



BURGESS FARMS

FAMILY FRIENDLY POLICY SUMMARY			
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For use by:	All employees of Burgess Farms and its subsidiary Companies		
Purpose:	<p>This policy summary sets out Burgess Farm's approach to maternity, paternity, adoption, parental leave, shared parental leave, flexible working and other types of leave.</p> <p>Additional information can be found in the Key Related documents.</p>		
This document supports: <i>Standards and legislation</i>	Employment Rights Act 1996 Work and Families Act 2006 Various family friendly Regulations		
Key related documents:	Maternity Leave Policy and Procedure Paternity Leave Policy and Procedure Parental Leave Policy and Procedure Shared Parental Leave Policy and Procedure Adoption Leave Policy and Procedure Flexible Working Policy and Procedure Data Protection Policy and Procedure		
Review date:	Changes to legislation / Changes to Company policy		



Contents

Definitions.....	3
1. Policy Statement.....	3
2. Scope.....	3
3. Maternity.....	3
4. Shared Parental Leave.....	5
5. Adoption.....	6
6. Paternity.....	7
7. Parental Leave.....	8
8. Time off For Dependents.....	8
9. Other Types of Leave.....	9
9.1 Compassionate Leave.....	9
9.2 Parental Bereavement Leave and Pay.....	10
9.3 Jury Service and Witness Attendance.....	11
9.4 Other Public Duties.....	12
9.5 Armed Forces Reserves.....	12
9.6 Other Volunteering Duties.....	13
9.7 Elective Surgery.....	13
9.8 Time off for Domestic emergencies.....	14
9.9 Time off for Fertility Treatment.....	14
10. Flexible Working Requests.....	15
11. Further information.....	15
12. Confidentiality.....	15
13. Document Control.....	16

Definitions

"Company" means Burgess Farms

"Subsidiary Companies" means all Companies owned by Burgess Farms

"Mother" means the mother or expectant mother of the child.

"Partner" means the father of the child, or the person who, at the date of the child's birth, is married to, the civil partner of, or the partner of the mother. This includes someone, of either sex, who lives with the mother and the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

1. Policy Statement

The Company believes that it is critical to our business to support individuals to achieve a balance in their lives. Burgess Farms demonstrates their commitment by adopting Family Friendly Policies to include:

- Maternity Leave
- Adoption Leave
- Paternity Leave
- Parental Leave
- Time off for Dependents
- Flexible Working
- Other types of leave

Maternity, Paternity, Adoption, Parental leave, Parental Bereavement Leave, Time off for Dependents and Flexible Working requests will be dealt with in accordance with statutory requirements.

2. Scope

This policy and procedure apply to all employees employed by Burgess Farms and its subsidiary Companies.

3. Maternity

An employee who is due to give birth, whether they intend to care for the child or are acting as a surrogate, will be entitled to a period of Maternity Leave subject to the following key principles:

- 3.1 By the end of the qualifying week, or as soon as reasonably practicable afterwards, the employee is required to inform the company in writing:
 - that they are pregnant;
 - the expected week of childbirth, by means of a medical certificate (MATB1 form);

