**Authorised Absence Procedure**

**General Statement**

This policy outlines the varying types of authorised leave, paid and unpaid that employees may request.

This policy does not form part of any employee’s contract of employment and we may amend it at any time.

**Equal Opportunities**

Hethel Innovation Ltd (HIL) expects employees to adhere to this policy in line with HIL's obligations under equality legislation.  Managers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy/maternity or marital status.

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# Annual Leave

## Annual Leave Year

### The annual leave year commences on the date stated on your employment contract.

## Basic Entitlements

### The Statutory entitlement is detailed in the employee’s employment contract. Below can be found the annual leave increases for continual service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0-1 yrs** | **2-3yrs** | **4-5yrs** | **6-7yrs** | **7+yrs** |
| 23 | 24 | 25 | 26 | 28 |

### Any queries over annual leave entitlement should be directed to your line manager.

## Part-time Employees

### All part-time employees, including those on temporary and fixed term contracts, receive annual leave, on a pro-rata basis with full-time employees. Public and Bank holidays are in addition to the leave entitlement (on a pro rata basis but for some employees may form part of their statutory entitlement.). Leave entitlement for part time employees is generally calculated in hours rather than days.

## Timing of Annual Leave

### Annual leave should be mutually agreed between the employee and their manager. Managers must ensure that, whilst giving every reasonable consideration to requests for annual leave, there is always adequate cover in the workplace to meet the demands of the service. On this basis the manager retains the right to decline an employee’s request for annual leave for operational reasons.

We may require you to take (or not take) holiday on particular dates, including when the business is particularly busy, during our Christmas shutdown or during your notice period.

## Employees Leaving HIL - Leave Entitlement

### All employees are entitled to a pro-rata leave entitlement based on the period worked in the current leave year up to and including the last day of employment. Where feasible, pre-planning by a manager and the individual employee should take place to ensure that the annual leave actually taken matches the leave entitlement.

### Outstanding holiday entitlement should be calculated up to the last day of employment.

### Employees leaving should take any outstanding leave entitlement during their notice period. In exceptional circumstances beyond the employee’s control, e.g. long term sickness, payment can be made in lieu of untaken leave for the current leave year.

### If more than the pro-rata leave entitlement has been taken by the leaving date, a deduction equivalent to the surplus leave taken should be made from the employee’s final salary payment.

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## Carry Over of Annual Leave

### General Principles

* In the interests of individual employees and HIL, all employees should take their full annual leave entitlement during the current leave year. Managers should ensure that as far as is practicable this is fulfilled.
* Except as set out in this policy, holiday entitlement must be taken during the holiday year in which it accrues. Any holiday not taken by the end of the year will be lost and you will not recieve any payment in lieu.
* Carryover of annual leave will be allowed in the following circumstances:
  + - * 1. in cases involving sickness absence, as set out below;
        2. in cases of maternity, paternity, adoption, parental or shared parental leave;;
        3. in any other case where your line manager has given permission in writing limited to no more than 5 days and to be taken in the first two months of the next leave year; and]
        4. if otherwise required by law.

## Sickness Absence whilst on Annual Leave

* + - 1. If an employee sick or injured during a holiday period and would have been incapable of work, they may choose to treat the period of incapacity as sick leave and reclaim the affected days of holiday.
      2. Employees already on sick leave before a pre-arranged period of holiday may choose to cancel any days of holiday that coincide with the period of incapacity and treat them as sick leave.
      3. Dishonest claims or other abuse of this policy will be treated as misconduct under our disciplinary procedure.

## Annual Leave whilst on long-term Sickness Absence

### An employee will continue to accrue annual leave while they are absent due to sickness absence.

If an employee is on a period of sick leave which spans two holiday years, or if they return to work after sick leave so close to the end of the holiday year that they cannot reasonably take their remaining holiday, you may carry over unused holiday to the following leave year.

* + - 1. Carry over under this rule is limited to the four-week minimum holiday entitlement under EU law (which includes bank holidays), less any leave taken during the holiday year that has just ended. If you have taken four weeks' holiday by the end of the holiday year, you will not be allowed to carry anything over under this rule. If you have taken less than four weeks, the remainder may be carried over under this rule. For example, a full time employee who has taken two weeks' holiday plus two bank holidays before starting long-term sick leave can only carry over one week and three days.
      2. Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost.
      3. Alternatively you can choose to take your paid holiday during your sick leave, in which case you will be paid at your normal rate

# Leave for Medical Appointments

## Medical appointments cover visits to a doctor, dentist or optician. In normal circumstances employees should make medical appointments in their own time, and flexible working arrangements are in place to facilitate this. Where this is not possible, managers have the discretion to authorised paid or unpaid leave so that appointments can be attended.

Special consideration will be given to disabled employees.

# Time off for Public Duties

## Introduction

### HIL employees very often wish to become involved in various forms of public duty. The situation will arise, therefore, where individual members of staff will be seeking guidance on their rights/entitlements to time off to participate in a variety of public duties. The following paragraphs are therefore intended to provide information on HIL’s statutory obligations as an employer.

* + 1. Jury service
       1. You should tell your line manager as soon as you are summoned for jury service and provide a copy of your summons if requested. Depending on the demands of our business we may request that you apply to be excused from or defer your jury service.
       2. We are not required by law to pay you while you are absent on jury service. You will be advised at court of the expenses and loss of earnings that you can claim. However, we will pay basic pay to employees on jury service less any amounts you can claim from the court for lost earnings for up to 5 working days. Time off beyond 5 working days may be paid at our discretion.
  1. Voluntary public duties
     + 1. Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor.
       2. As soon as you are aware that you will require time off for performance of a public service you should notify your line manager in writing, providing full details of the time off that is being requested and the reasons for your request. In order that arrangements can be made to cover your duties in your absence you should make your request in good time.
       3. Each request for time off will be considered on its merits taking account of all the circumstances, including how much time is reasonably required for the activity, how much time you have already taken, and how your absence will affect the business.

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