



NW
NORWOOD UK

Leave Policy

1 Introduction

- 1.1** The company will seek to ensure all staff are able to take the paid annual leave to which they are entitled. Please note that the provisions detailed include any statutory rights staff have in relation to annual leave under the Working Time Regulations. All staff are expected to plan/book annual leave in accordance with the operational needs of the Department. This means that some roles will not be able to take leave at certain times of the year. The employee has a responsibility to take their leave and is responsible for monitoring it. Employees will be required to request leave through the leave booking process. It is expected that an employee would normally give four weeks' notice prior to the start date of the holiday.
- 1.2** The company recognises that many of its employees have obligations relating to children or other dependants which require a balancing of work and family caring responsibilities. It also recognises that this balancing act sometimes requires them to be absent from work, either on a planned or an unplanned basis. The company confirms its commitment to supporting its employees in these circumstances and to encouraging an appropriate environment of support and understanding.

2 Annual Leave

2.1 Annual Leave Entitlement

The leave year runs from 1 January until 31 December.

2.2 Part-time Employees

Part-time employees are entitled to leave on a pro rata basis according to the number of hours worked.

In order to be treated comparably to full time colleagues, all part time

employees will receive a pro-rata entitlement for public holidays regardless of hours or patterns of work. Employees will be expected to use their public holiday entitlement on public holidays which fall on their normal working days. Employees must take the holiday in the same calendar month in which the Public Holiday day falls. Where an employee has to take a public holiday (because it falls upon one of their working days) and their Public Holiday Entitlement is not sufficient to cover this, they should agree with their line manager to work the equivalent number of hours at an alternative time, agree with their line manager to take unpaid leave or take the balance from their annual leave entitlement.

2.3 New Employees

Newly appointed staff are entitled to annual leave on a pro rata basis, at a rate of 1/365 of their full annual leave entitlement according to their start date. If an employee starts part way through a month, s/he will receive a proportion of the holiday entitlement for that month. The calculation of annual leave for newly appointed staff will be provided by either the Line Manager or Human Resources.

The company will make every effort to meet the needs of new employees in respect of commitments to holidays made prior to the offer of employment.

2.4 Staff Leaving the Company

During the year in which employment comes to an end, staff are entitled to annual leave on a pro rata basis up to their final day of service. Employees may be required to take any leave owing to them prior to leaving. Any leave that cannot be taken should be discussed with the Line Manager or HR department for

possible payment in lieu. Where a member of staff leaves the company and has taken more leave than they have accrued, payment for this excess is deducted from their final month's salary.

2.5 Application to take Annual Leave

Applications for paid annual leave should be made to the Line Manager at the earliest opportunity, particularly for longer periods of leave. Applications for leave periods of more than 2 weeks will be subject to a review of operational needs of the department. Applications to take paid annual leave must be approved by the Line Manager prior to its being taken. Applications should be made by using the agreed local process. Employees should not commit to holiday plans until requests to take annual leave have been approved.

2.6 Leave Entitlements and Absence

Annual leave entitlement accrues during any paid period of leave but does not accrue during unpaid leave. It does accrue during unpaid leave in some circumstances such as maternity, sickness or unpaid sabbatical (please refer to individual policies). Staff who are suspended without pay will also be entitled to apply for annual leave and be paid accordingly. If you book a day's leave and are subsequently off sick, this will not be returned unless supported by a medical certificate (fit note). No payment can be made in lieu of annual leave unless the employee is leaving the company.

2.7 Carry Over of Annual Leave Entitlement

There is no entitlement for leave to be carried over into a new year.

3 Time Off for Dependants

3.1 A dependant is the partner, child or parent of the employee, or someone who lives with the employee as part of their family. This does not include tenants or boarders living in the family home, or someone who lives in the household as an employee e.g. a live-in nanny.

