

## Leave Provisions

This section covers:

- Annual Leave
- Time off for Dependents
- Bereavement Leave
- Time off for Medical Appointments
- Time off for Elective Surgery/IVF treatment
- Public Duty Leave
- Jury Service
- Disruption to Travel/Public Services
- Special Leave

### 1.1 Annual Leave

The holiday year runs from 1 January to 31 December.

Annual leave entitlements:

Completed years of service	Holiday Entitlement	Bank and public holidays
Basic entitlement	28 (204.4 hrs)	8 (58.4 hrs)
After 5 years service	30 (219.0 hrs)	

Part time employees' annual leave and bank and public holiday entitlement will be added together, calculated in hours (as shown):

Annual leave (up to 5 years)	204.4
+ Bank and public holidays	<u>58.4</u>
= Total hours leave	262.8

Entitlement will be (Total hours leave) divided by 36.5 (full time hours) multiplied by the employee's contractual hours.

*Example: Employee contracted to 18 hours per week  
(262.8/36.5) x 18 = 129.6 hours total leave entitlement*

Where staff are required to work on a bank or public holiday, due to organisational reasons, time off in lieu will be granted.

During the first year of employment, annual leave will be pro-rata calculated on the total normal working days in the current holiday year. On leaving, any holiday entitlement accrued and not taken may be paid in lieu and payment for any annual leave taken in excess of the pro-rata entitlement will be recovered.

Annual leave must be authorised by the Managing Director in advance. Every effort will be made to accommodate individual requests but there may be occasions when requests cannot be agreed due to over-demand or the needs of the organisation.

Any annual leave not taken in the year of entitlement will be forfeited, unless a special agreement is reached or unless the employee is absent from work on maternity/adoption/shared parental leave or long-term sick leave, in which case special rules may apply.

## 1.2 Time off for Dependants

Reasonable time off (one or two days) will be given to allow employees to deal with unforeseen matters or a short term emergency involving a dependent and/or to make longer term arrangements for their care. This leave will usually be unpaid.

A dependent is someone who depends on the employee for care, eg a spouse/civil partner, child or parent or someone else who would reasonably rely on the employee for care.

The leave can be taken for example:

- to deal with a breakdown in childcare;
- to put longer term care in place for children or elderly relatives;
- if a dependent is taken ill or is taken into hospital.

Time off for Dependents cannot be used to deal with minor health problems in the family, planned appointments, pre-booked surgery or domestic emergencies (eg burst pipes). In these circumstances, employees will be reasonably expected to make up the hours or to request annual leave (or Parental Leave where applicable).

## 1.3 Bereavement Leave

Between 1 and 5 days paid leave will be granted at the discretion of the Managing Director following the death of an immediate family member or dependent (eg Spouse/civil partner/partner, child, parent, sibling, grand-parent). The amount of leave granted will be dependent upon the nature of the relationship between the individual and the deceased, any cultural, religious or faith traditions that need to be observed, whether the employee has specific responsibilities for the affairs of the deceased and the distance to travel to the funeral.

In the case of other family members or dependants, up to 1 days' paid leave may be granted at the discretion of the Managing Director.

#### 1.4 **Time off for Medical Appointments**

Employees are expected to attend opticians, doctors/nurses, dentists and some routine hospital appointments in their own time. Where this is not possible, appointments should be made at the start or finish of the working day (wherever possible) and the employee will be expected to make up the hours.

Time off with pay for non-routine hospital appointments may be authorised subject to production of an appointment card.

As a reasonable adjustment, employees with a disability will be allowed a reasonable amount of time off with pay to attend a disability-related medical appointment (eg for rehabilitation, assessment, monitoring or treatment) subject to production of an appointment card.

#### 1.5 **Time off for Elective Surgery/ IVF Treatment**

Employees attending appointments related to Elective Surgery are expected to utilise Annual Leave or to make up the hours. However, any sickness absence following elective surgery will be treated in line with the Managing Absence policy. Employees attending appointments for IVF treatment will similarly be expected to utilise Annual Leave or to make up the hours.

#### 1.6 **Public Service Leave**

Healthwatch Worcestershire recognises its public duty and accordingly will allow reasonable time off (in addition to normal holiday entitlement) for specific public duties, eg

- magistrate;
- local councillor;
- member of local authority;
- school governor;
- member of any statutory tribunal (eg Employment Tribunal)

Employees are required to check with the Managing Director that their public service duties do not conflict with their role in Healthwatch Worcestershire. Authorisation for time off must be sought in advance from the Managing Director.

Time off for public duties will usually be unpaid. However, volunteer reservists, members of the Territorial Army or Land/Sea/Air Cadet Corps, who are required to attend annual training camps, will be entitled to up to 5 days paid time off per annum (pro rata for part time employees) and are expected to use annual leave to cover the remainder of the absence.

### 1.7 **Jury Service**

Employees will continue to receive their full basic salary whilst on Jury Service but must claim the loss of earnings allowance from the Court Service. This amount will be deducted from their next salary following receipt of the payment.

If the employee is instructed by the Judge not to attend court for a period during the trial they should return to work until jury service recommences.

### 1.8 **Disruption to travel/ public services**

Employees who are prevented from attending work for all or part of their normal working day due to very severe weather, the unplanned closure of schools/nurseries/care facilities or major travel disruption must notify their line manager as soon as possible and may apply for annual leave, time off in lieu, Time off for Dependents (where applicable) or unpaid leave. In some circumstances arrangements may be made to work from home or an alternative more accessible location.

### 1.9 **Special Leave**

The Managing Director may authorise additional unpaid leave in special circumstances, subject to operational requirements. This may include time off to observe religious or faith commitments.