



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 sickness absence and time off fairly, consistently and safely while meeting statutory, payroll and operational requirements. Requests to change hours, working pattern or work location are managed under the Flexible Working Policy. This policy is non-contractual and does not form part of any employee's contract of employment. The Company may amend, replace or withdraw this policy prospectively where reasonably required, subject to applicable law. Where an employee's contract contains a specific contractual entitlement that is inconsistent with this policy, the contract will prevail. Statutory rights will always prevail over inconsistent policy wording.

## 2. Scope

This policy applies to employees of Statom Group, including full-time, part-time, fixed-term, temporary and casual employees. Statutory rights apply according to the eligibility rules in force at the relevant time.

## 3. Responsibilities

- Employees must notify absence correctly, provide accurate information and evidence, maintain agreed contact, cooperate with return-to-work support and record time accurately.
- Managers must apply the policy consistently, record absence promptly, maintain appropriate contact, consider operational needs and seek HR advice in complex or protected-characteristic cases.
- HR and Payroll will advise on statutory rights, pay, evidence, payroll treatment, records and confidentiality.

## 4. Sickness absence notification

Employees must telephone their manager as early as reasonably practicable and no later than 8:00am on the first day of sickness absence, or before their normal start time if that is earlier, unless it is not reasonably practicable to do so. The employee must explain the reason for absence, the expected duration if known, and how they can be contacted. 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 an acceptable first method of notification unless a telephone call is not reasonably practicable, for example because of an emergency; in that case the employee must send a message and telephone as soon as reasonably practicable. Failure to comply without a reasonable explanation may result in the absence being treated as unauthorised and managed under the Disciplinary Policy.

## 5. Self-certification, fit notes and medical evidence

- For sickness of 7 calendar days or less, the employee must self-certify using the Company process.
- For sickness exceeding 7 calendar days, a fit note must cover the absence continuously.
- Where appropriate, Statom may seek occupational health or other medical advice, with consent where required, to understand fitness for work, support and reasonable adjustments.

## 6. Statutory Sick Pay (SSP)

For sickness absences beginning on or after 6 April 2026, eligible employees are entitled to SSP from the first full day of sickness absence. The lower earnings limit for SSP has been removed. For the 2026/27 tax year, SSP is the lower of £123.25 per week or 80% of the employee's average weekly earnings, calculated and paid in accordance with statutory rules. Payroll will apply any transitional rules and future statutory uprating.

## 7. Keeping in touch and return to work

For longer-term or recurring absence, the manager and HR may agree a contact plan and consider a phased return, temporary duties, workplace adjustments, occupational health advice or other support. A return-to-work discussion will normally take place after sickness absence.

## 8. Working elsewhere while off sick

Employees must obtain prior written approval before undertaking paid or voluntary work while absent through sickness where that work could conflict with the stated reason for absence, duties to Statom or recovery. Suspected dishonesty or unauthorised work may be investigated under the Disciplinary Policy.

## 9. Annual leave

The holiday year runs from 1 January to 31 December unless the contract states otherwise. Full-time contractual entitlement is normally at least 22 days' paid annual leave plus public/bank holidays, subject to the employee's contract and always at least the statutory minimum. Part-time entitlement is pro-rated.

- Annual leave should normally be requested at least four weeks in advance unless exceptional circumstances apply.
- Approval depends on operational requirements and existing leave commitments.
- Carry-over will be managed in line with statutory requirements, including where sickness or statutory family leave prevents leave being taken.
- Starters and leavers receive pro-rated entitlement. Recovery of overtaken leave from final pay will only occur where contractually and lawfully authorised.

## **10. Long service additional annual leave**

The Company currently operates a non-contractual long-service annual leave arrangement. Under the current arrangement, employees receive one additional day of paid annual leave after completing 3 years' continuous service and a further day for each additional completed year, capped at 30 days per holiday year excluding public/bank holidays. Long-service increases normally take effect from the start of the next holiday year and are pro-rated for part-time employees. This arrangement may be amended, suspended or withdrawn prospectively by the Company. Any statutory entitlement and any contractual annual leave already accrued will not be reduced retrospectively.

## **11. Bereavement and compassionate leave**

Statom provides up to five working days' paid compassionate leave following the death of an immediate family member, subject to the separate Parental Bereavement and Compassionate Leave Policy. Statutory parental bereavement rights and Bereaved Partner's Paternity Leave will be applied where relevant.

