



STATOM HOLDINGS Limited (Statom Group Limited, Statom Group North Ltd, Statom Plant Ltd, Statom Remediation Ltd, Demoforce Group Ltd, FL-Facilities Group Ltd, Slipform Technology Ltd, Spark Tech MEP Ltd, Franki Foundations UK Ltd, Martello Piling Ltd) ("Statom", "the Company")

We are committed to high standards of professional conduct, integrity and accountability. As a leading civil engineering and construction organisation, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensuring safety, quality and effective collaboration across our projects and teams.

## 1. Purpose

This policy sets out Statom Group's approach to managing absence and time off. It aims to treat employees fairly and consistently, support wellbeing and safe attendance, minimise operational disruption, and comply with UK employment law and PAYE requirements.

This policy covers absence and time off only. Requests to change working hours, working pattern, working location, home working, remote working or hybrid working must be managed under the separate Statom Group Flexible Working Policy, unless HR confirms otherwise in writing.

## 2. Scope

This policy applies to all Statom Group employees, including full-time, part-time, fixed-term, temporary and casual employees. It may also apply to contractors only where their contract states this.

This policy covers:

- sickness absence
- annual leave and public/bank holidays
- long service additional annual leave
- compassionate and bereavement leave
- time off for emergencies, dependants, carers and appointments
- statutory family-related leave
- public duties, including jury service
- discretionary leave, including birthday leave and study leave
- extreme adverse weather and transport disruption

## 3. Responsibilities

### 3.1 Employees

- notify absence in line with this policy
- provide accurate information and evidence where required
- keep managers informed during absence

cooperate with return-to-work and wellbeing support measures  
accurately record working time, attendance, absence and breaks where required

### **3.2 Managers**

apply this policy consistently and fairly  
record absence and time off accurately and promptly  
maintain appropriate contact during absence  
consider operational requirements, supervision, client and project needs before approving time off  
seek HR support where absence is complex, sensitive, recurring or may involve disability, pregnancy, caring responsibilities or another protected characteristic

### **3.3 HR and Payroll**

support managers and employees with policy application  
ensure absence, leave and pay are processed correctly for PAYE and statutory purposes  
confirm payroll, statutory pay and evidence requirements where applicable  
maintain appropriate records and confidentiality

## **4. Notification and Reporting**

### **4.1 Sickness absence notification**

Employees must notify their manager by telephone as early as possible and no later than 8:00am on the first day of absence, or before the start of the shift if earlier. The employee must provide:

the reason for absence  
the expected duration, if known  
a contact telephone number and where they can be reached

If the employee cannot reach their manager, they must contact the agreed alternative, for example the duty manager or site contact, and record who they spoke to and when.

Text, WhatsApp or email is not normally acceptable as the first method of notification. Where it is not reasonably practicable to call, for example emergency admission to hospital, the employee must send a message and then call as soon as possible.

Employees must maintain agreed contact during sickness absence and provide updates as requested.

### **4.2 Other absence and time off**

Employees must request other time off as early as possible. Repeated last-minute requests may be refused where they cause operational disruption.

### **4.3 Failure to notify or unauthorised absence**

If an employee fails to notify absence in line with this policy, Statom Group may treat the absence as unauthorised and manage it under the Disciplinary Policy. Statom Group will pay any statutory payments that are legally due, where eligibility is met and evidence is provided.

## **5. Sickness Absence**

### **5.1 Self-certification and fit notes**

7 calendar days or less: the employee must self-certify on return using the Company's process.

More than 7 calendar days: the employee must provide a fit note covering the absence. Calendar days include weekends and non-working days.

Employees must provide medical evidence promptly and ensure certification is continuous, with no gaps. If a fit note expires and the employee remains unfit for work, the employee must provide a new fit note immediately.

## **5.2 Statutory Sick Pay**

Statutory Sick Pay (SSP) applies to eligible employees in line with statutory rules as amended from time to time. Payroll will calculate SSP based on qualifying information and evidence.

## **5.3 Medical evidence, occupational health and consent**

Where appropriate, Statom Group may request additional medical evidence or refer the employee to occupational health or an independent medical assessment to understand fitness for work and any support or adjustments. Statom Group will seek the employee's consent where required.

## **5.4 Keeping in touch and support during absence**

For longer-term or repeated absence, the manager, with HR support, will agree a contact plan and consider support measures. Support may include temporary workplace adjustments, amended duties, a phased return or referral to occupational health where appropriate.

## **5.5 Return to work**

Statom Group will normally complete a return-to-work discussion after sickness absence to confirm fitness to return, identify support or adjustments, reduce further absence and improve wellbeing. The Company may require a Return-to-Work Questionnaire and/or a Return-to-Work Interview.

