

# Leave Policy

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## 1.0 INTRODUCTION

The Association recognises the need for effective policies to support employees in maintaining an appropriate work life balance. Such policies are intended to allow a more effective combination of home and work responsibilities; to enhance equality of opportunity at work; and to retain skilled and valued employees.

## 2.0 PURPOSE

The purpose of this policy is to define entitlement to different types of leave; for example, annual leave, parental leave, compassionate leave and dependants' emergency leave.

Entitlement to Maternity, Shared Parental Leave, Paternity and Adoption Leave are explained in the organisation's Maternity, Shared Parental Leave, Paternity and Adoption Leave Policy and Procedure.

## 3.0 SCOPE

This policy will apply to all Addysg Oedolion Cymru I Adult Learning Wales salaried staff.

## 4.0 DEFINITIONS

**Close Relative:** For the purposes of this policy the definition of a close relative is that of a child, sibling, grandchild, grandparent, parent, spouse, or partner

## 5.0 ANNUAL LEAVE

### 5.1 Annual Leave entitlement

The annual leave year runs from 1<sup>st</sup> August to 31<sup>st</sup> July. The annual leave entitlement is 30 days per year, pro-rata as appropriate for part time employees. All employees will be provided with an annual leave record on which to record and request leave. This annual leave record must be signed off by the employee's line manager.

Annual leave should normally be taken within the leave year but up to 10 days can be carried over to the next leave year only (pro rata for part time staff). Requests for annual leave will not be unreasonably withheld, but the operational needs of Addysg Oedolion Cymru I Adult Learning Wales will be taken into account. If a leave of more than 10 consecutive working days is requested, at least 20 working days notice must be given.

Leave entitlement upon leaving employment with Addysg Oedolion Cymru I Adult Learning Wales shall be calculated pro-rata to each completed month's service for the current leave year, and may be taken as leave during notice, or as payment in lieu of leave at Addysg Oedolion Cymru I Adult Learning Wales' discretion, unless the employee is terminated for gross misconduct where notice will not be required.

Employees are required to repay any pay received for annual leave taken in excess of their annual leave entitlement.

## 5.2 Public Holidays

Employees will usually receive 8 paid public holidays each year, which are New Year's Day, two days at Easter, May Day, Spring Bank Holiday, August Bank Holiday, Christmas Day and Boxing Day, pro-rata as appropriate for part time employees as determined by their hours, and particular days of the week worked.

## 5.3 Christmas and additional days

In addition to the above entitlement, paid leave will usually be provided for any working days which fall between Christmas Day and New Year's Day, for Christmas Eve if it falls on a working day, one additional day at Easter, an additional day on the Tuesday of the Spring Bank Holiday, and an additional day at the August Bank Holiday, pro-rata as appropriate for part time employees as determined by their hours, and particular days of the week worked. Offices will be open on Good Friday wherever possible and the Wednesday of Easter week, and line management approval will be needed for when the one Easter additional day is to be taken, to ensure any necessary cover required.

The effect of the above, pro-rata as appropriate is set out in the following box:

Public and Discretionary Holidays	
New Year's Day	1
Easter	2 to be taken by all employees on Easter Monday and Easter Tuesday 1 Additional day to be taken at either Good Friday or the Wednesday of Easter week
Mayday	1
Spring Bank Holiday	Monday and Tuesday
August Bank Holiday	Monday and Tuesday
Christmas Eve	1 additional if Christmas Eve falls on a working day
Christmas Day, Boxing Day & all working days to New Year's Day	2 days and any additional as per calendar

## 6.0 TOIL

Full time working hours within the Association are 35 per week, normally spread over Monday to Friday. Because of the nature of the job, it will sometimes be necessary for full time or part time employees to work irregular hours. Should it, by prior agreement with the line manager, prove necessary to work in excess of contractual hours in any week, there will be time off in lieu at normal rate for Mondays to Saturdays, and twice the normal rate for Sundays and Public Holidays.

Time off in lieu should be taken within a month of being accrued wherever possible, not allowed to be built up into lengthy periods of TOIL leave, and approved by the line manager.

Employees should record time off in lieu on the appropriate sheet, located on the global drive:- [S:\HR\HR General Pro-formas](#)

## 7.0 DEPENDANTS EMERGENCIES LEAVE

Employees are eligible for up to 3 days' paid leave in one period but no more than 5 days' paid leave in the annual leave year. Additional days will need to be taken as annual or unpaid leave. This is for urgent unforeseen incidents of real need involving a dependant, where the employee is the only person who can provide assistance at a time of serious emergency.

In determining the amount of approved time off, requests will need to be reasonable, and each case will be considered on its individual merits.

