



ANNUAL LEAVE AND TIME AWAY FROM WORK POLICY

1.0 Annual Leave

- a) As indicated in the written statement of main terms and conditions of employment, the Foundation holiday year runs from 1st April to 31st March. This is the twelve-month period during which employees accrue their holidays.
- b) Unused holiday entitlement may not be carried over from one year to the next except in an extreme circumstance with prior agreement from the Head of Department. Where Long Term sickness (a period of sickness lasting more than 4 weeks) is the reason that holiday entitlement has not been used then up to 20 days can be carried over and must be taken within 18 months of the end of the holiday year in which it accrued, otherwise it will be lost. Where maternity leave or other family leave is the reason that holiday entitlement has not been used then all unused contractual leave can be carried over and should be used as soon as practicable. Any holiday that has been carried over due to family leave must be taken by the end of the holiday year otherwise it will be lost.
- c) All holiday dates must be agreed in advance with your manager of the holiday requested. No more than ten days can be taken at any one time during the holiday year unless agreed by the line manager. Employees should familiarise themselves with location rules which may apply concerning holiday management.
- d) School staff are not permitted to take holiday days during term time except in extreme circumstances and with prior authorisation from the Head of Education. A request for absence form must be completed and provided to the Head of Education a minimum of 2 weeks before the proposed leave.
- e) Holiday dates will be agreed after considering the needs of the business and the needs of the children it supports and ensuring that effective staffing levels needed to provide the best services to our clients are maintained.
- f) Any holidays taken without prior permission may lead to disciplinary action being taken. The disciplinary procedure could be invoked, and the employee could be dismissed in the case where an employee requests a holiday, which is refused, and then the employee subsequently takes that holiday without permission.
- g) Employees who work part time, and whose annual leave entitlement does not include Bank or Public holidays, will have their annual leave calculated pro rata after adding the number of Bank or Public holidays falling in the holiday year. Those Bank or Public Holidays which fall on their working days will then be counted towards exercise of their total annual leave entitlement for the holiday year.
- h) Where an employee falls sick on or before the working day prior to a period of booked annual leave, they may request that their annual leave be cancelled up to the day that they would

have otherwise been fit to return to work. Alternatively they may continue to take their annual leave as booked.

- i) Employees who fall sick during a holiday period and would have been unfit for work may choose to reclaim the affected days of holiday and treat them as sick leave. The reclaimed days of holiday leave may then be taken at another time..
- j) Employees who are off sick can request to use their annual leave. If approved, sick leave will be paused for the period covered by the annual leave.
- k) Whilst an employee is on sick leave, annual leave entitlement will accrue as normal.
- l) On termination of employment, employees are entitled to receive payment for all unused accrued holidays in the current holiday year to date, plus any holiday permitted to be carried over from previous years. The Foundation reserves the right to insist employees take accumulated annual leave within their notice period.
- m) Any payments of holiday pay made to employees in excess of the amount accrued on termination of employment, will be deducted in full from final salary due on termination. Where the amount of the overpayment exceeds any final payment, employees must reimburse the Foundation accordingly.

2.0 Booking Leave

- a) You must give notice of your request to take leave. Applications should be submitted through the organisation's HR information system – currently BambooHR.
- b) Employees are required to give a minimum of four weeks' notice for any annual leave requests. Where this is not possible, notice should be given as early as practicable, and approval will be subject to operational needs.
- c) Your Line Manager will approve or reject your request and you will receive a notification from our HR information system confirming this.
- d) You should not make any firm travel or accommodation arrangements, etc until you have received written confirmation that your request for leave has been granted. There may be circumstances where the Foundation cannot grant the request, such as operational/staffing requirements. The Foundation is not liable for any loss incurred, such as lost deposits, etc, where those costs and commitments have been incurred prior to receiving confirmation.
- e) There may be more requests than usual for leave that coincides with school holidays/half-terms, due to the number of employees with children of school age. The Foundation will make every effort to accept as many of these requests as possible but must have regard to its operations and ensuring there is sufficient cover for all work to be undertaken, considerations which sometimes need to take priority over granting leave requests.
- f) We understand that unexpected events can arise that mean you have to change your plans, which can have a knock-on effect for your booked leave. Requests to cancel pre-booked annual leave should be made in writing to your Line Manager giving as much notice as possible. Whilst we will always try to accommodate the needs of our employees, it is sometimes necessary to balance the needs of the business as a whole against those of individual employees, including the considerations of arrangements that have already been made to cover your work during that time. Cancellation requests therefore may be authorised by your Line Manager at their discretion, considering your individual circumstances and the needs of the business, but your Line Manager reserves the right to refuse your request if the cancellation would have an adverse effect on the business.

