

Leave of Absence Policy

Purpose and scope

The Company appreciates that employees are likely to require time off from work for a variety of reasons. Some of these will result in employees taking annual leave, however, for some types of leave, alternative arrangements can be made. The purpose of this policy is to provide guidance for employees on common types of leave requested and the principles that apply to these.

Please note that annual leave entitlement and related procedures are as set out in in employees' contracts of employment [and the Company's Annual Leave Policy] and are not detailed in this policy.

This policy applies to all employees. This policy does not form part of employees' contracts of employment and the Company may amend it at any time.

Religious Holidays

Religious holidays should be taken as part of annual leave entitlement and are subject to the same notice requirements and procedures as other requests for annual leave.

Provided you comply with the notice requirements and provisions of [the Company Annual Leave Policy and] your contract of employment, the Company will try to accommodate any such requests, however, the usual rules apply in relation to business needs and time off may be refused where it would adversely impact the Company (e.g. if this would leave insufficient cover).

Jury service and witness attendance

If you are called for jury service, you should inform your manager as soon as possible so that appropriate arrangements can be made, and if necessary a request to be excused submitted.

You should obtain a Loss of Earnings Form from the Court and claim any allowances and expenses to which you are entitled. Your salary for the period you are required to attend will be [deducted as unpaid leave **OR** adjusted by the amount recovered by the Court].

You should attend work on any days or half days when you are not required.

The same arrangements apply if you are required to attend Court as a witness. However, if your attendance in Court is on a voluntary basis, the Company will normally require you to take the time as part of your holiday entitlement or may authorise you to take unpaid leave.

Time off for Other Public Duties

The Company will allow you reasonable time off to attend to certain public duties. This may include providing duties as a Justice of the Peace, local councillor, school governor and reserved forces activities.

If you are considering entering into any form of public service you should first discuss it with your manager who will identify the appropriate amount of time off, if any, that may be reasonable given the circumstances.

You should obtain written approval from your manager in advance of taking up any appointment, or if you already hold such a position on joining the Company you should obtain your manager's written approval for it to continue.

You have no contractual or statutory right to be paid for time taken to perform public duties. Payment for any time off will be made at the entire discretion of the Company.

Your manager should be given adequate notice of these duties and you should make every effort to make up any time spent on public duties.

Medical Appointments

The Company appreciates that, from time to time, appointments with various medical practitioners are necessary. Where possible, such appointments should be scheduled outside of working hours where possible or arranged either at the start or the end of the working day in order to prevent disruption to the business.

You are required to obtain **[written]** approval from your manager in advance.

You do not have any contractual or statutory right to be paid for time off to attend medical appointments. Any payment of salary during these absences will be at the absolute discretion of the Company.

[Fertility Treatment

Medical appointments relating to the early stages of fertility treatment process will be treated in the same way as time off for other medical appointments.]

[Elective Surgery

In the case of elective procedures (such as cosmetic surgeries and non-essential procedures such as laser eye treatment), you should use your paid annual leave entitlement. Any additional time off for elective procedures will be unpaid leave and granted at the sole discretion of the Company.]

Compassionate leave

Subject to your statutory right to time off to deal with a family emergency [as set out in the Company Parental Leave and Dependents Leave Policy,] the Company may also consider requests for compassionate leave to enable you to deal with exceptional circumstances such as in the event of domestic emergency, critical illness or bereavement.

Requests for compassionate leave should be made to your manager who has the discretion to allow time off, with or without pay depending on the circumstances.

Antenatal/Adoption appointments

The Company will allow a reasonable amount of paid time off work if you are pregnant or the child's primary adopter and wish to attend antenatal/adoption appointments. Prior authorisation to attend such appointments must be obtained from your manager. You are not required to produce evidence of any initial appointment but the Company may request confirmation of all future appointments.

The Company will also allow you to take [unpaid] time off if you are the partner of the pregnant employee/primary adopter (and to others who meet the statutory eligibility criteria) to accompany that person to up to 2 of the above appointments (each appointment being no longer than 6.5 hours in length).

Family leave

Subject to certain eligibility requirements, all employees have a statutory right to take time off and to receive statutory pay in the event of birth or adoption.

Your statutory rights are explained in the following Company policies:

- [Maternity Leave]
- [Paternity Leave]
- [Adoption Leave]
- [Shared Parental Leave]

If you, or your partner, become pregnant or are considering adoption you should contact [HR] who will confirm your eligibility and entitlement.

Parental leave

Parental leave is available to any employee with one year's continuous service who has, or expects to have, parental responsibility for a child. They must be taking the time off to care for the child.

Eligible employees are entitled to take up to 18 weeks unpaid leave for each child for the purposes of caring for that child. This leave is to be taken in blocks and with a maximum of four weeks being available each year. You can apply to take unpaid parental leave in accordance with [the Company's Parental Leave and Dependents Leave Policy].

You should note that requests for parental leave must be made at least 21 days in advance and are subject to the Company's approval.

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