

CHR013 Leave of Absence Policy

Leave of Absence Policy

Introduction

The organisation recognises that employees will need to take time off work for a number of reasons.

The organisation actively encourages openness and honesty relating to the reasons for employee requests for leave of absence, and takes a personal interest in employees lives and in supporting work life balance.

This document sets out the organisations policy on time off, and how to make a request.

Compassionate leave

Compassionate leave is available to all staff regardless of length of service. It is intended to assist staff in the event of bereavement or serious illness of a close family relative.

A close relative will include spouse, partner, parents, grandparents, brother, sister or child. The organisation will also consider applications for leave in the case of individuals treated as close relatives but not included above.

The amount of leave needed will vary depending on the circumstances of each individual case. Individuals will be eligible, at the discretion of the Director, for up to 5 days paid compassionate leave in any year, a year being a rolling 12-month period. Any further leave required will be unpaid.

The Director will agree to the number of days paid, giving consideration to the circumstances of each application (eg travel to attend a funeral, caring for a terminally ill relative).

Fertility treatment

It is the policy of the organisation to grant up to two days' leave in any one year for an employee to undergo fertility treatment. If the employee requires time off beyond the permitted number of days, the employee may be allowed to take time off out of his/her annual holiday entitlement for this purpose.

In order to qualify for time off under this policy, the employee must have a minimum of 6 months' continuous service.

Time off for fertility treatment will be unpaid.

Any employee who wishes to take advantage of this policy must support their request for time off with an appointment card. They should also:

- try to arrange appointments at times that will cause the minimum amount of inconvenience to the organisation;
- give as much notice as possible of the days on which time off is required.

Any information provided will be maintained in strict confidence.

Time off for public duties

Where an employee holds a public office or public position, it is the organisation's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for any such time off by working additional hours at another time.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties for the organisation, the organisation has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of his/her annual holiday entitlement for this purpose.

Employees should provide written notification of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

Time off for public duties will normally be unpaid. Agency workers do not qualify for time off for public duties.

Jury service

All employees have the right to time off to attend Jury Service if summoned.

Employees can ask for a delay if it will harm the business, but can only delay once in a 12-month period.

Jury Service is treated as unpaid leave. The Courts can pay for loss of earnings, travel costs and a subsistence rate during jury service.

Other leave of absence

The organisation recognises that there are other reasons why employees may need to take time off, for example for personal health & welfare purposes to attend appointments such as doctor, dentist, optician, medical screening or hospital. There may also be occasions such as exams, a graduation ceremony, urgent domestic business (eg burglary), leave for religious festivals, interviews, etc.

A reasonable amount of time off will be permitted in any one year (rolling 12-month period). This will usually be unpaid, however, up to 3 occasions may be authorised with pay, at the discretion of the Director. All other occasions will be unpaid.

Employees are asked to:

- try to arrange appointments at times that will cause the minimum amount of inconvenience to the organisation
- give as much notice as possible of the days on which time off is required.

Request Procedure

An employee who needs to take time off for any of the above reasons should complete the leave of absence request form and submit it to the IMS Manager, at the earliest opportunity.

Fair treatment

The organisation will treat all requests fairly in accordance with the policy. All employees will be entitled to a reasonable amount of time off and each request will be considered on a case by case basis, taking account of individual circumstances and absence history, and consideration of equalities issues. Use of discretion will not set future precedents.

If an employee believes that they are not being treated fairly in relation to their request for leave of absence they should raise the matter through the grievance procedure.

Monitoring

The amount of time off will be monitored by management, taking into consideration equality issues. Where appropriate, and at the discretion of the Director, review meetings will be held to discuss unusual patterns or high levels of absence. This would normally be for cases of more than 3 leave of absences within a 12 month rolling period. Sickness absence will also be reviewed alongside leave of absence. Special circumstances and equality issues will be taken into account.

The purpose of the review meetings will be supportive with the aim of identifying measures of support for the employee's personal circumstances. This could include discussions regarding temporary or permanent flexible working / variations to contract.

In rare and exceptional circumstances, it may be necessary to initiate disciplinary or capability measures where absence is significant and alternative measures cannot be identified.

Review

This procedure will be periodically reviewed and made available to all staff (on the Works Canteen Noticeboard and via the QR code link displayed in the Canteen). Any amendment to it will be notified to employees by memo / noticeboards.

Leave of Absence Request Form



| | | | | | |
|--|--|--------------------|--|------------------------------|-----------------------------|
| Name | | | | Date | |
| Reason for request (please include as much detail as possible) | | | | | |
| From (Day / Time) | | To (Day / Time) | | Total days / Time | |
| Employee signature | | | | Date | |
| Approval | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Comments | | | | | |
| Manager's signature | | | | Date | |

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| From (Day / Time) | | To (Day / Time) | | Total days / Time | |
| Employee signature | | | | Date | |
| Approval | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Comments | | | | | |
| Manager's signature | | | | Date | |