- the date they intend to start Maternity Leave. This can normally be any date which is no earlier than the beginning of the 11th week before the expected week of childbirth up to the birth.
- 3.2 All pregnant employees are entitled to reasonable paid time off to keep appointments for antenatal care made on the advice of a registered medical practitioner, registered midwife, or registered health visitor.
- 3.3 The Company has a duty of care for the health and safety of all employees therefore we are required to carry out a risk assessment to assess the workplace risks to employees who are pregnant, have recently given birth, or are breastfeeding.
- 3.4 An employee, prior to starting Maternity Leave, can change their return date if they give the Company 28 days' written notice.
- 3.5 The law obliges all employees to take a minimum of two weeks of Maternity Leave immediately after the birth of their child (four weeks for factory workers).
- 3.6 Maternity leave is split into 26 weeks' Ordinary Maternity Leave followed immediately by up to 26 weeks' Additional Maternity Leave.
- 3.7 In the event of both the employee and their partner being employees of the Company, only one of them will be eligible for the Maternity Leave. The other parent will be entitled to the equivalent of Paternity Leave.
- 3.8 An employee (whilst on Maternity Leave) can bring forward their return date if they give the Company eight weeks written notice.
- 3.9 Employees can agree to work for the Company (or to attend training) for up to 10 days during their Maternity Leave without that work bringing their leave to an end and without loss of a weeks' statutory pay. These are known as 'keeping in touch (KIT) days. Any work carried out on a day shall constitute a day's work for these purposes. Keeping in touch days are optional and should be agreed by the employee and the Company.
- 3.10 The entitlement to Maternity Leave still applies if the child is born early, is stillborn, dies shortly after birth, or is miscarried after 24 week's pregnancy.
- 3.11 An expectant mother who has a miscarriage before the 24th week of pregnancy is not entitled to maternity leave or pay. However, they may be entitled to compassionate leave. Please refer to Section 9.1 of this policy for more information.
- 3.12 Statutory Maternity Pay is payable for up to 39 weeks during Maternity Leave. An employee is entitled to Statutory Maternity Pay if:
- They have been continuously employed by the company for at least 26 weeks at the end of the qualifying week;

- their average weekly earnings are higher than the lower earnings limit for National Insurance contributions;
 - they provide a MAT B1 form stating their expected week of childbirth; and
 - they give the Company proper notification of their pregnancy in accordance with the Company Maternity Policy and Procedure. Or
 - their baby has been born early or dies after being born and satisfies the above requirements. Or
 - their baby is still born after the start of the 24th week of pregnancy.
- 3.13 For the first six weeks, Statutory Maternity Pay is paid at the higher rate, which is equivalent to 90% of the employee's average weekly earnings.
- 3.14 The remaining 33 weeks are paid at the standard Statutory Maternity Pay rate or the employee's average weekly earnings, whichever is lower.
- 3.15 Please refer to the Company's Maternity Leave Policy and Procedure for additional information.

4. Shared Parental Leave

Shared Parental Leave and Pay (SPL and ShPP) allows eligible parents of babies due, or children placed for adoption, to have the opportunity to consider the best arrangement to care for their child during the child's first year of life, if a birth child, or first year of placement, if an adopted child, subject to compliance with notification requirements set out below. SPL and ShPP can only begin once the child has been born or placed with your family.

- 4.1 The mother/adoptive parent is eligible for Shared Parental Leave if:
- They have at least 26 weeks continuous employment ending with the 15th week before the expected week of childbirth and remains in employment with the Company until the week before any period of Shared Parental Leave;
 - They are entitled to Statutory Maternity Leave;
 - their partner has been employed or been a self-employed earner in the last 26 weeks of the 66 weeks immediately preceding the expected week of childbirth;
 - their partner has average weekly earnings of at least the maternity allowance threshold for any 13 weeks of those 66 weeks;
 - either the employee or their partner have, at the date of the child's birth, the main responsibility for the care of the child.
- 4.2 The law obliges all employees to take a minimum of two weeks of Maternity Leave immediately after the birth of the child (four weeks for factory workers), therefore a mother could share up to 48 weeks Shared Parental Leave with their partner , (46 weeks if the mother is a factory worker).
- 4.3 A mother /adoptive parent could share up to 37 weeks Statutory Shared Parental Pay with their partner, (35 weeks if the mother is a factory worker).

- 4.4 For the first six weeks, Statutory Shared Parental Pay is paid at the higher rate, which is equivalent to 90% of the employee's average weekly earnings.
- 4.5 The remaining 33 weeks are paid at the standard Statutory Shared Parental Pay rate or the employee's average weekly earnings, whichever is lower.
- 4.6 Please refer to the Company Shared Parental Leave Policy and Procedure for additional information.

