

## LEAVE POLICY

### 1. PURPOSE

At comsim, we recognise the importance of work-life balance and encourage our employees to take annual leave for rest, relaxation, and personal pursuits. Our Leave Policy ensures clarity and fairness in annual, parental, bereavement, sickness and community leave entitlements.

### 2. SCOPE

This Policy applies to all full and part-time employees of comsim, including those on fixed-term or probationary contracts, who qualify for leave as outlined herein.

### 3. ANNUAL LEAVE

- **Leave Entitlement:** Individual annual leave entitlements are detailed in employment contracts. This includes the statutory minimum leave as mandated by UK law, plus any additional leave specified in the employee's contract.
- **Pro Rata Calculation:** Upon joining or leaving comsim, annual leave entitlement is calculated pro-rata based on the number of complete months worked during the leave year.
- **Requesting Leave:** All leave requests must be submitted and approved by the employee's manager. Employees are encouraged to plan their leave in advance to ensure adequate coverage and smooth workflow.
- **Public Holidays:** In addition to annual leave, employees are entitled to statutory paid public holidays as per UK law.
- **Leave Year:** The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.
- **Special Circumstances:** In cases of long-term sickness or maternity/paternity leave, special provisions may apply regarding annual leave entitlement.

### 4. SICK LEAVE

At comsim, we are committed to supporting the health and well-being of our employees. Our sick leave policy provides clear guidelines on how to manage and report sick leave:

- **Entitlement:** Employees are entitled to up to 4 days of paid sick leave per calendar year. These days can be taken as a mental health days.
- **Initial Reporting:** If an employee is unable to work due to illness, they must notify their manager as soon as possible, ideally before their scheduled start time.
- **Ongoing Communication:** Employees must keep their manager informed of their condition and expected return date during their sick leave.
- **Sick Leave Exceeding 7 Days (including non-working days):** If an employee's sick leave extends beyond 4 consecutive days, Employees may be required to provide a fit note (doctor's note) to cover the entire period of absence beyond the initial 7 days.
- **Return to Work:** Upon returning to work after a period of sickness leave, employees may be required to attend a return-to-work interview with their manager to discuss their health and any necessary workplace adjustments.
- **Unpaid Sick Leave:** If an employee exhausts their sick leave entitlement, any additional sickness leave will be paid according to Statutory Sick Pay regulations, unless otherwise specified in the employee's employment contract or agreed upon with management.
- **Long-term Sickness:** For extended periods of illness, employees should contact their manager for additional support and procedures.

## 5. **MATERNITY AND PATERNITY LEAVE**

comsim is committed to supporting our employees through all stages of their careers, including during periods of maternity leave. Our maternity leave policy provides comprehensive support to ensure that employees can focus on their family during this important time.

### **Eligibility**

All pregnant employees are eligible for maternity leave and pay, provided they meet the following conditions:

- The employee must have been continuously employed by comsim for at least 26 weeks by the end of the 15th week before the expected week of childbirth/
- The employee must provide a MATB1 certificate to their manager, to confirm the pregnancy and expected due date.

## Maternity Leave Entitlement

- Ordinary Maternity Leave (OML): Up to 26 weeks of leave.
- Additional Maternity Leave (AML): Up to 26 weeks immediately following OML, making a total of up to 52 weeks.

## Maternity Pay

- **Full Pay:** comsim will provide 2 months/8 weeks) of maternity leave at full pay.
- **Statutory Maternity Pay (SMP):** After the initial 2 months of full pay, eligible employees will receive SMP for up to 33 weeks. SMP is paid at the standard rate set by the government, or 90% of your average weekly earnings (whichever is lower).

## Notification Requirements

To qualify for maternity leave and pay, employees must:

- Notify their line manager in writing by the end of the 15th week before their expected week of childbirth. This notice should include the expected due date and intended start date of maternity leave.
- Provide the MATB1 certificate issued by their midwife or doctor confirming the pregnancy and due date.

## Return to Work

- **Notification:** Employees must provide at least 4 weeks' notice if they wish to return to work earlier than the end of their full maternity leave entitlement.
- **Rights:** Upon returning to work, employees will have the right to return to the same job on the same terms and conditions as before their leave. If this is not reasonably practicable, employees will be offered a suitable and appropriate alternative position.

## Additional Support

- **Keeping in Touch (KIT) Days:** Employees may work up to 10 KIT days during their maternity leave without affecting their Statutory Maternity Pay (SMP). These days are optional and should be agreed upon with the employee's line manager in advance.

- **Breastfeeding Policy:** We will provide appropriate facilities or accommodate alterations to ways of working for breastfeeding employees upon their return to work. Can we leave this paragraph out?

## **6. SECONDARY CARE GIVER/PATERNITY LEAVE**

Comsim supports new parents by offering a secondary care giver/paternity leave policy that allows fathers and partners to spend time with their new family.

### **Eligibility**

Employees are eligible for secondary care giver/paternity leave if they:

- Have been continuously employed by comsim for at least 26 weeks by the end of the 15th week before the expected week of childbirth (EWC) or the date of adoption placement.
- Are the biological father, the mother's partner, or the adopter's partner.

### **Secondary Care Giver/Paternity Leave Entitlement**

- Leave Duration: Up to 3 months of leave.
- Full Pay: comsim provides 4 weeks of leave at full pay.

### **To qualify for secondary care giver/paternity leave and pay, employees must:**

Notify their line manager in writing at least 15 weeks before the expected week of childbirth or adoption placement date. This notice should include the expected due date (for childbirth) or adoption date and the intended start date for the secondary care giver/paternity leave.

## **7. BEREAVEMENT LEAVE**

At comsim, we understand the profound impact that the loss of a loved one can have on our employees. Our bereavement leave policy is designed to provide compassionate support during these difficult times.

All employees, regardless of length of service, are entitled to bereavement leave.

**Leave Entitlement:**

- **Immediate Family:** Employees are entitled to up to 10 days of paid bereavement leave in the event of the death of an immediate family member (spouse, civil partner, partner, parent, child, sibling).
- **Extended Family and Close Relatives:** Employees are entitled to up to 5 days of paid bereavement leave for the death of extended family members (grandparents, grandchildren, in-laws) or close relatives.
- **Parental Bereavement Leave:** Employees who suffer the loss of a child under 18 or a stillbirth after 24 weeks of pregnancy are entitled to 4 weeks of paid bereavement leave.

We request that employees should notify their manager as soon as possible regarding the need for bereavement leave. Managers will handle such notifications with sensitivity and confidentiality.

**Additional Leave:**

If additional time off is required, employees may request unpaid leave or use their annual leave entitlement. Flexible working arrangements may also be considered to support the employee during this period.

**Documentation:**

In most cases, no formal documentation is required for bereavement leave. For extended or parental bereavement leave, a copy of the death certificate or other appropriate documentation may be requested.

**8. COMMUNITY SERVICE LEAVE**

As part of our commitment to our local community, employees are provided with 2 days of paid leave to carry out community service / volunteering per year.

comsim will monitor and record the total volunteer hours spent by employees.

**9. POLICY REVIEW**

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This Leave Policy will be reviewed annually to ensure it remains aligned with the needs of our employees and any changes in legal requirements.

By implementing a comprehensive Leave Policy, comsim aims to support its employees in achieving a healthy work-life balance while fostering a positive and inclusive work environment.