

At William Lee Ltd, we appreciate, that at certain times employees will need to request time off. Information on requesting time off for different reasons is included below.

Holidays

Total holidays applicable are determined in accordance with National Agreement and/or the Working Time Directive. An employee's individual annual and statutory holiday entitlement is as per their contract of employment and may depend upon service in the qualifying year, which commences on 1st January and ends on 31st December.

The commencement, duration and termination of both annual and statutory holidays will be published on all official Company notice boards in the September prior to the year to which they apply. Unless advised otherwise all employees are expected to take their holiday entitlement on the published holiday dates. Any request for extended or different holiday periods to those published must be authorised by the Functional Director.

Employees with floating holiday entitlement are advised to request their holiday dates as far in advance as possible and the Company may refuse holiday requests at busy times. If appropriate, requests for more than 11 days annual leave (inclusive of published shutdown weeks) may be referred to the Functional Director for consideration and the decision will be at their discretion. This includes requests for holiday either side of the summer shutdown.

Payment of both annual and statutory holidays are calculated in accordance with National Agreements and/or Working Time Directive.

If any employee is off sick but request the use of floating holiday instead of it being a recorded sickness absence, consideration will be given to the request at the employees return to work interview. The decision will be at the discretion of the employee's supervisor or manager.

Emergency Time Off to Help Dependants.

You can request emergency unpaid time off work if you need to help a dependant when there's an unexpected problem or emergency. For example:

- To help when a dependant is ill, gives birth or is injured or assaulted.
- To arrange for an ill or injured dependant to be cared for.
- To deal with unexpected changes to a dependant's care arrangements.
- A dependant dies.
- A child's school unexpectedly closes.

Who counts as a dependant?

A 'dependant' is generally your spouse or partner, child or parent. With some exceptions, a person who lives in the same household as you may also be a dependant. Depending on the reason for which you are taking time off, a dependant can also be someone who reasonably relies on you for assistance during illness or to make arrangements for the provision of their care. If you are unsure whether someone is your dependant, contact HR, who will discuss this in confidence with you.

How much time can you take?

You are entitled to take a reasonable amount of time off to deal with the emergency. What is reasonable will depend on the circumstances. In most cases, a day or less should be sufficient. You are not entitled to take time off work to provide ongoing care for a dependant (such as a sick child), nor are you entitled 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. Please speak to your manager if you would like to discuss a short or long-term change to your working patterns.

Requesting time off for dependants

If you need emergency time off to help a dependant, you must advise your manager as soon as possible, informing them of the circumstances and the likely duration.

You should keep us updated daily as to the likely duration of your absence unless we agree otherwise. When you would like to take more time off than you originally advised, you must contact your manager as soon as possible.

Upon your return to work, you will be required to undertake a Return-to-Work Interview with your manager and sign a form detailing the reason for your time off. You may also be asked to provide evidence of the reason for your absence. We will not unreasonably refuse a request for emergency time off to help dependants. If you think your request has been unreasonably refused, you should discuss this with HR.

Carer's Leave

You are entitled to unpaid leave to give or arrange care for a 'dependant' who has a long-term care need. A "long-term care need" is defined as an illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age. The definition of "dependant" mirrors the definition used for the right to time off for dependants.

How much carer's leave can employees take?

You can take up to one week of leave every 12 months. A 'week' means the length of time you usually work over 7 days. For example, if you usually work 3 days a week, you can take 3 days of carer's leave. You can either take a whole week off or take individual days or half days throughout the year.

If you need to care for more than one person, you cannot take a week of carer's leave for each dependant. You can only take one week every 12 months. You can use the week of leave on more than one dependant.

If you are a parent, you may be able to take parental leave to look after your child. This is separate to carer's leave.

How to take carer's leave

You need to give notice before you want your carer's leave to start. If your request is for half a day or a day, the notice period must be at least 3 days. If your request is for more than one day, the notice

period must be at least twice as long as the requested leave. For example, if your request is for 2 days, your notice period must be at least 4 days.

The notice period needs to be in full days, even if the request includes half day amounts and the request does not have to be in writing.

If you need to look after a dependant in an emergency, you can take time off for this without giving a notice period. See 'Emergency Time Off to Help Dependants'.

When can we delay carer's leave?

Although as an employer we cannot refuse a carer's leave request, we can ask you to take it at a different time if your absence is likely to cause serious disruption to the organisation. If we need to delay your carer's leave, we will agree another date within one month of the requested date for the leave.

Maternity Leave

Employees have a statutory right of up to 52 weeks maternity leave regardless of how long they have worked for the Company providing they give notice at least 15 weeks before the baby is due. Statutory guidance on notice periods will be followed. The first 26 weeks are known as 'ordinary maternity leave', the last 26 weeks are classed as 'additional maternity leave'. The earliest that leave can be taken is 11 weeks before the expected week of childbirth unless the baby is born early. If your baby is born earlier than expected or is premature, your maternity leave starts straight away. If you're absent from work because of pregnancy-related sickness in the 4 weeks before your baby is due, your maternity leave automatically starts the day after your first day off. If you're suspended from work because of health and safety reasons, we can start your maternity leave from 4 weeks before the week your baby is due. If your baby is due in less than 4 weeks, your maternity leave will start automatically.

