in one go. You can also choose to be off work together or to stagger the leave and pay.

For details of Shared Parental Leave and Pay, definition, how it works, eligibility and application please see the following website for statutory guidelines www.gov.uk/shared-parental-leave-and-pay.