5. Adoption Leave

An employee who becomes an adoptive parent, or an intended parent after surrogacy will be entitled to a period of leave of absence subject to the following principles:

- 5.1 An employee must have 26 weeks continuous service prior to the date upon which they are officially matched with a child, or prior to the 15th week before the expected week of childbirth (if surrogacy) to qualify for paid leave.
- 5.2 An employee must be adopting a child through an approved adoption agency to be entitled to up to 52 weeks adoption leave or intend to apply for a parental order in the six months after the child's birth (for surrogacy). Adoption Leave is split into 26 weeks Ordinary Adoption Leave (OAL) followed immediately by up to 26 weeks Additional Adoption Leave (AAL).
- 5.3 An application for Adoption Leave must be made with 28 days' notice where possible, or prior to the 15th week before the expected week of childbirth (if surrogacy).
- 5.4 In the event of both the employee and their partner being employees of, only one of them will be eligible for the Adoption Leave – the employee may choose who is going to take the leave. The other parent will be entitled to the equivalent of Paternity Leave.
- 5.5 The Adoption Leave provisions will be available to the employee if they are adopting a child / children up to 18 years of age as long as the child is newly placed with the family for adoption, or in the first year of the child's life (for surrogacy).
- 5.6 Adoption Leave applies if the employee is adopting a child / children from overseas as well as in the UK.
- 5.7 The Adoption Leave provisions will not apply where the child is already living as a family member, including where the spouse/partner of a natural parent adopts their partner's child / children.
- 5.8 All employees who take Adoption Leave have the right to return to work at any time during either Ordinary Adoption Leave or Additional Adoption Leave subject to them following the correct notification procedures.

- 5.9 Employees can agree to work for the Company (or to attend training) for up to 10 days during their Adoption Leave without that work bring their leave to an end and without loss of a weeks' statutory pay. These are known as 'keeping in touch (KIT) days. Any work carried out on a day shall constitute a day's work for these purposes. Keeping in touch days are optional and should be agreed by the employee and the Company.
- 5.10 For the first six weeks, Statutory Adoption Pay is paid at the higher rate, which is equivalent to 90% of the employee's average weekly earnings.
- 5.11 The remaining 33 weeks are paid at the standard Statutory Adoption Pay rate or the employee's average weekly earnings, whichever is lower.
- 5.12 Intended parents in a surrogacy arrangement who are eligible and intend to apply for a Parental Order or Adoption Order, are entitled to Adoption Leave.
- 5.13 Please refer to the Company's Adoption Leave Policy and Procedure for additional information.

6. Paternity Leave

An employee whose partner gives birth to a child, or who is the biological father of the child will be entitled to a period of Paternity Leave subject to the following key principles. Paternity Leave is also available to adoptive parents where a child is matched or newly placed with them for adoption.

- 6.1 To request Paternity Leave, the employee must notify the Company at least 28 days before the intended leave start date.
- 6.2 In the event of both the employee and their partner being employees of the Company only one of them will be eligible for the Paternity Leave.
- 6.3 Paternity Leave may be taken in a single block of two weeks or two blocks of one week each. Leave must be taken within 52 weeks of the birth or adoption of a child.
- 6.4 Employees who need/want an extended period of leave to care for the newborn or newly adopted child they received paternity leave for, may also be entitled to shared parental leave.
- 6.5 Statutory Paternity Pay is paid at the standard Statutory Paternity Pay rate or 90% of the employee's average weekly earnings, whichever is lower.
- 6.6 Please refer to the Company's Paternity Leave Policy and Procedure and the Shared Parental Leave Policy and Procedure for additional information.
- 6.7 In the event where an Employee's child's mother, or person with whom the child is placed or expected to be placed for adoption with, dies in childbirth or within 12 months of the child's birth (or placement for adoption) the bereaved father, or the

partner of the deceased has the statutory right to paternity leave that would not otherwise be available under the core Paternity Policy.