## **5.6 Working elsewhere during sickness absence**

Employees must obtain prior written approval before undertaking paid or voluntary work while off sick. Failure to obtain approval may result in disciplinary action.

# **6. Annual Leave**

## **6.1 Holiday year**

The holiday year runs from 1 January to 31 December, unless an employee's contract states otherwise.

## **6.2 Entitlement**

Employees are entitled to paid annual leave in line with their contract of employment. Statom Group provides a minimum of 22 days' paid annual leave per holiday year for full-time employees, in addition to UK public/bank holidays, unless the contract states a different arrangement.

Some employees may have more than 22 days' annual leave. Where enhanced entitlement applies, the employee's contract confirms the applicable entitlement and Payroll will administer it. Part-time employees receive annual leave and any contractual public/bank holiday entitlement pro-rated in line with their contracted working pattern and administered consistently by Payroll. Statom Group will ensure that all employees receive at least the statutory minimum paid holiday entitlement each holiday year.

## **6.3 Booking annual leave**

Employees must submit annual leave requests using the Company's leave request process at least four weeks in advance, unless exceptional circumstances apply.

Approval depends on operational requirements, minimum staffing levels and existing approved leave.

Statom Group may limit the number of employees on leave at the same time.

Repeated late requests may be refused where they cause disruption. Employees must plan annual leave in good time.

## 6.4 Taking leave and carry-over

Employees should take annual leave throughout the holiday year. Carry-over will be managed in line with statutory rules and business requirements. Where an employee cannot take annual leave due to sickness or statutory family leave, Statom Group will manage carry-over in line with legal requirements.

## 6.5 Starters and leavers

Annual leave is pro-rated for employees who start or leave part-way through the holiday year.

During an employee's first 12 months of employment, annual leave accrues progressively. Payroll will calculate and apply accrual in line with the employee's contractual entitlement and the payroll cycle. Employees should normally only take annual leave that has accrued at the time of the request.

Statom Group may, at its discretion, approve annual leave in advance of accrual where there is a business need, such as a pre-booked holiday. Where annual leave is taken in advance and the employee leaves before accruing it, Statom Group may recover the value of the excess leave from final pay where this is lawful and authorised by the employee's contract and/or written agreement.

## 7. Long Service Additional Annual Leave

Eligibility is based on continuous service, meaning unbroken employment with Statom Group or any other group entity. Continuous service is measured from the employee's start date stated in their contract. Unpaid leave, maternity/paternity/adoption/shared parental leave, sickness absence and authorised leave do not break continuous service.

Employees receive 1 additional day of paid annual leave once they complete 3 years' continuous service. Thereafter, employees receive 1 further additional day for each additional completed year of continuous service.

Annual leave is capped at 30 days per holiday year, excluding public/bank holidays.

Public/bank holidays are provided in addition to annual leave and do not count towards the 30-day cap.

Long service increases take effect from the start of the next holiday year following the service anniversary.

Part-time employees receive long service additional leave pro-rated in line with their contracted working pattern.

Termination of employment ends continuous service. Any re-employment starts a new period of continuous service unless the Company confirms otherwise in writing.

## 8. Public/Bank Holidays

Employees are entitled to UK public/bank holidays as set out in their contract. Where an employee is required to work a public/bank holiday due to operational requirements, pay and/or time off in lieu will be provided in line with contractual terms and agreed arrangements.

## 9. Compassionate and Bereavement Leave

Employees may take up to five days' paid compassionate leave following the death of an immediate family member: spouse or partner, parent or stepparent, child or stepchild, sibling or stepsibling, or grandparent.

Managers may approve additional paid or unpaid leave depending on circumstances and operational requirements. Statutory bereavement entitlements, including parental bereavement leave where applicable, will apply in line with legal requirements.

## **10. Time Off for Emergencies, Dependents, Carers and Appointments**

### **10.1 Medical and dental appointments**

Employees should arrange appointments outside working hours where possible. Where this is not possible, employees should book appointments at the start or end of the working day and request time off in advance. Managers may request reasonable evidence of appointments.

### **10.2 Emergencies**

In genuine emergencies, employees may request annual leave, time off in lieu where available, or unpaid leave, subject to manager approval and operational requirements.

### **10.3 Time off for dependents**

Employees may take reasonable unpaid time off to deal with an unexpected issue involving a dependents, for example illness, injury or breakdown of care arrangements. Employees must inform their manager as soon as possible and confirm the reason for absence and how long they expect to be away.