3.0 Organisational requirements

- a) The Foundation may at its discretion operate a shutdown each year (applicable to employees based with support services only) for up to four days during the Christmas and New Year period and require the applicable employees to take annual leave during this period. This period is not in addition to annual leave entitlement, so you need to retain sufficient annual leave to cover this period. It is the employee's responsibility to ensure that sufficient annual leave entitlement remains each year to take during this period. If you do not have sufficient entitlement remaining you must speak to your line manager about other available options.
- b) During any shutdown, employees are only required to take annual leave on days, during the shutdown period, on which they are normally contracted to work.

4.0 Timekeeping

- a) Employees are responsible for attending punctually for work in accordance with the hours defined in their contract of employment as amended from time to time.
- b) Employees may not leave work prior to their normal finishing time without permission. In the event of any employee requiring time away from work during normal working hours, they must discuss the request with their manager and on receiving permission, contact their manager before leaving and on returning to work.
- c) Persistent lateness may lead to disciplinary action being taken.

5.0 Emergency Time Off for Dependents

- a) The Foundation operates a policy to allow you to take reasonable time off work to deal with an emergency concerning a dependent for example 2 days unpaid leave for a one-off incident.
- b) A dependent can be any of the following:
 - a. Your spouse, civil partner, child or parent.
 - b. Someone who lives with you (but who is not your employee, lodger or boarder).
 - c. Anyone who relies on you, when they are ill or injured, either to assist them or to make arrangements for their care.
- c) You may take a reasonable amount of unpaid time off work in the following circumstances:
 - a. To help when a dependent gives birth, falls ill, or is injured or assaulted.
 - b. To make arrangements for the care of a sick or injured dependent.
 - c. To deal with the death of a dependent.
 - d. To cope when care arrangements for a dependent are unexpectedly disrupted.
 - e. To deal with an unexpected incident involving a dependent child at school.
- d) Time off must be agreed by your manager. You will need to explain why you need time off and how long you expect to be away from work. When you return to work you should fill in a leave request form retrospectively. (Appendix 2)
- e) The right to time off for dependants will, in most cases, be one or two days. You must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If you are unable to make alternative arrangements, you must contact your line manager and explain why further absence is required.

6.0 Compassionate leave

- a) The purpose of compassionate leave is to help employees to come to terms with the death of a loved one, a critical illness or injury involving an immediate family member. The Foundation appreciates that at times employees will go through difficult situations in their personal life where they may need support from the organisation.
- b) "Immediate family member" in this policy, means the employee's spouse, civil partner, partner, parent (including a step parent), child (including natural, adopted or step), sibling (including full, half or step), grandparent or grandchild (including natural, adopted or step).
- c) Compassionate leave may also be granted where an employee is solely responsible for making funeral arrangements for someone, even where they do not fit into the definition of an "immediate family member". This is at the complete discretion of the organisation.

6.1 Bereavement

- a) Each case will be viewed sympathetically, and the amount of leave granted will depend on the individuals' circumstances. Relevant factors that will be considered include the employee's relationship with the deceased, domestic responsibility and travel requirements.
- b) You will be entitled to 2 weeks' parental bereavement leave, and may be eligible for statutory parental bereavement pay, if your child dies before age 18 or if you have a stillbirth after 24 weeks of pregnancy.
- c) In the event of the death of another immediate family member, you are entitled to up to 10 days paid compassionate leave.
- d) In the case of the death of another relative, for example an aunt, uncle, cousin or parent-in-law, or a close friend, you are entitled to 1 days paid leave to attend the funeral.
- e) You should inform your line manager of the need to take compassionate leave as soon as reasonably practicable or, at the latest, on the first day on which you are absent.
- f) The Line Manager will confirm both the amount of leave to be given and the payment arrangements in respect of this leave informing the HR and payroll department. The HR department will write to the employee confirming both the amount of leave and payment arrangements agreed.
- g) If you wish to take further leave, you should request annual leave in the usual way.
- h) An employee will not automatically have the right to take extended compassionate leave by taking unpaid leave. However, requests will be viewed with sympathy and understanding with all relevant factors being considered.

6.2 Neonatal Care Leave

- a) You may be entitled to neonatal care leave and pay if you are the parent of a baby who is admitted to neonatal care up to the age of 28 days.
- b) Further information about neonatal care leave and pay is available from the Foundations Family Friendly policy.