- 3.2** In cases of illness, injury or where care arrangements break down a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.
- 3.3** An employee may take unpaid time off work to deal with an emergency involving a dependant in the following circumstances:
- if a dependant falls ill or has been involved in an accident or incident, including where the victim is hurt or distressed rather than injured physically;
 - to make longer term care arrangements for a dependant who is ill or injured;
 - to make arrangements in connection with the death of a dependant;
 - to deal with an unexpected disruption or breakdown in care arrangements for a dependant;
 - to deal with an incident involving the employee's child during school hours;
- 3.4** Dependant's Leave is not available for events which can be foreseen, or which have been planned. In these circumstances, employees must use annual leave, parental leave, or unpaid leave as appropriate. It would not be considered acceptable, for example, for an employee to take 1 or 2 weeks' Dependant's Leave in order to look after a sick child.
- 3.5** Employees are entitled to Dependant's leave from the start of their employment with the company.
- 3.6** Whilst there is no set limit to the amount of time off which may be taken, in view of the fact that such leave is available to enable the employee to deal with a crisis, it is not normally expected to last for more than one or two days.

3.7 An employee who needs to take Dependant's Leave must inform his/her line manager as soon as reasonably practicable about their absence, explaining the reason and giving an indication of the likely length of absence.

3.8 Where the employee is called away from work during the working day, he/she is expected to advise the line manager or nominee before leaving the company / site. Where the employee is unable to attend and start work on a particular day, he/she should contact the line manager by 09.00 am or as soon as is reasonably practicable.

4 Other Domestic Leave

4.1 Compassionate Leave (Bereavement)

In the case of bereavement, up to 2 days of paid leave will be granted to an employee where the bereavement relates to a "dependant" as defined in section 3.1, but each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. The line manager will take into account matters such as the employee's relationship with the deceased, domestic responsibilities and travel requirements, but will not normally grant more than 2 day's paid leave.

4.2 Unpaid Leave

Periods of extended leave on an unpaid basis may also be requested in appropriate circumstances. There is no contractual right to unpaid leave, however requests will be considered on a case by case basis and must be requested via HR.

4.3 Medical Appointments

In the case of appointments eg: with doctors, dentists, etc, the expectation is that these appointments will be made outside of the employee's normal working times. Where such appointments cannot be avoided during normal working hours it is expected that wherever possible they will be arranged to minimise the disruption to an

individual's work and that they will therefore be arranged either at the beginning or the end of the normal working day (ie: within the first or last working hour), or possibly around a lunchtime period.

4.4 Jury Service

Any member of staff who is required to carry out jury service must advise their manager and HR Department before commencing jury service. Members of staff carrying out jury service will ultimately have deductions made from their salary which are equivalent to the allowances obtainable from the courts. See Appendix B for a flowchart of the process. Where an employee has been requested to attend court as a witness to proceedings they will be granted unpaid leave.

4.5 Military Duties

Members of staff may be granted unpaid leave of absence to attend annual camps and similar full-time training in the armed forces of the United Kingdom. The permission of the Line Manager must be obtained before such service is undertaken and each case will be dealt with on its merits. Proof may be required that such training is taking place. The company will endeavour to release members of staff who have reservist commitments should they be required to fulfil military duties. Staff who have been called up for military service have the right to be reinstated in their former job or an equivalent role within six months of demobilisation on terms and conditions no less favourable than before their mobilisation.

4.6 Public Duties

Members of staff who hold public office (e.g. as councillor or magistrate) will receive special consideration for such leave in line with section 50 of the Employment Rights Act 1996, paid or otherwise, as is necessary for the proper carrying out of their duties. Any leave taken must be with the prior agreement of the Line Manager.

4.7 Approved Absence for Religious Festivals

Appropriate consideration will be expected from line managers to

requests for leave from employees specifically wishing to participate in religious festivals or events related to their religious beliefs, values and practices. Good communication, well in advance of the festival or event in question will be essential in fostering a flexible and reasonable response. Staff should advise line managers of annual leave requests for the coming year at the start of the leave year, or on joining the company. Line managers should use the current company regulations for granting annual leave, or their discretion for time off unpaid, to facilitate these requests. It is recognised that line managers must always ensure effective service delivery and that not all requests for leave can be agreed to or considered reasonable. In the event of a request being refused, a full explanation will be provided by the line manager in question within at least 10 days of the request being made. Where staff are not satisfied with this response, they may appeal directly to the HR department, who will seek appropriate advice and adjudicate in such matters.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written over a faint circular stamp.

Jo Shuttlewood – HR Director