

At Ductile Castings Ltd, we appreciate, that at certain times employees will need to request time off. Information on requesting time off for different reasons is included below.

### Holidays

Total holidays applicable are determined in accordance The Working Time Directive. An employee's individual annual and statutory holiday entitlement is as per their contract of employment and may depend upon service in the qualifying year, which commences on 1<sup>st</sup> January and ends on 31<sup>st</sup> December.

The commencement, duration and termination of both annual and statutory holidays will be published on all official Company notice boards in the September prior to the year to which they apply. Unless advised otherwise all employees are expected to take their holiday entitlement on the published holiday dates. Any request for extended or different holiday periods to those published must be authorised by the Functional Director.

Employees with floating holiday entitlement are advised to request their holiday dates as far in advance as possible and the Company may refuse holiday requests at busy times. Holiday can only be booked as whole days (rather than half days).

If appropriate, requests for more than 11 days annual leave (inclusive of published shutdown weeks) may be referred to the Functional Director for consideration and the decision will be at their discretion. This includes requests for holiday either side of the summer shutdown.

Payment of both annual and statutory holidays are calculated in accordance with the Working Time Directive.

If any employee is off sick but request the use of floating holiday instead of it being a recorded sickness absence, consideration will be given to the request at the employees return to work interview. The decision will be at the discretion of the employee's supervisor or manager.

### Emergency Time Off to Help Dependants.

You can request emergency unpaid time off work if you need to help a dependant when there's an unexpected problem or emergency. For example:

- To help when a dependant is ill, gives birth or is injured or assaulted.
- To arrange for an ill or injured dependant to be cared for.
- To deal with unexpected changes to a dependant's care arrangements.
- As a result of the death of a dependant.
- To deal with an incident involving a child which occurs unexpectedly during school time.

### Who counts as a dependant?

A 'dependant' is generally your spouse or partner, child or parent. With some exceptions, a person who lives in the same household as you may also be a dependant. Depending on the reason for which you are taking time off, a dependant can also be someone who reasonably relies on you for assistance

during illness or to make arrangements for the provision of their care. If you are unsure whether someone is your dependant, contact HR, who will discuss this in confidence with you.

**How much time can you take?**

You are entitled to take a reasonable amount of time off to deal with the emergency. What is reasonable will depend on the circumstances. In most cases, a day or less should be sufficient. You are not entitled to take time off work to provide ongoing care for a dependant (such as a sick child), nor are you entitled to take unlimited amounts of time off work to care for a dependant who suffers from a recurring illness. Once you know that a dependant suffers from an underlying medical condition which is likely to cause them to suffer regular relapses, it is no longer something unforeseen or unexpected. Please speak to your manager if you would like to discuss a short or long-term change to your working patterns.

**Requesting time off for dependants**

If you need emergency time off to help a dependant, you must follow the Employee Absence Reporting Procedure, informing us of the circumstances and the likely duration of your absence.

You should keep us updated daily as to the likely duration of your absence unless we agree otherwise. When you would like to take more time off than you originally advised, you must contact your manager as soon as possible.

Upon your return to work, you will be required to undertake a Return-to-Work Interview with your manager and sign a form detailing the reason for your time off. You may also be asked to provide evidence of the reason for your absence. We will not unreasonably refuse a request for emergency time off to help dependants. If you think your request has been unreasonably refused, you should discuss this with HR.

**Carer's Leave**

You are entitled to unpaid leave to give or arrange care for a 'dependant' who has a long-term care need. A "long-term care need" is defined as an illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age. The definition of "dependant" mirrors the definition used for the right to time off for dependants.

**How much carer's leave can employees take?**

You can take up to one week of carer's leave in any 12 month rolling period.

A week of carer's leave is the same duration as your normal working week. For example, if you work full-time, you would be entitled to five days of carer's leave in a rolling 12 month period and if you work a three day week, you would be entitled to three days of carer's leave in a rolling 12 month period.

You can take your carer's leave in one continuous block, or in discontinuous blocks of whole or half days.

If you need to care for more than one person, you cannot take a week of carer's leave for each dependant. You can only take one week every 12 months. You can use the week of leave on more than one dependant.

**Requesting carer's leave**

If you need to take carer's leave, you must give us notice of at least twice as many days as the period of leave requested, subject to a minimum of three days' notice. For example, if you wish to take half a day of carer's leave, you would need to give us three days' notice, while if you wish to take two days of carer's leave, you would need to give us four days' notice. The notice period needs to be in full days, even if the request includes half day amounts and in any event, we would ask that you always give us as much notice as possible to enable us to plan for your absence.

We ask that all requests for carer's leave are made in writing and must be approved in advance by your line manager and/or the HR Manager.

Carer's leave is intended to be used for planned and foreseen caring commitments. If you need to take time off in an emergency, to deal with an unexpected issue relating to the care of a dependant, whether or not with a long-term care need, you may be able to take unpaid emergency time off without giving a notice period. See 'Emergency Time Off to Help Dependants'.