7.0 Time off for Jury Service

- a) You are entitled to time off work to attend jury service.
- b) You must provide your Line Manager and the HR department with a copy of the summons as evidence to support your request for time off.
- c) If we consider that your absence on jury service could cause serious difficulties to the organisation, we may ask you to apply to the court for you to be excused from jury service or for the service to be deferred. In such circumstances, we will provide you with a letter in

support of your application, which you will need to submit with your application for excusal or deferral.

- d) You will continue to be paid your normal rate of pay for up to two weeks on which you are absent on jury service. For the remaining period of your jury service, you will be able to claim a loss of earnings allowance from the court. This will be subject to a maximum amount set by HM Courts and Tribunals Service. To claim the allowance, you will need to complete the loss of earnings claim form that you receive with your jury summons letter. The form should be given to the HR department immediately so that they can complete the employer's section and return it to you. You will need to take the completed form to court on your first day of jury service.
- e) As court hearings are regularly adjourned, you may find that you are released for a whole or part day or released completely from jury service earlier than expected. If you are released completely from jury service earlier than expected, you must let your line manager know immediately and return to work as normal.

8.0 Severe Weather

- a) It is recognised that there may be times when it is problematic for staff to travel to work. This may be when the normal mode of transport is not possible due to inclement weather, public transport strikes or other circumstances occur which are beyond staff member's control. Although such problems will be rare the following policy outlines guidelines should such circumstances arise.
- b) In the event that weather conditions deteriorate during the working day, and it appears that staff may have difficulty in travelling home, the Foundation will consider whether staff should leave work early. This will be communicated to all employees. No loss of pay to staff will be involved.
- c) In the event that weather conditions do not improve resulting in absence of more than one day, staff members should maintain regular contact with their Line Manager.
- d) Although the Foundation will not be unreasonable should extreme circumstances prevent a member of staff attending work, alternative arrangements will be required should a regular or consistent pattern of time-off as a result of inclement weather occur. This may be due to the member of staff living a considerable distance from work or in a remote area. In such cases, consideration should be given to a combination of paid, unpaid or annual leave being used during absences.

8.1 Guidelines for Staff

- a) Generally, employees choose where they live and how they travel to work. If you travel to work by car and are unable to get to work because of the weather or another reason e.g. national fuel shortage or some other circumstance out of your control, it is expected that you will make every effort to attend work by making alternative arrangements; for example, the use of public transport. Likewise, if your preferred mode of transport is by bus or train and there is a public transport strike you are expected to arrange, where possible, alternative travelling arrangements e.g., car-sharing, taxi etc.
- b) It is expected that every member of staff will make every reasonable effort to get to work.

- c) During inclement weather, buses may be running but unable to reach some areas. Employees should seek to use an alternative nearby bus stop accessing an alternative route which is open.
- d) It is essential to phone your Line Manager or the HR team to let them know if you are going to be late or unable to attend work as soon as reasonably possible and no later than one hour after your expected starting time. Clearly there may be times when this is not possible, and allowances will be given in circumstances when there is no access to a phone. However, contact should be made as soon as reasonably practicable in such instances.
- e) Failure to notify that you are unable to attend work without a reasonable explanation would count as unauthorised absence and therefore be unpaid. Furthermore, it could constitute a disciplinary offence which may result in formal disciplinary action being invoked.
- f) If you do arrive late because of inclement weather or other such extreme circumstances, you will not normally be expected to make up the time lost.
- g) Likewise, if you wish to leave work early because of the weather you should consult with your Line Manager. In the case of worsening, or particularly hazardous conditions you should speak to your line manager.
- h) Depending on your job role, your Line Manager may authorise you to work from home on days when it is not reasonably possible for you to travel to work due to severe weather or other travel disruptions.

8.2 Guidelines for Line Managers

- a) When a member of staff has not been able to attend work at all due to inclement weather, or other extreme circumstances out of their control, the Line Manager may come to an agreement with that individual to allow them to:
 - Take a day's annual leave; or
 - Elect to have a day's authorised leave without pay; or
 - Work at home (where this is practicable); or
 - Make up the time/hours lost within one month of the occurrence.

9.0 Medical and dental appointments

- a) The Company appreciates that urgent appointments may be necessary particularly with matters concerning health and fully support all employees to ensure they are active and fit.
- b) You should endeavour to arrange medical and dental appointments in your own time. However, we recognise that it may not always be possible or practical to arrange medical and dental appointments outside working hours, and that you may from time to time need time off work for such appointments.
- c) To make a request for time off to attend a routine medical or dental appointment, you should contact your line manager. You should give your line manager as much notice as possible of when you need the time off and, wherever possible, arrange your appointments as near to the start or end of the working day.
- d) Your line manager may ask you to provide proof of the date and time of your appointment.
- e) Every effort will be made to meet your request. However, there may be circumstances where your line manager may turn down request due to operational needs or where there is insufficient capacity within our organisation to accommodate high levels of leave.