Further details are set out in the Company's Paternity Leave Policy, which should be referred to in all such cases.

7. Parental Leave

7.1 An employee is entitled to up to 18 weeks unpaid Parental Leave per child if they meet on of the following conditions:

- they are the natural parent of, or have acquired formal parental responsibility for, a child who is under 18 or;
- they have adopted a child under the age of 18.

In the case of natural parents, they must be named on the birth certificate.

7.2 All periods of Parental Leave are unpaid. There is no contractual or statutory entitlement to be paid for absences relating to Parental Leave. Any payment of salary during Parental Leave is made at the absolute discretion of the Company.

7.3 Parental Leave can be taken at any time up to the date of the child's 18th birthday.

7.4 Parental Leave is for each child, so in the case of twins, 18 weeks leave is allowed for each child.

7.5 Leave must be taken in blocks or multiples of one week. If an employee takes Parental Leave for a shorter period than one week (for example, two days), that will constitute a week's leave for the purpose of calculating their 18 weeks Parental Leave entitlement. The exception to this is that parents of disabled children can take leave in blocks or multiples of one day. A disabled child is one for whom Disability Living Allowance or Personal Independence Payment has been awarded.

7.6 A maximum of four weeks Parental Leave can be taken in the respect of any child during any one year beginning on the date the employee first became eligible.

7.7 Employees are required to give at least 21 days' notice to their line manager of their proposed Parental Leave dates. A Parental Leave form can be obtained from the HR department.

7.8 Please refer to the Parental Leave and Family Emergencies Policy for additional information.

8. Time Off for Dependents

8.1 All employees are entitled to take a reasonable amount of time off during working hours to take necessary action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- in consequence of the death of a dependant;
- because of an unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/or another educational establishment.

8.2 A dependant is defined as: a spouse, civil partner, child, a parent, a person who lives with the employee (other than as their employee, tenant, lodger or boarder), any other person who would reasonably rely on the employee for assistance if they fell ill or was injured or assaulted (or would rely on the employee to make arrangements for the provision of care in the event of illness or injury), any other person who reasonably relies on the employee to make arrangements for the provision of care.

8.3 An employee who needs time off for dependants should contact their Line Manager as soon as possible and explain the reason for absence and expected length of absence.

8.4 The right to time off for dependants will, in most cases, be one or two days. The employee must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If further time off is required, it will be at the absolute discretion of the Company whether or not to grant annual leave or unpaid leave.

8.5 There is no statutory entitlement to receive pay while taking time off for dependants. Therefore, the Company does not pay employees for any time off for dependants.

8.6 Employees who need to give or arrange care for a dependant, due to a physical or mental illness or injury, a disability, frailty, or addiction are entitled to up to one weeks unpaid leave every 12 months. This can be taken as a full week, or full or half days throughout the year. Employees wishing to take this leave must give notice in writing of either twice the length of time requested or three days, whichever is longest.

9. Other Types of Leave

9.1 Compassionate Leave

9.1.1 You may receive up to three days paid compassionate leave for the loss of a close relative (at the discretion of your manager). A close relative, for example being interpreted as:

- Spouse/Partner;
- Mother/Father and Mother-in-law/Father-in-law, Stepmother/Stepfather;
- Brother/Sister and Brother-in-law/Sister-in-law, Step Brother/Step Sister;
- Children/Step Children;
- Grandparents or Grandchildren;
- A miscarried baby before the 24th week of pregnancy.