## **12. Time off for dependants and carers**

Employees have a statutory right to a reasonable amount of unpaid time off for certain unforeseen emergencies involving a dependant. Eligible employees also have a day-one right to up to one week's unpaid Carer's Leave in any 12-month period to provide or arrange care for a dependant with a long-term care need, subject to statutory notice and postponement rules.

## **13. Statutory family-related leave**

Statom will administer statutory family leave and pay in line with current law. This includes maternity leave and pay, paternity leave and pay, adoption leave and pay, shared parental leave and pay, unpaid parental leave, parental bereavement leave and pay, neonatal care leave and pay, and Bereaved Partner's Paternity Leave where applicable.

From 6 April 2026, Statutory Paternity Leave and Unpaid Parental Leave are day-one leave rights. Statutory pay remains subject to the separate qualifying conditions in force. Bereaved Partner's Paternity Leave is also a day-one statutory leave right for qualifying bereaved partners in the circumstances prescribed by law.

## **14. Medical and dental appointments**

Employees should arrange routine appointments outside working hours where reasonably possible. Where this is not possible, appointments should be requested in advance and managers may ask for reasonable evidence. Disability, pregnancy and other statutory rights will be respected.

## **15. Jury service and public duties**

Employees must notify their manager promptly on receipt of a jury summons and provide a copy or other reasonable evidence if requested. Jury service is unpaid by the Company. Employees must claim any loss-of-earnings allowance and other expenses available from the court and provide the Company with any information reasonably required to complete the relevant court documentation. If the court does not require the employee's attendance on a scheduled working day, the employee is expected to attend work where reasonably practicable. Nothing in this section affects the employee's statutory right to time off for jury service. Any exceptional Company payment must be expressly approved in writing and will not create a contractual entitlement or precedent for any future case. Other public duties will be managed in accordance with statutory rights and operational requirements.

## 16. Discretionary leave

- Birthday Leave: the Company currently provides one paid day of Birthday Leave in each leave year where the birthday falls on a normally scheduled weekday, subject to manager approval and business requirements. Bank-holiday and 29 February arrangements will be applied under the Company rules. Birthday Leave is a discretionary, non-contractual benefit and may be amended, suspended or withdrawn prospectively.
- Study Leave: the Company may provide up to one paid study day per approved exam or paper, capped at five days per calendar year, where the professional development has been approved in advance. Study Leave is discretionary and non-contractual, is subject to business requirements and may be amended, suspended or withdrawn prospectively.

## 17. Adverse weather and transport disruption

Employees must make reasonable efforts to attend work safely and notify their manager as early as possible where travel is disrupted. The manager may agree annual leave, TOIL, unpaid leave or another suitable temporary arrangement. Home working is not automatic and must be agreed under the Flexible Working Policy.

## 18. Equality, wellbeing and reasonable adjustments

Absence decisions will be made fairly and without unlawful discrimination. Managers must involve HR where disability, pregnancy, maternity, menopause, caring responsibilities, religion or belief, or another protected characteristic may be relevant. Reasonable adjustments and pregnancy-related absence rules will be considered where applicable.

## 19. Abuse, records and confidentiality

Dishonest or falsified absence claims, unauthorised absence or deliberate non-compliance may be handled under the Disciplinary Policy. Absence, health and family-leave information will be recorded accurately and processed in line with the Data Protection Policy and retention requirements.

## 20. Related policies

- Flexible Working Policy
- Sickness Absence and Medical Capability Policy
- Family Leave Policy
- Parental Bereavement and Compassionate Leave Policy
- Disciplinary Policy
- Performance / Capability Policy
- Data Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Professional Qualification Policy

## 21. Review

This policy will be reviewed annually and earlier where statutory family leave, SSP, employment law, payroll rules, Company practice or operational requirements change. The Company may make prospective amendments at any time where reasonably required and will communicate material changes as appropriate. No policy amendment will remove or reduce a statutory right or retrospectively reduce a contractual entitlement already accrued.

**AUTHORISED AND SIGNED**

SIGNED



Gavin Hunt  
Chief Development Officer

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

*Review: Annually or earlier where legislation, guidance, Company practice or operational requirements change.  
This policy is subject to annual review and approval by the Board.*