



## BURGESS FARMS

### FAMILY FRIENDLY POLICY SUMMARY

<b>Author:</b>	Human Resources		
<b>Document Reference:</b>	BFHRPO27		
<b>Revision no.</b>	0.2	<b>Publish Date:</b>	February 2026
<b>Document status:</b>	Current		
<b>For use by:</b>	All employees of Burgess Farms and its subsidiary Companies		
<b>Purpose:</b>	This policy summary sets out Burgess Farm's approach to Parental Leave.  Additional information can be found in the Key Related documents.		
<b>This document supports:</b> <i>Standards and legislation</i>	Employment Rights Act 1996 Work and Families Act 2006 Various family friendly Regulations		
<b>Key related documents:</b>	Family Friendly Policy and Procedure Data Protection Policy and Procedure		
<b>Review date:</b>	Changes to legislation / Changes to Company policy		



# Contents

- Definitions..... 3
- 1. Policy Statement..... 3
- 2. Key Principles..... 3
- 3. Scope ..... 3
- 4. Parental Leave ..... 3
  - 4.1. When Parental Leave may be taken..... 3
  - 4.2. Taking time off for Parental Leave.....3
  - 4.3. Procedure of notifying of Parental Leave .....4
  - 4.4. Period of Parental Leave with previous employer.....4
  - 4.5. Postponement of Parental Leave.....4
  - 4.6. Rights of Parental Leave.....5
  - 4.7. Return of Leave.....5
  - 4.8. Claiming Parental Leave Dishonestly .....5
- 5. Time off for Family Emergency ..... 5
- 6. Confidentiality ..... 6
- 7. Breach of Policy.....7
- 8. Complaints.....7
- 9. Document Control.....7

# Definitions

“**Company**” means Burgess Farms

“**Subsidiary Companies**” means all Companies owned by Burgess Farms

## 1. Policy Statement – Parental Leave

The law entitles employees to be absent from work on parental leave in order to care for a natural or an adopted child or to make arrangements for the child’s welfare. This policy implements the relevant legislation. Parental leave is additional to maternity leave, paternity leave, adoption leave and shared parental leave.

## 2. Key Principles

In order to qualify for parental leave, employees must have completed one year’s continuous employment with the Company by the time they want to take the leave. If an employee has already taken part of their parental leave entitlement with a previous employer, they will not be able to take any further parental leave until they have completed one year’s employment with the Company.

Both mothers and fathers can take parental leave. Employees are entitled to take up to 18 weeks’ parental leave in order to care for or to make arrangements for the child’s welfare if they meet one of the following eligibility conditions:

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

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

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.

## 3. Scope

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

## 4. Parental Leave

### 4.1 When parental leave may be taken

Assuming the employee is eligible, they can choose to take parental leave at any time.

However, they cannot exercise any entitlement to parental leave in respect of a child after the date of the

child's 18<sup>th</sup> birthday.

## **4.2 Taking time off for parental leave**

Parental leave is for each child, so in the case of twins, 18 weeks' leave is provided for each child.

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 (although they will continue to be paid as normal for the time they work). 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.

A maximum of four weeks' parental leave can be taken in respect of any child during any one year, beginning on the date on which the employee first became entitled to take parental leave in respect of the child in question (or, if entitlement has been interrupted at the end of a period of continuous employment, the date on which the employee most recently became so entitled) and each successive period of 12 months beginning on the anniversary of that date. Each parent is entitled to parental leave.

## **4.3 Procedure for notifying of parental leave**

Employees are required to give at least 21 days' written notice to their line manager of their proposed parental leave dates. If leave is to be taken immediately after birth or adoption, 21 days' written notice of the expected week of childbirth or the expected week of placement for adoption should be given. Employees must specify the dates on which their period of parental leave is to start and finish. If it is not reasonably practicable for them to comply with the 21 days' notice requirement, they should give notice as soon as reasonably practicable. A parental leave form can be obtained from the Human Resources (HR) Department.

If an employee gives notice that they wish their leave to start on the date of birth or adoption and that date is sooner or later than expected, their leave will begin on the actual date of birth or adoption.

At the time of requesting parental leave, an employee should:

- Provide the name of the child in respect of whom they wish to take leave, stating their date of birth and relationship to them.
- Produce an appropriate birth or adoption certificate or such other documentation as the Company may reasonably request.
- Specify parental leave as the reason for proposed absence.
- Declare any periods of parental leave taken with a previous employer.

## **4.4 Periods of parental leave with previous employer**

The period of 18 weeks' leave is the maximum an employee can take; periods of leave taken with a previous employer will be taken into account when calculating this period. The Company will expect the employee to declare periods of leave with a previous employer at the time of making a parental leave request. The Company may also check with previous employers how much parental leave has been taken

at the previous employment.

## **4.5 Postponement of parental leave**

The Company reserves the right to postpone a period of parental leave for up to six months where it considers that the operation of its business would be unduly disrupted if the leave were to be taken at the time requested. For example, leave may be postponed during particularly busy periods, seasonal peaks or where a significant proportion of the Company's staff has already applied to be off from work at the same time.

The Company will confirm any postponement arrangements in writing no later than seven days after receiving a request to take parental leave. This letter will state the reason for postponement and set out the proposed new dates of parental leave. The Company will attempt to agree a suitable alternative date when parental leave can commence. The Company will not, however, postpone leave where the employee has given notice to take it immediately after the time the child is born or is placed with for adoption.

## **4.6 Rights during parental leave**

During parental leave the contract of employment continues. Employees are entitled to all of their statutory employment benefits, but some contractual benefits can be suspended by the Company. Seniority, pension rights and rights to any other service-related benefits are unaffected by parental leave.