- 9.1.2 Employees should contact their Line Manager as soon as reasonably practicable in event of the death of a member of their immediate family to request compassionate leave. The employee may receive, at line management's discretion, up to three days paid time off for bereavement. Additional days will be at the discretion of the line manager and in agreement with the Site HR Representative depending upon the circumstances to ensure consistency and fairness.
- 9.1.3 In the case of the death of another close relative (who is not the employee's dependant), for example an aunt, uncle, cousin, or a close friend, the employee may request unpaid leave or may request authorisation to use their holiday entitlement to attend the funeral.
- 9.1.4 In the event an expectant mother has a miscarriage before the 24th week of pregnancy, they may be entitled to compassionate leave. Employees should inform their line manager as soon as reasonably practicable, who, along with the Site HR Representative, will decide whether paid time off will be granted, ensuring fairness and consistency. Paid leave is not a statutory right for mothers who have miscarried a baby before their 24th week of pregnancy, and so will be based on the absolute discretion of the company.
- 9.1.5 Other circumstances where compassionate leave may be available include to take care of a dependant or to come to terms with severe personal problems or the injury or critical illness of an immediate family member.

9.2 Parental Bereavement Leave and Pay

- 9.2.1 Parental Bereavement Leave is time off to come to terms with the death of a child if they die under the age of 18 or are stillborn after 24 weeks' gestation.
- 9.2.2 Eligible parents have a right to two weeks leave from the start date of their employment, if they are an employee and meet the following criteria:
- biological parent;
 - adoptive parent, (if the child was living with them);
 - person who lived with the child and had responsibility for them, for at least four weeks before they died;
 - 'intended parent' – due to become the legal parent through surrogacy;
 - partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship.
- 9.2.4 Statutory Parental Bereavement Leave can be taken in the 56 weeks following the child's death. If more than one child dies, the employee is entitled to take two weeks' Statutory Parental Bereavement Leave for each child.
- 9.2.5 An employee can choose to take one- or two-weeks' leave. The leave can be taken as two consecutive weeks or in two separate full week periods. The leave must end within 56 weeks of the child's death.

- 9.2.6 If an employee wishes to take Parental Bereavement Leave eight weeks or more after the child's death, the employee must give the Company one week's notice to take or cancel leave.
- 9.2.7 Employees and Workers are entitled to two weeks' Parental Bereavement Pay if:
- their child dies under the age of 18 or is stillborn after 24 weeks' gestation;
 - they were employed at the time of their child's death;
 - they have worked for the company for at least 26 weeks, on the Saturday before the child's death;
 - they earn, on average, at least the statutory minimum earnings threshold, (this can be found on the .gov website).
- 9.2.8 Statutory Parental Bereavement Pay is paid at the standard rate or 90% of the employee's average weekly earnings, whichever is lower. To receive Statutory Parental Bereavement Pay, the employee must give notice to the Company in writing detailing their relationship to the child, the date of the child's death and the dates the employee wishes to claim for. If leave is taken in two separate weeks the employee will need to give notice in writing for each week. Notice can be given for leave and pay in the same document.

9.3 Jury Service and Witness Attendance

- 9.3.1 Should an employee be called up for jury service or required to attend court to give evidence as a witness, they must notify their Line Manager as soon as reasonably practicable. Time off work will normally be granted in these circumstances. The employee will be required to provide a copy of the court summons to support their request for time off work.
- 9.3.2 There is no contractual or statutory right to be paid for time not worked due to jury service or witness attendance. Any payment of salary by the Company during this period is done so at its absolute discretion and will be subject to the deduction of any monies received from the court in respect of loss of earnings. The employee must therefore submit a claim to the court for loss of earnings and claim the full allowance available to them.
- 9.3.3 Where the business considers that the employee's absence could cause substantial disruption to its business, they will be asked to make an application for excusal or deferral, as appropriate which should be supported by a letter (and any other relevant evidence) from the Company.
- 9.3.4 If the employee's services are not required for any part of the whole court day, they will be expected to return to work for the remainder of the working day. If the employee's jury service ends before the expected period, the employee will be expected to return to work for the remainder of that period.

9.4 Other Public Duties

9.4.1 If the employee is a justice of the peace, they have a statutory right to take a reasonable amount of unpaid time off work for the purpose of performing any of the duties of the office.