Carer's leave does not cover general childcare unless your child meets the definition of a dependant with a long-term care need. If you need to take time off to care for a child who does not meet this definition, you may be able to take unpaid parental leave.

**When can we delay carer's leave?**

Although as an employer we cannot refuse a carer's leave request, we can ask you to take it at a different time if your absence is likely to cause serious disruption to the organisation. If we need to delay your carer's leave, we will agree another date within one month of the requested date for the leave.

**Cancelling your carer's leave**

You can choose to cancel your carer's leave and take it at a different time provided you let your manager and/or supervisor know before your leave has started.

**Pay and benefits during carer's leave**

You are not entitled to receive pay during carer's leave. However, all other benefits will remain in place.

**Other support**

We aim to support employees with caring responsibilities as appropriate based on their individual circumstances. For example, providing access to a private area within the workplace so that you can make and receive calls in connection with your caring responsibilities.

**External resources and support**

You may find it helpful to look up the following organisations that provide help and support to carers:

- [Carers UK](#), which provides help and advice for carers on employment rights, benefits and tax credits, assessments and other practical matters;
- the [NHS website](#), which offers information and advice for carers, including on how to access social care provision and benefits;
- [Age UK](#) and [Independent Age](#), which offer information and support to anyone providing informal unpaid care to an older person through a range of local services;

- [Contact a Family](#), which provides support, advice and information to families with disabled children; and
- [Carers Trust](#), which works with a network of partner organisations to provide carers with access to breaks, information, advice and local support.

### **Maternity Leave**

Employees have a statutory right of up to 52 weeks maternity leave regardless of how long they have worked for the Company providing they give notice at least 15 weeks before the baby is due. Statutory guidance on notice periods will be followed. The first 26 weeks are known as 'ordinary maternity leave', the last 26 weeks are classed as 'additional maternity leave' immediately following ordinary maternity leave. The earliest that leave can be taken is 11 weeks before the expected week of childbirth unless the baby is born early. If your baby is born earlier than expected or is premature, your maternity leave starts straight away.

If you are absent from work during your pregnancy due to sickness, you will receive normal sick pay as you would during any other absence, provided you have not started your ordinary maternity leave. However, if you are absent for a pregnancy-related illness after the start of the fourth week before your expected week of childbirth, your ordinary maternity leave will start automatically the day after your first day off.

If you're suspended from work because of health and safety reasons, we can start your maternity leave from 4 weeks before the week your baby is due. If your baby is due in less than 4 weeks, your maternity leave will start automatically.

Please note that you must take at least two weeks' ordinary maternity leave immediately after the birth or four weeks if you are an operative within the foundry.

It is possible that some employees may qualify for maternity leave, but not statutory maternity pay. Eligible employees will qualify for statutory maternity pay, as determined by government guidelines.

### **Antenatal care**

During pregnancy, employees are entitled to reasonable time off with full pay for 'antenatal' (pregnancy related) appointments and care before the baby is born. The antenatal appointments need to be on the advice of a doctor, nurse or midwife and can include scans, pregnancy health checks, relaxation classes such as pregnancy yoga and parentcraft classes.

Except in relation to your first appointment, we may ask you to provide evidence of appointments and/or that you are pregnant.

Wherever possible, you should arrange appointments outside of working hours. If this is not possible, you should arrange appointments for a time when disruption to the business is minimised, usually at the start or end of the working day. You should try to give us as much notice as possible of appointments.

### **Holiday during maternity leave**

Our holiday year runs from 1 January to 31 December. During ordinary maternity leave and additional maternity leave, your entitlement to holiday will continue to accrue.

You should plan with us when you will use your holiday entitlement. Depending on the length and timing of your maternity leave, this could include taking holiday before starting your maternity leave and/or ending your maternity leave early and transferring onto paid holiday in order to use up your entitlement.

### **Paternity Leave**

Employees may be entitled to statutory paternity leave if they and their partner are having a baby, adopting a child, or having a baby through a surrogacy arrangement. It gives qualifying employees the right to take up to two weeks' leave that can be taken as a single block of one week or two consecutive weeks, or as two non-consecutive blocks of one week. Paternity leave cannot be taken before the child is born or placed for adoption and must be taken within one year of the child's birth or placement. If the child is born prematurely, paternity leave can be taken up to one year after the first day of the expected week of childbirth.

The Company will follow all statutory eligibility requirements and notice rules. Employees must provide the required notice and apply for statutory paternity leave by completing the appropriate form (previously called form SC3) on the [www.gov.uk](http://www.gov.uk) website and submitting it to the Payroll department. The Company will use your information to check if you're eligible for Statutory Paternity Leave, Paternity Pay, or both. If you are eligible, you can only begin your leave after the child is born or adopted.

If you wish to take paternity leave in two separate blocks, for each block of leave you wish to take, you must give a separate notice.