- f) Any time taken off for routine medical or dental appointments may be taken as annual leave under section 1.0 of this policy, unpaid leave or, in some cases, we may agree a flexible working arrangement so that you can make up lost time by working additional hours at another time.
- g) Medical or dental emergencies requiring urgent, unforeseen medical or dental attention and cases where you are admitted to hospital for emergency surgery will be treated as sickness absence in accordance with the Foundation's attendance and sickness policy.

11.0 New starters and pre-booked leave

- a) During the recruitment process, prospective employees may be asked whether they have any leave booked that would take place after commencement of employment. If the individual is recruited, the organisation will normally allow such leave to be taken.
- b) The rules on accrual of annual leave may mean that you have not, at the time that leave is to be taken, accrued such length of leave to cover your holiday. In this case, your line manager will agree with you how any time off in excess of accrued leave will be covered.

12.0 Sabbaticals

- a) A sabbatical allows an employee to take a short career break in order to pursue a topic of special interest, such as volunteering, research, personal study or overseas travel.
- b) This policy permits employees to take a period of sabbatical leave, unpaid for a maximum of 6 months.
- c) The above reasons are not exhaustive and requests for sabbatical leave for other reasons will be considered. All requests will be considered carefully save for those expressly not permitted as set out in this policy.

12.1 Eligibility

- a) The employee must have a minimum of 24 months continuous employment with the Foundation as at the date the request is made.
- b) Employees will not be permitted to take sabbatical leave in order to undertake a trial in another job/profession.
- c) An employee can undertake a sabbatical for a maximum of six months.
- d) An employee may seek to take more than one sabbatical, but there must be at least four years between each break and separate approval must be sought on each occasion.

12.2 Request process

- a) Employees should submit a written application on the form provided at appendix 1.
- b) The request should be made at least four months before the leave would start. In exceptional circumstances the organisation would consider applications in less than four months, however, there needs to be a legitimate reason why the applicant is not able to give the required four months' notice.
- c) The line manager and a member of the HR department may arrange to meet with the individual to discuss the application in more detail. The line manager will then pass the information on to the relevant Senior Manager of the department (i.e Responsible Individual, Head of Education, Chief Executive Officer) who will have final authority and decide on whether the request can be accommodated. Employees should be aware that their Line Manager/Senior Manager may authorise or decline the request, or attempt to

come to a different, but mutually agreeable arrangement. Written reasons will be provided for any declined requests.

12.3 Consideration of request

- a) The following will be taken into consideration when dealing with a request which may make an employee ineligible to take sabbatical leave:
 - The purpose of, or reason for the sabbatical;
 - The period of absence requested;
 - The employee's length of service;
 - Whether the employee has taken a sabbatical on a previous occasion;
 - The needs of the business, or anticipated needs of the business, dictate that a period of sabbatical leave would not be tenable for the period of time requested.
 - Difficulty in covering the function of the particular employee.
 - Other staff absences within the service;
- b) This list is non-exhaustive therefore other factors may influence the organisation's decision.
- c) If granted, the period of leave may be delayed until adequate cover arrangements are made.
- d) The granting of a sabbatical and the duration will be entirely at the organisation's discretion and the decision will be final.
- e) In certain circumstances, a sabbatical may not be the most appropriate arrangement. Where this is the case, an alternative which is more appropriate to the individual case may be agreed between the employee, Line Manager, relevant Senior Leader and HR Manager.
- f) If the application is approved, either as requested or subject to conditions, the line manager and a member of the HR department should meet again with the employee to agree the details of how the break will be managed. This meeting should cover the following:
 - Detailed confirmation of dates of break;
 - Employee responsibilities during the break;
 - Keep in touch arrangements;
 - Applications to extend the career break;
 - Notice requirements for return to work;
 - Terms and conditions associated with the break;
 - Managing outstanding annual leave;
 - Managing the period until the break ensuring robust arrangements for work handover
- d) This will then be confirmed in writing.