9.4.2 Employee's who are a member of one of the following bodies also have a statutory right to take a reasonable amount of unpaid time off work for the purpose of attendance at meetings of the body, or any of its committees, or undertaking other duties approved by the body for the purpose of discharging the body's functions:

- a local authority;
- a statutory tribunal;
- a police authority;
- an independent monitoring board for a prison or a prison visiting committee;
- a relevant health body (e.g. an NHS trust, an NHS foundation trust, a Strategic Health Authority, a Special Health Authority or a Primary Care Trust);
- a relevant education body (e.g. a managing or governing body of an educational establishment maintained by a local education authority, a governing body of a further or higher education corporation or the General Teaching Council for England or Wales);
- the Environment Agency or the Scottish Environment Protection Agency;
- Scottish Water or a Water Customer Consultation Panel.

9.4.3 Employees have no contractual or statutory right to be paid for time not worked due to performing public duties. Any payment of salary by the Company during this period is done so in its absolute discretion.

9.5 Armed Forces Reserves

9.5.1 The armed forces reserve includes the Royal Naval Reserve, Royal Marines Reserve, Territorial Army and Royal Auxiliary Force. The Company recognises that many skills that reservists gain during their training are transferable to the workplace. The business will provide reasonable assistance to reservists.

9.5.2 Employees should inform the Company through their Line Manager as soon as possible that they are or intend to become reservists (this is to allow us to deal with the practical implications). Reservists will not be disadvantaged in anyway.

9.5.3 Employees who need time off for activities as reservists are expected to use days out of their normal holiday entitlement. All holiday/leave must be approved in advance by the reservist's Line Manager. It is important that reservists follow the usual procedure for requesting holidays. The Company will do its best to accommodate requests but cannot guarantee it will be given priority. The Company expects you to use your paid annual leave first before applying for further time off.

9.5.4 On being called up, the reservist should present their mobilisation papers outlining the date, and possible duration, of their mobilisation. If an employee is mobilised and the

management believes their absence would cause serious harm to the business, it will seek exemption, deferral or revocation of the mobilisation.

- 9.5.5 If an employee is mobilised there is no requirement for the business to pay them during the absence. During this period the reservist will receive service pay from the ministry of defence along with a standard award to make up any difference (up to the statutory limit) between their service pay and normal average weekly earnings.
- 9.5.6 After mobilisation reservists will return to the same role and on equally favourable terms and conditions as before (or as near as practicable). If it is not reasonably practicable to reinstate the reservist to their former job, the business must re-engage them in the most favourable occupation and on the most favourable terms and conditions that are reasonable and practicable in the circumstances.

9.6 Other Volunteering Duties

- 9.6.1 Other volunteering duties include volunteer firefighter, lifeboat station volunteer, conservations work, volunteering for a charitable organisation (this list is not exhaustive). The Company recognises that many skills that volunteers gain during their training are transferable to the workplace. The business will provide reasonable assistance to volunteers
- 9.6.2 Employees should inform the Company through their Line Manager as soon as possible that they are or intend to become volunteers (this is to allow us to deal with the practical implications). Volunteers will not be disadvantaged in anyway.
- 9.6.3 Employees who need time off for activities as volunteers are expected to use days out of their normal holiday entitlement. All holiday/leave must be approved in advance by the volunteer's Line Manager. It is important that volunteers follow the usual procedure for requesting holiday (unless on call out duties during a normal working day, at which point they may be requested to make time up). Burgess Farms will do its best to accommodate requests but cannot guarantee it will be given priority. The Company expects employees to use their paid annual leave first before applying for further time off.
- 9.6.4 If an employee is mobilised / called out to attend an emergency situation there is no requirement for the business to pay them during the absence. During this period the volunteers may receive service pay from the institution to which they have signed up.
- 9.6.5 The Company reserves the right to ask the Employee to desist with volunteering duties, should it have a detrimental impact on their ability to provide regular and punctual attendance, or to perform their job role to the required standard.

