

LEAVE OF ABSENCE AND OTHER LEAVE

1. Any employee requiring leave of absence for a bereavement involving a member of their immediate family (Parents, Step Parents, Grandparents, Children, Siblings, Step Children, Husband/Wife) will normally be allowed up to two working days off with pay.

Where an employee requires leave of absence for a doctors, dentist appointment (sight of appointment card may be required) and their working shift i.e. Monday - Friday 9am - 5pm makes this difficult, the employee should make reasonable provision to accommodate their appointment by changing shift if appropriate. If this cannot be avoided a reasonable request would be to request the employee to attend work, leave to make their appointment time and return to work where appropriate. Under these circumstances a reasonable request would be to ask the employee to work on to meet their contracted hours.

Leave of absence will require the employee to:

- (i) Complete a leave of absence form (this is available from Administration).
- (ii) Return a completed form to the Duty Manager for signature. Failure to follow these instructions may result in management treating the absence as unauthorised.

2. PARENTAL LEAVE

- 2.1 Unpaid parental leave of up to 18 weeks is granted to Employees for the purpose of caring for a child.

Employees are entitled to parental leave if;

- they have at least one year's continuous service with the Company and/or an associated employer, and
- they are the parent of a child under the age of 18 or have or have acquired formal parenting responsibilities for a child under 18, or
- have adopted a child under 18 years.
- and they have - or expect to have - parental responsibility for the child

Employees who qualify for parental leave are entitled to have a maximum of 18 weeks' leave per child. The leave must be taken prior to the child's 18th birthday.

Leave may be taken in blocks of one week (or one day in the case of a disabled child), and a maximum of 4 weeks' leave is permitted in any one year. Leave taken with previous employers will count towards calculating the maximum entitlement.

Part-time Employees are permitted parental leave on a pro-rata basis.

Making a Request

Employees should put any requests in writing and must give the Company at least 21 days' notice of the dates on which he or she wishes leave to be taken.

The Company reserves the right to postpone any requests for leave for a period of up to 6 months where there are business reasons for doing so. This right to postpone will not apply where the leave requested occurs at the time of the child's birth or adoption.

Other Matters

Note that the Company may require an Employee to provide a birth or adoption certificate or other evidence of legal parental responsibilities or a child's entitlement to disability living allowance prior to leave being granted. Any Employee who is identified as misusing this policy may be subject to disciplinary action.

3. TIME OFF FOR DEPENDANTS

Employees are permitted a reasonable amount of unpaid time off work to:

- provide assistance when a dependant gives birth, falls ill, is injured or assaulted
- make arrangements for the care of a sick or injured dependant
- make necessary arrangements as a consequence of the death of a dependant
- deal with any disruption in arrangements for the care of a dependant
- deal with an unexpected incident involving a dependant child at school

A dependant is defined as a spouse, child, parent, or a member of the Employee's household (but not an Employee, tenant or lodger), and may also include another individual who reasonably relies on the Employee for assistance.

The leave granted by the Galleon Centre will be what it considers reasonable in the circumstances, and will not normally be longer than one or two days.

Employees must notify the Office Manager at the earliest opportunity of any absence and its expected duration.

If the Employee does not comply with the above provisions, his/her absence may be viewed as unauthorised and disciplinary action may be taken.

4. BEREAVEMENT

- 4.1 Employees are entitled to 2 days paid leave when a bereavement occurs to an Immediate family member. Immediate family members are defined as - Employee's spouse, parents, stepparents, children, stepchildren, grandparents or siblings i.e. brother or sister.
- 4.2 The company understands the deep impact that a bereavement has on an individual or a family, therefore additional non-paid time off may be granted.

5. COURT ATTENDANCE

- 5.1 The Management will grant unpaid leave for employees who are called to attend Court for either Jury Service or as a witness during a trial. The Employee should claim loss of earnings from the Court and their wages will be adjusted accordingly.
- 5.2 Any employee who is called for Jury Service should forward their written notification (Jury Service Summons) to Administration as soon as it is received.
- 5.3 An employee should receive an expenses claim form from the Court, this should also be handed to Administration who will complete the loss of earning section and return to the employee. The employee should forward this form to the Court.

6. TRADE UNION DUTIES

- 6.1 Reasonable time off with pay during working hours will be granted for trade union officials for the purpose of carrying out trade union duties or undertaking training in relation to trade union duties for a trade union recognised by the management.

7. TIME OFF FOR OTHER EMERGENCIES

- 7.1 The Management will be sympathetic to reasonable requests for time off to deal with domestic emergencies not involving dependants. This may include Fire, Flood or theft at home. This leave should be requested as Leave of Absence and will be unpaid.

8. TIME IN LIEU

Included in our flexible working approach, staff can request that any additional hours worked can be taken as time in lieu as opposed to being paid. The following are guidelines for time in lieu and are.

- (i) Time in lieu will be calculated as normal time whether these extra hours were worked in excess of 39 hours. They will not be calculated at time and one half.
- (ii) All accumulated hours must be recorded and signed by your line manager.
- (iv) Time in lieu must be used up one month following the period you accrued this time (i.e. accrued January must be used up February). Accumulating time in lieu more than the above is not acceptable. If the time in lieu is not used up then it is out of time and will be forfeited.

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