

# **FAMILY LEAVE POLICY**

## **Serply Recruitment Ltd**

### **1. Policy Statement**

Serply Recruitment Ltd is committed to supporting individuals who require time away from work for family-related reasons and to ensuring that all statutory family-related rights are administered fairly, consistently, and in accordance with applicable UK legislation.

We recognise the importance of balancing work and family responsibilities and are committed to complying with all relevant legislation, including statutory provisions relating to parental leave, paternity leave, and time off for dependants, including changes effective from April 2026.

Serply Recruitment Ltd will ensure that no individual is disadvantaged or subjected to detriment for exercising their lawful rights.

### **2. Scope**

This policy applies to:

- Employees of Serply Recruitment Ltd
- Temporary workers and agency workers, where applicable rights apply based on employment status
- Candidates and workers where relevant statutory protections apply

This policy applies across all sectors in which Serply Recruitment Ltd operates, including industrial, engineering, construction, and commercial environments.

### **3. Purpose**

The purpose of this policy is to:

- Provide a clear framework for managing family-related leave
- Ensure compliance with statutory obligations
- Support employees and workers in balancing family responsibilities
- Ensure consistent and fair handling of requests
- Clarify responsibilities between Serply Recruitment Ltd and client organisations

### **4. Types of Family-Related Leave**

Serply Recruitment Ltd recognises the following types of family-related leave:

#### **4.1 Paternity Leave**

Eligible employees are entitled to statutory paternity leave in accordance with current legislation.

From April 2026, paternity leave is a day one right for eligible employees.

Paternity leave allows individuals to take time off following the birth or adoption of a child.

#### **4.2 Parental Leave**

Ordinary parental leave allows eligible individuals to take unpaid leave to care for a child.

From April 2026, parental leave is a day one right.

Leave is subject to statutory limits and must be taken in accordance with applicable rules.

#### **4.3 Time Off for Dependants**

Individuals have the right to take a reasonable amount of unpaid time off to deal with emergencies involving dependants.

This may include:

- Illness or injury
- Disruption to care arrangements
- Unexpected incidents requiring immediate attention

#### **4.4 Other Family-Related Leave**

Where applicable, Serply Recruitment Ltd will comply with statutory requirements relating to:

- Adoption-related rights
- Bereavement-related leave
- Any additional statutory family-related entitlements introduced under UK law

### **5. Eligibility**

Eligibility for each type of leave will be determined in accordance with applicable legislation and the individual's employment status.

Serply Recruitment Ltd will not impose unlawful service requirements where legislation provides day one rights.

### **6. Notification Requirements**

Individuals must notify Serply Recruitment Ltd as soon as reasonably practicable of their intention to take family-related leave.

Notification should include:

- The type of leave requested
- The expected start date
- The expected duration of leave
- Any supporting information required under legislation

Statutory notice requirements vary depending on the type of leave and must be complied with in accordance with applicable legislation.

Serply Recruitment Ltd may request reasonable evidence to support leave requests where permitted by law.

## **7. Pay and Entitlements**

Statutory pay and entitlements will be provided in accordance with applicable legislation.

Where individuals are not eligible for statutory pay, leave may still be granted in accordance with legal requirements.

Serply Recruitment Ltd will ensure accurate calculation and payment of any statutory entitlements where applicable.

## **8. Interaction with Client Assignments**

Where individuals are working on assignment with a client:

- Serply Recruitment Ltd must be notified of any leave request
- The client will be informed where appropriate
- Assignments may be paused, adjusted, or ended depending on operational requirements
- Serply Recruitment Ltd will manage communication between the individual and the client

## **9. Protection from Detriment**

No individual will be:

- Dismissed
- Subjected to unfavourable treatment
- Denied opportunities

as a result of exercising their statutory family-related rights.

Where applicable, individuals will have the right to return to the same role or a suitable alternative role in accordance with statutory requirements.

## **10. Record Keeping**

Serply Recruitment Ltd will maintain appropriate records of:

- Leave requests
- Decisions
- Payments
- Communication with clients

All records will be stored securely in line with data protection requirements.

## **11. Responsibilities**

Serply Recruitment Ltd will:

- Administer statutory rights correctly
- Communicate clearly with individuals and clients
- Maintain accurate records
- Ensure compliance with legislation

Individuals must:

- Provide accurate and timely information
- Follow notification requirements
- Maintain communication during leave

Clients must:

- Cooperate with Serply Recruitment Ltd
- Respect statutory rights
- Not subject workers to detriment

## **12. Relationship with Other Policies**

This policy should be read alongside:

- Flexible Working Policy
- Sickness & Absence Policy
- Equality Policy
- Data Protection Policy

## **13. Monitoring & Review**

This policy will be reviewed regularly to ensure compliance with current legislation and best practice.

## **14. Contact**

For further information regarding this policy, please contact:

Serply Recruitment Ltd  
Red Hill House, 41 Hope Street, Chester, CH4 8BU  
01244 646 892