### **10.4 Carer's leave**

Eligible employees may take up to one week's unpaid carer's leave in any 12-month period to provide or arrange care for a dependents with a long-term care need. Employees must give appropriate notice and provide information reasonably required by the Company. Statom Group may postpone carer's leave where permitted by law and where the absence would cause serious operational disruption.

## **11. Statutory Family-Related Leave**

Statom Group will administer statutory family-related leave and pay in line with current legislation, eligibility criteria, notice requirements, evidence requirements and payroll rules. This includes, where applicable:

maternity leave and statutory maternity pay

paternity leave and statutory paternity pay

adoption leave and statutory adoption pay

shared parental leave and statutory shared parental pay

unpaid parental leave

parental bereavement leave and statutory parental bereavement pay

neonatal care leave and statutory neonatal care pay

Employees must notify HR as early as possible when they may need family-related leave. HR and Payroll will confirm eligibility, notice requirements, pay, evidence and any interaction with annual leave or other statutory leave.

## **12. Time Off for Public Duties**

### **12.1 Jury service**

Employees must inform their manager immediately on receipt of a summons and provide a copy if requested. Statom Group will pay basic salary less any court-paid loss of earnings for up to five working days. Any payment beyond this is at the Company's discretion. Employees must claim loss of earnings from the court and provide evidence of amounts received.

Other public duties will be considered in line with statutory requirements, operational needs and any evidence reasonably requested by the Company.

## **13. Discretionary Leave**

### **13.1 Birthday Leave**

Statom Group provides one paid day of Birthday Leave each leave year, subject to manager approval and business requirements. Birthday Leave applies only where the employee's birthday falls on a weekday, Monday to Friday, and on a normally scheduled working day for that employee.

If the birthday falls on a weekend or another non-working day, Birthday Leave is not transferable and no day in lieu will be granted. If the birthday falls on a UK bank holiday, Birthday Leave may be taken on the employee's next normally scheduled working day, subject to approval and business needs. Employees born on 29 February may take Birthday Leave on 28 February or 1 March in non-leap years, subject to approval and business needs.

### **13.2 Study Leave**

Employees undertaking agreed professional training may take up to 1 day's paid study leave per exam or paper, capped at 5 days per calendar year, subject to prior approval. Any additional time required for revision, exams or travel must be taken as annual leave unless otherwise agreed in writing.

## **14. Extreme Adverse Weather and Transport Disruption**

Employees must make reasonable efforts to attend work. Where travel is disrupted, employees must contact their manager as early as possible, consider alternative travel arrangements where reasonable and discuss any suitable temporary arrangement with their manager.

If the employee cannot attend work, they may request annual leave, time off in lieu where available, or unpaid leave. If the employee arrives late, the manager will confirm pay arrangements based on the circumstances, operational needs and any agreed arrangements.

## **15. Equality, Wellbeing and Reasonable Adjustments**

The Company will consider all absence and time off matters fairly and without unlawful discrimination. Where absence or a time off request relates to disability, pregnancy, maternity, childcare, caring responsibilities, religion or belief, or another protected characteristic, the Company will consider relevant equality obligations, including reasonable adjustments where applicable.

Managers must seek HR advice where adjustments, medical evidence, occupational health, pregnancy-related absence, disability-related absence or recurring absence may be relevant.

## **16. Abuse, Misuse and Disciplinary Action**

Employees must comply with this policy and must not misuse absence, time off or statutory leave arrangements. Concerns about dishonesty, unauthorised absence, inaccurate absence reporting, failure to follow notification rules, working elsewhere during sickness absence without approval, or falsified evidence may be managed under the relevant Company procedure, including the Disciplinary Policy where appropriate.

## **17. Records and Confidentiality**

Managers must record absences and time off accurately. Statom Group will handle absence, medical, family leave and payroll information confidentially and in line with data protection requirements.

## **18. Interaction With Other Policies**

This policy should be read alongside other relevant Company policies, forms and procedures, including: Employment Contract

Employee Handbook  
Flexible Working Policy  
Disciplinary Policy  
Grievance Policy  
Capability or Performance Management Procedure  
IT and Communications Policy  
Data Protection Policy  
Health and Safety Policy  
Equal Opportunities Policy  
Time Recording or Timesheet Procedure  
any site, client, project or department-specific requirements

19. Review

Statom Group will review this policy annually or earlier where required due to changes in legislation, Company practice, operational requirements or business needs. The Company reserves the right to amend this policy at any time. Changes will be communicated to employees as appropriate.

SIGNED



Stan Nikudinski  
CEO Statom Group Ltd.

Review:            Annually  
Date:             01/06/2026  
Next Review:    01/06/2027

SIGNED



Martina Oyite  
Chief People Officer

Review:            Annually  
Date:             01/06/2026  
Next Review:    01/06/2027