## **4.7 Return from leave**

At the end of parental leave, employees will be entitled to return to the same job on the same terms and conditions as if they had not been absent, provided always that the period of parental leave was for a period of four weeks or less and total consecutive statutory leave taken in relation to the child (including any time on maternity, paternity, adoption or shared parental leave, but excluding parental leave) amounts to no more than 26 weeks.

Where employees have taken more than 26 weeks' consecutive statutory leave in total (including any time on maternity, paternity, adoption or shared parental leave, but excluding parental leave) or the parental leave period is more than four weeks, again they will be entitled to return to the same job on the same terms and conditions as if they had not been absent. If, however, there is some reason why it is not reasonably practicable for the Company to take the employee back in their original job, they will be offered suitable alternative work of equivalent status and responsibility and on terms and conditions that are no less favourable than would have applied if they had not been absent.

## **4.8 Claiming parental leave dishonestly**

The Company will keep records of parental leave taken. If any employee acts dishonestly in claiming an entitlement to parental leave, this is a serious disciplinary offence and will be dealt with under the Company's Disciplinary Policy and Procedure. This includes attempting to claim leave for a child who is too old, claiming leave for purposes other than caring for a child or misleading the Company about parental leave taken with a previous employer. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in summary dismissal.

## 5. Time off for Family Emergencies

In addition to parental leave, employees have a statutory right to take a reasonable amount of unpaid time off work during working hours in order to deal with family emergencies. There is no contractual or statutory entitlement to be paid for absences relating to family emergencies. Any payment of salary during time off is made at the absolute discretion of the Company.

The right to time off enables employee's to deal with an unexpected or sudden problem and make any necessary longer-term arrangements:

- If a dependent falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than injured physically;
- When the employee's partner is having a baby;
- To make longer-term care arrangements for a dependent who is ill or injured;
- To deal with the death of a dependent, for example, to make funeral arrangements or to attend a funeral;
- To deal with an unexpected disruption or breakdown in care arrangements for a dependent, for example, when the child minder or nurse fails to turn up;
- To deal with an incident involving the employee's child during school hours, for example, if the child has been involved in a fight or is being suspended from school.

For these purposes, a 'dependent' is the employee's spouse, partner, child or parent, or someone who lives with them as part of their family. For example, this could be a grandparent who lives in the household. It does not include tenants or boarders living in the employee's family home, or someone who lives in the household as an employee, for example, a live-in housekeeper. In cases of illness, injury or where care arrangements break down, a dependent may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or the only person who can help in an emergency.

In the event of a family emergency occurring while the employee is at work, they must immediately inform their line manager of the nature of the emergency and seek their express permission to leave work early.

In the event of a family emergency occurring outside the employee's normal working hours which will prevent them from reporting to work at their normal start time, they must contact the Company and speak to their line manager at the earliest possible opportunity and as far in advance to their normal start time as possible. In any event, this must be no later than one hour after their normal start time. The employee must provide a detailed explanation of the nature of the emergency, the reason for their absence and how long they expect to be away from work. If unable to speak to a line manager personally, the employee should speak to an alternative line manager.

Where the emergency is ongoing, the employee must report to their line manager on a daily basis, and always before their normal start time. The employee must update their line manager on the reason for their ongoing absence and how long they expect it to continue. The employee must inform their line manager as soon as possible of any change in the date of their anticipated return to work.

The Company envisages that the amount of leave that will be taken will, in most cases, be one or two days at most. The leave to which an employee is entitled should simply be enough to help cope with the immediate crisis. The employee must actively seek alternative longer-term care arrangements for the care

of a dependent within one day of the emergency occurring. Should it not be possible to make such arrangements, the employee must contact their line manager and explain why further absence is required. Authorisation of such continued absence will be at the absolute discretion of a line manager.

In the event of a dispute between the employee and their line manager about whether a particular incident or occurrence falls under the terms of this policy, the HR Department shall be responsible for determining whether the request for time off made relates to a genuine family emergency. Should this determination fail to resolve any dispute, the Company's formal grievance procedure should be referred to.

Employees should note that this right is intended to cover unforeseen family emergencies. If it is known in advance that an employee is going to need time off, they should refer to the Holiday Policy.

The Company reserves the right to ask employees to provide supporting evidence of the family emergency on their return to work. Employees must also complete a family emergencies absence form immediately on their return. These forms are available from the HR Department. Employees are reminded that it is a serious disciplinary offence to refuse to provide or to knowingly provide false information on a family emergencies absence form or to dishonestly claim a right to time off to deal with a family emergency and this will be dealt with under the Company's Disciplinary Policy and Procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in summary dismissal.

## **6. Confidentiality**

Personal data collected in relation to the processing of parental leave or time off for family emergencies, or any aspect of this policy, shall be handled in accordance with the Company's data protection policy.

## **7. Breach of Policy**

Any failure to give proper notice of an intention to start parental leave will be regarded as a disciplinary offence, leading potentially to disciplinary action for misconduct if appropriate.

Failure to return to work by the end of the parental leave will be treated as an unauthorized absence unless the employee is sick and produces a current medical certificate before the end of the parental leave period.

## **8. Complaints**

Any employee who is dissatisfied with the application of this policy may raise their concerns in writing to their first Line Manager who will address their concerns with HR.

## 9. Document Control

<b>Version</b>	<b>Revision</b>	<b>Action</b>	<b>Author</b>	<b>Date</b>
	0.2	Formatting and values	GT	02/2026