12.4 Pay and benefits

- a) All sabbaticals will be unpaid.
- b) A sabbatical will not be regarded as a break in service for the purposes of statutory employment provisions. However, the period of the sabbatical will not count towards any service-related benefits, e.g. Sick pay. For these purposes service before the sabbatical will be aggregated with service after the career break.
- c) Taking a sabbatical may affect your pension. The impact of the sabbatical on your pension is dependent upon the pension scheme and your own personal circumstance. The organisation recommends that you contact your pension scheme to find out how taking a sabbatical will affect your pension before you apply for any such break.
- d) There will be no entitlement to company sick pay whilst on a sabbatical.
- e) Annual leave will continue to accrue during a period of sabbatical.
- f) Employees on a sabbatical should be advised that entitlement to Statutory Maternity Pay (SMP) may be affected since SMP is calculated on the basis of the employee's salary 15

weeks before the Expected Week of Childbirth (EWC). Similar principles may apply in relation to Statutory Adoption Pay. An employee wishing to know how the rules apply to a particular situation is strongly advised to seek advice from the HR Department.

- g) Consent must be obtained from the organisation for any paid work undertaken during the sabbatical to avoid any conflicts of interest. Providing that paid work is not the primary reason for the sabbatical consent will not usually be withheld.

12.5 Keeping in touch

- a) An employee on a sabbatical should supply their line manager with contact details for the period of absence and notify the organisation if these details change.
- b) The employee and line manager should maintain a reasonable contact during the sabbatical period to make the return to work easier for both parties. It is recommended that the employee and line manager discuss what kind of contact there will be in advance of the sabbatical commencing.
- c) The line manager is responsible for keeping an employee on a sabbatical informed of any significant workplace developments which may be relevant to their employment.
- d) During a sabbatical an employee may continue to apply for internal vacancies. Employees should be aware however, that if they are successful, it is not guaranteed that the sabbatical can continue, and this will depend on the needs of the service in the area where the new post is based.

12.6 Returning to work

- a) An employee must confirm the date of their return to work in writing to their line manager, prior to taking the sabbatical.
- b) Upon return from sabbatical leave, an employee will normally re-take up the role they were performing prior to the commencement of leave. However, this may be affected by any redundancy or reorganisation that takes place during the employee's sabbatical leave. The organisation will ensure that the employee is fully consulted about any changes at the earliest available opportunity, given that the nature of the sabbatical can mean that the employee is not contactable.
- c) The line manager must ensure that the employee completes any refreshers and mandatory training where appropriate.
- d) If an employee wishes to end their employment during the sabbatical they should submit their resignation in writing to their line manager as soon as possible.
- e) Failure to return to work at the end of the sabbatical without notifying your line manager may lead to disciplinary action.

13.0 Making unfounded requests

- a) If it is discovered that an employee has abused the policy by making false or inaccurate requests for leave, this will be regarded as an act of misconduct, and disciplinary action may be taken.

Related Policies

Family Friendly - <https://caldecottch.trixonline.co.uk/contents/contents?search=family%20friendly>

Appendix 1 – Sabbatical leave application form

Name	
Job title	
Department	
Start date	
Contract hours	
The aims and objectives of the sabbatical leave	
Proposed start date	
Proposed return to work date	
I have read the sabbatical policy and agree to its terms:	
Name (print)	
Signed	
Date	
To be completed by Line Manager:	
Name	
Do you support this application?	Yes/No (delete as appropriate)
If no, reasons application is not supported	
Signed	
Date	
To be completed by Senior Manager:	
Name	
Do you approve this application?	Yes/No (delete as appropriate)
If no, reasons application is denied	
Signed	
Date	
Form to be sent to the HR department for it to be retained on there personal file.	

Appendix 2 – Dependent leave form

Emergency Time Off for Dependents Request Form	
Employee Name:	
Department:	
Line Manager:	
Emergency Time Off Details	
Date of request:	
Dates absent from work:	
Reason for Emergency Leave (Dependent-Related)	
<input type="checkbox"/> Medical emergency involving dependent <input type="checkbox"/> Unexpected school or daycare closure <input type="checkbox"/> Dependent injury or accident <input type="checkbox"/> Other (please specify):	
Dependent information	
Relationship to employee:	
Age (if applicable):	
Supporting Documentation (if applicable)	
<input type="checkbox"/> Medical note <input type="checkbox"/> School/daycare notice <input type="checkbox"/> Other (please specify):	
Employee Certification	
I certify that the information provided above is true and accurate to the best of my knowledge. I understand that this request is subject to my employer's leave policies and may require documentation.	
Employee Signature:	
Date:	
Manager Review	
Managers Comments:	
Managers Signature:	
Date:	
HR Review	
Reviewed By:	
Date:	