



Aquatic Control Engineering

# General Leave Policy

## LEAVE POLICY; HOLIDAY, COMPASSIONATE AND DEPENDANT POLICY

### 1. HOLIDAY POLICY

#### 1.1 Policy

Our holiday year runs from 1st January – 31st December during which time you may take accrued holiday consistent with our staffing requirements and the rules set out below.

#### 1.2 Entitlement

##### **General**

Your holiday entitlement and details of how your holiday is calculated are set out in your Contract of Employment. If you have not received this document for whatever reason, ask HR for a copy.

##### **Bank Holiday / Public Holidays**

There are eight statutory Public holidays each year as follows:

##### **ENGLAND / WALES Public Holidays**

- New Year's Day
- Good Friday
- Easter Monday
- Early May Bank Holiday
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day

If you have worked any of these bank holiday or public holiday dates, as requested by your line manager, the number of days will be added back to your holiday entitlement by your line manager.

##### **Religious Holidays / Non Public Holidays**

We recognise that your religion or culture may prohibit you from working on specific days or parts of days. You must take these days as part of your annual holiday entitlement which will only be granted on the basis as set out in the holiday application process. If this is not followed and you take these days off without permission, you will be treated as absent without leave.

It is more likely that you will be granted holiday leave on specific religious holiday dates if you formally notify your Manager in writing when you join the business. It is your responsibility to remind your Manager of your requirements at the beginning of each holiday year.

### 1.3 Taking Holiday

#### **General**

You must not take holiday leave without permission from your line manager. However, if your application is refused and you do not agree with the reason for the decision, you can follow our grievance procedure. Typically, we allow no more than 50% of the relevant department staff to be on holiday at any one time.

Holiday days should be booked in advance with as much notice as possible, through your line manager. Holiday will be allocated on a first come first served basis, all applications should be sent via e-mail following the holiday application process

No holiday request should be accepted as authorised until official notification has been received from your line manager. All holiday approvals are subject to business needs; however, every endeavour will be made to ensure requests are approved.

The Company will not take responsibility for cancelled holidays if the bookings were made prior to Company authorisation/approval as outlined in this policy.

#### **Notice**

You must submit your holiday request on our specified holiday request form. Management will normally try to agree individual requests for holiday dates but the needs of the business may have to come first, particularly where short notice is given.

The holiday notice period is shown on your holiday request form please see a table below.

<b>Holiday length</b>	<b>Notice</b>
0.5 days	1 day
1 day	3 days
1 week	30 days

#### **Christmas Closure**

As per your contract of employment, the Company will close for 1 week during the Christmas period. This time off is made up of 3 bank holidays (Christmas day, Boxing Day and New Years Day.) and the remaning time off must be booked through your annual leave entitlement and will be recorded on your Holiday Form, prior to issue for the follwing years entitlement.

## Consecutive Periods

You should not plan to take more than eleven weekdays plus two weekends, as holiday leave at any one time. A longer holiday leave period will only be granted in exceptional circumstances.

You must submit your extended holiday period to your line manager who will then request this extended leave to be authorised by the Managing Director.

## Late Return

If you realise that you will be late returning from holiday you are effectively going to be absent without leave. Therefore, you must contact your line manager as soon as possible and notify us of your expected return date and the reason(s) for your late return. Failure to do so will render you liable to disciplinary action for unauthorised absence and where appropriate this may lead to dismissal or action short of dismissal.

### 1.4 Unused Holiday

You cannot carry over any part of your holiday entitlement. Your holiday must be taken in the same year as it accrues. You forfeit the right to take, or to be paid in lieu for any holiday that is not taken in the year it is accrued. It is your responsibility to manage your holiday entitlement and book them throughout the year, not your line managers.

In circumstances where your line manager has requested you to cancel a pre-booked holiday in the last quarter of the holiday year, or work has been scheduled by your line manager, preventing you from taking holiday, and you are unable to rebook within the holiday year, you will be able to carry over on the understanding it is taken at the next available opportunity as agreed with your manager, and approved by the Managing Director.

### 1.5 At the End of Employment

#### Overpay in Respect of Holiday Accrued

If you resign or are dismissed and you have already taken paid holiday that has not been accrued, the overpayment will be deducted from your final salary.