During paternity leave, we will maintain your benefits, although you are not entitled to wages or salary. Your holiday entitlement will continue to accrue during paternity leave. Special rules apply to your pension during paternity leave and Payroll can provide you with separate information about what happens to your pension benefits when you go on paternity leave.

If your partner is having a baby, you have the right to time off work to attend 2 antenatal appointments. The time off is unpaid and you must not take off more than six and a half hours for each appointment, including travelling and waiting time.

### **Adoption Leave**

Employees have the right to adoption leave from the first day of their employment. Statutory adoption leave is for up to 52 weeks and subject to eligibility criteria. If you are in a couple, only one of you qualifies for adoption leave. The Company will follow statutory guidance on adoption leave and pay. If you wish to request adoption leave, please speak with HR.

### **Neonatal Care Leave**

"Neonatal care" means care of a medical or palliative kind (which generally means where the child is in hospital, is receiving end of life care or is receiving some types of care following discharge from hospital if the child is under the care of a consultant), which starts before the end of 28 days beginning the day after the child's birth.

Employees qualify for neonatal care leave, regardless of how long they have worked for the Company, providing they satisfy certain conditions as to a parental or other personal relationship with a child

who is receiving or has received neonatal care. Employees may get up to 12 weeks neonatal care leave and pay, and statutory guidance will be followed to determine how and when the leave may be taken.

Employees must give notice before taking neonatal care pay and leave and the notice period will vary depending on the circumstances. Statutory guidelines will be followed to determine how much notice an employee is required to give.

### **Parental Leave**

In addition to maternity, paternity, adoption leave and neonatal care leave, employees may be entitled to statutory unpaid parental leave to care for their child. The Company will follow all statutory eligibility requirements, notice periods and guidelines when considering requests. Parental leave requests must be made in writing to HR, who will review each request in line with legal obligations.

### **Medical and Dental Appointments**

You should, wherever possible, arrange any hospital, doctors, dentists, and similar appointments outside of working hours. If you need to attend an appointment during working hours, you must get permission from your manager on each occasion. You must ask your manager as soon as the appointment is made, and your manager may ask to see your appointment card. Your manager will confirm to you when you may leave to attend your appointment and when you are expected back at work.

You may be asked to make up any time lost on appointments. Alternatively, the absence will not be paid. If you make up time on overtime, it will be paid at normal rates until basic hours that week have been fulfilled. If you need to attend regular appointments for continuing treatment you should talk to your manager and outline the circumstances. If necessary, please notify HR.

### **Bereavement Leave**

Employees will be entitled to paid leave to help make arrangements following the death of a family member as detailed in the Bereavement Policy. Further absence related to bereavement will be dealt with under normal sick leave arrangements.

In line with legislation, any employee suffering the death of a child aged under 18 years for whom they have parental responsibility or a still birth after 24 weeks of pregnancy is entitled to 2 weeks statutory parental bereavement leave. The employee may also be eligible for statutory bereavement pay depending on the length of their continuous service with the Company.

### **Public duties**

If you are involved in public duties, for instance as a local councillor, school governor or similar, we may allow reasonable time off from work for meetings which take place during working hours. You must seek permission from your manager for every meeting you might have to attend. This leave is not paid and is discretionary, dependent on the amount of time you need to perform any public duties, the nature of your job and the work situation either generally or in relation to individual meetings.

### Jury service

If you are called up for jury service, we will usually allow you time off to attend. We may, in certain circumstances, require you to object to performing jury service and will explain in writing to you and to the court the reasons for such objection. If you are required to attend, you should claim all jurors' allowances, especially loss of earnings allowance. We may consider making up the difference on any loss of earnings between your allowance and your normal basic pay on a discretionary basis.

### Unpaid leave

In exceptional circumstances, and at our absolute discretion, we may, if requested, allow a period of unpaid leave for reasons other than those included in our other policies.

If you want a period of unpaid leave, you must ask your manager for permission well in advance, giving details of the reason for your request, the dates of the proposed absence and any other information that may be relevant to the request.

Where unpaid leave is requested to extend a period of paid holiday, the request must be made before the holiday starts, otherwise it will be refused.

Where unpaid leave is granted to allow an extended holiday, no requests for extensions to the leave which are made during the absence will be allowed. If you do not return on the previously agreed date, you will face disciplinary action, which will include consideration of dismissal. Only in the most exceptional circumstances will dismissal not result. In any instance where you request unpaid leave for travel, you may be required to show details of your flights or other travel bookings and your tickets confirming a return date in line with your requested leave. You should retain all ticket stubs as these will be requested in the event of a late return, and no excuse will be accepted for not producing them.

Our policy is that only one period of unpaid leave will be granted in every five years with the company. Unpaid leave will not be granted during the first year of service. This is subject to change at the discretion of the company in exceptional circumstances.

### Status of this policy

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Signed on behalf of Ductile Castings Ltd



DATE:

6/4/2026