It is possible that some employees may qualify for maternity leave, but not statutory maternity pay. Eligible employees will qualify for statutory maternity pay, as determined by government guidelines.

During pregnancy, employees are entitled to reasonable time off with full pay for 'antenatal' (pregnancy related) appointments and care before the baby is born. The antenatal appointments need to be on the advice of a doctor, nurse or midwife and can include scans, pregnancy health checks, relaxation classes such as pregnancy yoga and parentcraft classes.

Paternity Leave

Employees may be entitled to statutory paternity leave if they and their partner are having a baby, adopting a child, or having a baby through a surrogacy arrangement. Eligibility for paternity leave depends on the employee's length of continuous service and giving the correct notice. Statutory guidance on eligibility for paternity leave and paternity pay will be followed. Employees should complete the 'Paternity Leave form SC3' to notify the Company of their intention to take paternity leave. The Paternity Leave form SC3 is available from HR and Payroll or alternatively online via the www.gov.uk website. Forms completed online will need to be printed and handed to the Payroll department.

If your partner is having a baby, you have the right to time off work to attend 2 antenatal appointments. The time off is unpaid and is for a maximum of 6.5 hours for each appointment.

Adoption Leave

Employees have the right to adoption leave from the first day of their employment. Statutory adoption leave is for up to 52 weeks and subject to eligibility criteria. If you are in a couple, only one of you qualifies for adoption leave. The Company will follow statutory guidance on adoption leave and pay. If you wish to request adoption leave, please speak with HR.

Parental Leave

In addition to maternity, paternity and adoption leave, employees may be entitled to the right to unpaid time off work when they need to look after their children. If you wish to request ordinary parental leave, please speak with HR.

Medical and Dental Appointments

You should, wherever possible, arrange any hospital, doctors, dentists, and similar appointments outside of working hours. If you need to attend an appointment during working hours, you must get permission from your manager on each occasion. You must ask your manager as soon as the appointment is made, and your manager may ask to see your appointment card. Your manager will confirm to you when you may leave to attend your appointment and when you are expected back at work.

You may be asked to make up any time lost on appointments. Alternatively, the absence will not be paid. If you make up time on overtime, it will be paid at normal rates until basic hours that week have been fulfilled. If you need to attend regular appointments for continuing treatment you should talk to your manager and outline the circumstances. If necessary, please notify HR.

Bereavement Leave

Employees will be entitled to paid leave to help make arrangements following the death of a family member as detailed in the Bereavement Policy. Further absence related to bereavement will be dealt with under normal sick leave arrangements.

Public duties

If you are involved in public duties, for instance as a local councillor, school governor or similar, we may allow reasonable time off from work for meetings which take place during working hours. You must seek permission from your manager for every meeting you might have to attend. This leave is not paid and is discretionary, dependent on the amount of time you need to perform any public duties, the nature of your job and the work situation either generally or in relation to individual meetings.

Jury service

If you are called up for jury service, we will usually allow you time off to attend. We may, in certain circumstances, require you to object to performing jury service and will explain in writing to you and to the court the reasons for such objection. If you are required to attend, you should claim all jurors' allowances, especially loss of earnings allowance. We may consider making up the difference on any loss of earnings between your allowance and your normal basic pay on a discretionary basis.

Unpaid leave

In exceptional circumstances, and at our absolute discretion, we may, if requested, allow a period of unpaid leave for reasons other than those included in our other policies.

If you want a period of unpaid leave, you must ask your manager for permission well in advance, giving details of the reason for your request, the dates of the proposed absence and any other information that may be relevant to the request.

Where unpaid leave is requested to extend a period of paid holiday, the request must be made before the holiday starts, otherwise it will be refused.

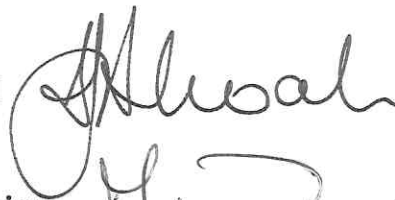
Where unpaid leave is granted to allow an extended holiday, no requests for extensions to the leave which are made during the absence will be allowed. If you do not return on the previously agreed date, you will face disciplinary action, which will include consideration of dismissal. Only in the most exceptional circumstances will dismissal not result. In any instance where you request unpaid leave for travel, you may be required to show details of your flights or other travel bookings and your tickets confirming a return date in line with your requested leave. You should retain all ticket stubs as these will be requested in the event of a late return, and no excuse will be accepted for not producing them.

Our policy is that only one period of unpaid leave will be granted in every five years with the company. Unpaid leave will not be granted during the first year of service. This is subject to change at the discretion of the company in exceptional circumstances.

Status of this policy

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.


Signed on behalf of Wm. Lee Ltd



DATE:

3 June 2024

Signed on behalf of Unite the Union



DATE:

28-3-24