9.7 Elective Surgery

- 9.7.1 Elective surgery is surgery that is not considered to be medically necessary, for example because it is concerned with the enhancement of appearance or other life choices through surgical and medical techniques. It includes cosmetic surgery (such as breast

implants and face-lifts) and other non-essential medical procedures such as laser eye treatment and vasectomies.

- 9.7.2 Employees who wish to take time off for elective surgery may use their existing paid annual leave entitlement, provided that they comply with the provisions relating to annual leave set out in their contract of employment. Any further time off is at the absolute discretion of the Company and will be unpaid leave.

9.8 Time off for Domestic Emergencies

9.8.1 The Company recognises that employees will from time-to-time experience emergencies at home such as flood, fire or burglary. This policy is intended to allow those who experience genuine domestic emergencies to take a reasonable amount of time off work to deal with the emergency. It does not apply to planned events such as domestic repairs, refurbishment, building or trades work, home deliveries, etc.

9.8.2 In the event of a domestic emergency, the employee should notify their Line Manager as soon as possible explaining the nature of the emergency and how much time off work is needed.

9.8.3 There is no statutory entitlement to receive pay while taking time off for domestic emergencies therefore the business does not pay employees for time off for domestic emergencies. Paid time off is at the discretion of the employee's Line Manager and the employee should:

- notify their Line Manager of the emergency as soon as reasonably practical;
- take only the amount of time off work that is necessary to resolve the immediate emergency (this will normally be a day or less).

9.8.4 If further time off is necessary once the immediate emergency has been taken care off, the employee will be expected to take it as paid or unpaid holiday subject to the agreement of their Line Manager.

9.9 Time off for Fertility Treatment

9.9.1 The Company will grant two days off for fertility treatment per annum. Time off may be paid (at the employee's normal rate of basic pay) or unpaid at the discretion of the employee's Line Manager. There is no automatic right to be paid during periods of absence for fertility treatment.

9.9.2 The policy applies equally to an employee whose partner is undergoing fertility treatment. If the employee requires time off beyond the permitted number of days, the employee will nevertheless be allowed to take time off out of their annual holiday entitlement for this purpose.

9.9.3 Any employee who wishes to take advantage of this policy must:

- inform their Line Manager as soon as their plans to undergo fertility treatment have been confirmed;
- provide a statement from a qualified medical practitioner that fertility treatment has been recommended and approved;
- try to arrange appointments at times that will cause the minimum amount of inconvenience to the business;
- give as much notice as possible of the days on which time off is required.

10. Flexible Working Requests

- 10.1 All employees have the right to request flexible working on two occasions in any 12 month rolling period, and to have their request considered seriously by Burgess Farms.
- 10.2 A request for flexible working could include a request for a change to the number of hours that the employee works, a request for a change to the pattern of hours worked, a request to job share or a request to perform some or all of the work from the employee's home.
- 10.3 All requests must be made in writing by filling in the Request for Flexible Working form, which is available from the HR department.
- 10.4 Please refer to the Company's Flexible Working Policy for additional information.

11. Further information

Please refer to the Company Policy and Procedures for additional information on any of the points covered in this Policy Summary.

Further information about family friendly right and employee's obligations if they wish to exercise such rights can be found at <https://www.gov.uk/browse/working/time-off>.

12. Confidentiality

Where any information is given by the employee or about the employee, their right to absolute confidentiality on all personal matters will be guaranteed by all parties.

Access to this information will be restricted to the business where appropriate and for business statistical purposes unless otherwise required or permitted by law. Please refer to the Company Data Protection Policy and Procedure for more information.

13. Document Control

Revision	Action	Author	Date
V0.3	Recognition of the Paternity Leave (Bereavement) Act 2024	Luke Smith	27.01.26