



NORWOOD UK

Authorised Leave
Policy

Authorised Leave Policy

Annual leave

Your annual holiday entitlement is set out in your Contract of Employment.

If you wish to request a period of holiday you should email your Line Manager and the Human Resources Department who will authorise your holiday.

The minimum period of notice you should give is four weeks before the requested date.

Your Line Manager may have to refuse a request for leave. This may be because you have used up your entitlement, have given insufficient notice, too many other people in your department may have already booked holidays or the business needs may be that you cannot be spared at that time.

All holiday must be used up within the holiday year. Carrying unused leave over to a new holiday year is not permitted.

Medical appointments

Please refer to the Sickness Absence policy.

Compassionate Leave

There is no entitlement to compassionate leave. However, at the discretion of the Company, paid leave may be granted if merited by the circumstances.

Bereavement

If bereavement occurs in your immediate family (this includes spouse/partner, child, parents), the Company will allow a number of days paid leave (including the day of the funeral) in addition to your holiday entitlement.

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The number of days paid leave will be left to the Company's discretion. Any additional unpaid compassionate leave will also be granted at the Company's discretion.

We will treat every case individually and sympathetically.

You should first place your request for such leave with your line manager and the Human Resources Manager.

Jury Service

If you are called for jury service, you must let the Human Resources Manager and your line manager know as soon as possible, and produce the summons. You will be entitled to paid leave for Jury Service.

Please note that as you will be paid during your period of Jury Service you may not claim compensation for loss of earnings. The Company may ask you to claim compensation for loss of earnings and then recover the sum back from your earnings at a later date.

If on any day during the period of your Jury Service, you are released early, you must make every effort to attend work on that day. If in doubt, you should telephone the Human Resources Manager for guidance.

Public Duties

The Company will respect and accommodate reasonable requests for paid / unpaid absence to undertake public duties.

Employees carrying out public duties have a statutory right to reasonable time off in order to fulfil their duties. However, it is still necessary for requests for time off in these circumstances to be agreed with the line manager and the Human Resources Manager.

Anyone considering an involvement in public duties should consult their line manager and the Human Resources Manager in advance of making a final commitment to establish the level to which time off may be granted. Please inform your line manager and the Human Resources Manager as far in advance as possible, who will inform you if such leave is to be paid or unpaid.

Extended leave / absence

The Company will at its absolute discretion consider requests for extended unpaid leave.

Every request will be dealt with on a case-by-case basis and no employee has the right to such period of leave.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written in a cursive style.

Jo Shuttlewood – HR Director