#### **Payment for holiday accrued but not taken on termination of employment**

If you resign or are dismissed and you have not taken your full accrued holiday entitlement, we reserve the right to require you to take any outstanding holiday during your notice period (whether notice is given by us or you) or to make a payment in lieu for your accrued entitlement up to the date of termination of your employment.

In the holiday year in which your employment ends, the entitlement to holiday will accrue on a pro rata basis for each month worked, as per your contract of employment.

## **2. COMPASSIONATE POLICY**

### **2.1 General**

You may take reasonable paid time off work to deal with a personal crisis under this heading. The leave is granted to allow you to deal with the immediate emergency and put in place the necessary arrangements; it is not for a prolonged period.

In circumstances of an extended period of leave you must provide us with information in respect of the likely date of your return to work as soon as it is practical to do so. We may at our discretion, make a payment to cover the period of leave or part of it. You are entitled to return to your original role on the same terms and conditions as you had prior to reasonable leave.

Compassionate leave also entitles the employee to bereavement leave. The company allow 1 days compassionate leave to attend a funeral for immediate family members or dependants. The company will be supportive in to all employees and ensure mental health and wellbeing of the employee is paramount.

### **Eligibility**

The policy is available to all employees regardless of how long they have worked for us. Compassionate leave applies to the following circumstances:

- As a result of the death or critical or serious illness of a close family member other than a dependent, (for dependent leave see the appropriate policy) defined as grandparent or grandchild, parent-in-law, step-parent or step-child, aunt or uncle, niece or nephew

When you return, you may be required to attend a 'return to work interview' and may be required to show proof of your grounds for compassionate leave.

Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, we will always consider each set of circumstances on their facts.

## **3. DEPENDENT CARE POLICY**

### **3.1 General**

The law recognises and we respect that there will be occasions when you will need to take time off work to deal with unexpected events involving one of your dependants.

This policy for time off for dependants gives all employees the right to take a reasonable amount of unpaid time off work to deal with certain situations affecting their dependants.

No-one who takes time off in accordance with this policy will be subjected to any detriment.

### **3.2 The Right to Reasonable Unpaid Time Off**

All employees have a right to take a reasonable amount of unpaid time off work under this policy, to provide personal care for a dependant where there is an immediate crisis.

For example when it is necessary to:

- provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
- make longer-term care arrangements for a dependant who is ill or injured;
- take action required in consequence of the death of a dependant;
- deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- deal with an unexpected incident involving their child or step-child during school hours (or those of another educational establishment).
- deal with a major domestic crisis within your home or personal life such as burglary, serious car accident, fire, flood, boiler breakdown or vehicle theft

A dependant for the purposes of this policy is:

- your spouse, civil partner, parent or child
- a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to above.

You should take advice from your line manager if you need to take time off work in these circumstances.

Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, we will always consider each set of circumstances on their facts.

### 3.3 Exercising the Rights to Time Off

You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell your line manager;

- the reason for your absence; and
- how long you expect to be away from work.

If you fail to notify us as required, you may be subject to disciplinary proceedings under our disciplinary procedure for taking unauthorised time off.

Where it is possible to do so in advance or when you return to work after taking time off under this policy, we might ask you to provide evidence for your reasons for taking the time off. Suspected abuse of this policy will be dealt with as a disciplinary issue.

### **Appendix A – COVID19**

Aquatic Control Engineering have provided advice and guidance when exercising rights to time off and planning adequate leave, in line with the UK government's guidelines and Coronavirus guidance.

It is important for the employee to note that as an employer, we understand the fundamental purpose of annual leave, to have a non working period of rest and relaxation (rather than foreign travel) and to help aid mental health and wellbeing.

Should you wish to book annual leave, which requires you to self isolate / quarantine before or after the holiday period, and you are unable to carry out your work duties, you will be required to take this as holiday leave or unpaid leave.

In line with the process to request time off within this policy, **you must also ensure you have authorisation before the time off is booked**, when planning to travel over seas.

Following government and country rulings, with advice and rules changing on both entering into a specific country, and returning into the UK, you will need to discuss this with HR before booking your holiday. If you book a holiday in advance of any authorisation, it is your responsibility to ensure that any holidays taken overseas will not limit your ability to attend / carry out your role duties.

This will be reviewed and updated in line with government advice and guidance.

Signed:



Stephen Randall  
Managing Director