(This does not refer to time off work to provide ongoing care for a dependant nor does it provide entitlement to take unlimited amounts of time off work to care for a dependant who suffers from a recurring illness. Once you know that a dependant suffers from an underlying medical condition which is likely to cause them to suffer regular relapses, it is no longer something unforeseen or unexpected).

Applications should be made directly to the line manager by phone, or, if the line manager cannot be contacted after all reasonable efforts have been made, directly by phone to the HR Department.

## 8.0 BEREAVEMENT LEAVE

Employees are entitled to paid leave of 5 days for the death of a close relative and, where the employee has primary responsibility for funeral and estate arrangements – paid leave of 10 days (pro rata as appropriate for part time members of staff). For relatives that do not fall within this category, one day's paid leave will be given to enable employee to attend the relative's funeral.

## 9.0 COMPASSIONATE LEAVE

At the discretion of the Senior Management Team, paid or unpaid compassionate leave may be given for the serious illness of a close relative.

## 10.0 UNPAID LEAVE AND SECONDMENT

After two years' employment with Addysg Oedolion Cymru I Adult Learning Wales, application may be made for leave of absence without pay, or a secondment. The secondment terms and conditions of service, and responsibilities of the employee to Addysg Oedolion Cymru I Adult Learning Wales, will be individually approved by the Chief Executive Officer for each secondment in consultation with the post holder, taking into account the particular and individual circumstances of the post.

## 11.0 PARENTAL LEAVE

An employee with one year's continuous service is entitled to 18 weeks in total unpaid parental leave, for the purposes of caring for a child. S/he will be the parent or adoptive parent of the child, or have acquired formal parental responsibility for the child – e.g. a step parent will have to apply to the Courts to acquire formal parental responsibility if they wish to take parental leave in respect of their spouse's children.

Leave must be taken in a minimum of one week blocks (except in the case of a disabled child where leave may be taken in single or multiple days), and is limited to a maximum of 4 weeks in any one year for each child, up to the child's 18th birthday

Employees are required to give at least 21 days' notice and leave may be postponed only where there is substantial justification.

An employee will not be dismissed, or discriminated against in any way, on grounds of taking parental leave.

## 12.0 PUBLIC DUTIES

This covers leave for duties connected with public office, such as school Governing Bodies, local Councils, appointed public bodies and magistracy. Staff wishing to serve on public bodies are expected to discuss their plans with their line manager. Requests for public duties leave will not be unreasonably withheld, but the operational needs of Addysg Oedolion Cymru I Adult Learning Wales will be taken into account. The leave allowance under this clause will be a maximum of 12 days in the year, pro- rata for part time staff.

If an employee is remunerated for public duties, leave will not usually be paid.

## 12.0 JURY SERVICE

Line managers should support staff called for jury service but staff are expected to let their line managers know what their situation is. In the event of jury service causing operational problems, the issue will be referred to the Chief Executive Officer, or in their absence, the Head of Learner Services and Resources. Staff will be expected to work on days or half days where they are **not** required for jury duty. Pay will not be deducted by Addysg Oedolion Cymru I Adult Learning Wales but the employee should claim for loss of earnings from the court for the period summon in order to repay WEA YMCA CC Cymru. A Certificate of Loss of Earnings which is included with the call for jury service letter will need to be submitted to the Court by the employee for reimbursement and a copy submitted to the finance department. Pay will not be deducted by Addysg Oedolion Cymru I Adult Learning Wales until the employee has been reimbursed by the court.

## 13.0 RESERVISTS

To enable the Association to support reservists it asks that new staff who are already reservists or existing staff who become reservists inform their line manager as soon as possible. This request is made to allow the Association to deal with the practical implications and ensure that reservists who do this will not be advantaged in any way.

### 13.1 Time off for Activities in the Reserve Forces

Employees who need time off for activities as reservists are expected to use days out of their normal annual leave entitlement. While the organisation will do its best to accommodate any request for leave for activities in the reserve forces, it cannot guarantee that reservists' holiday requests will be given priority. To avoid reservists being unable to take time off when needed, they should apply for annual leave as soon as possible after they are informed that they need to take time off. The Association will endeavour to agree to such requests, but reserves the right to turn down requests.

#### 14.0 SPECIAL LEAVE FOR VOLUNTARY WORK

Staff may make an application for special paid leave to take part in activities of non statutory voluntary aid bodies. Up to three days a year may be granted at the discretion of Addysg Oedolion Cymru I Adult Learning Wales but sympathetic consideration will be given to applications that demonstrate some kind of link between activities of the institution and the work of Addysg Oedolion Cymru I Adult Learning Wales or where the applicant has some specialist ability that is relevant to their work that the voluntary sector could make use of. There remains a need to avoid a conflict of interest.

Further information is available from the HR department.