

Live Active Leisure

LEAVE IN SPECIAL CIRCUMSTANCES

INTRODUCTION

Live Active Leisure [The Company] understands that **Our People** have to deal with the daily demands of caring for dependant relatives. This may involve caring for children, elderly, or those with a disability or chronic illness. Although long-term arrangements normally exist to allow these caring commitments to be met, there may be occasions when the support of **Our People** is required by their dependants due to illness or death within the family, or some other emergency situation and it is possible for a clash of work and domestic commitments to occur.

Under the 1999 Employment Relations Act, **Our People** may take a reasonable amount of time off unpaid to deal with emergencies involving a dependent.

The leave provisions within this policy should provide **Our People** with adequate short and long term solutions to meet caring responsibilities and unexpected, sudden or emergency situations involving someone who depends on **Our People** for help or care.

This policy will cover carer's leave, leave for emergency domestic situations, bereavement leave, funeral attendance, time off for medical and dental appointments. It also details notification procedures and what to do if you know about the problem in advance.

WHAT IS A DEPENDENT?

A dependent is identified as the employee's husband, wife, partner, child, parent, or anyone living in your household as a member of the family. A dependant may also be anyone who reasonably relies on you for help in an emergency.

CARER'S LEAVE & LEAVE FOR DOMESTIC EMERGENCIES

- Carer's Leave
There are situations, which occasionally arise affecting you and your dependents, which may require you to take time off work. These may include:

To help when a dependant falls ill, gives birth, is injured or assaulted

To make arrangements to care for an ill or injured dependent

Due to an unexpected disruption to the care of a dependant

To deal with an incident involving an employee's child at the school, nursery or other such child care arrangements that are in place

- Leave for Emergency Domestic situations

There may be other occasions where an employee may have to deal with a domestic emergency such as fire, flood or the after effects of crime.

If an employee has a caring responsibility and experience difficulties in ensuring the provision of normal care arrangements or have need for compassionate leave at short notice for the above reasons, the following options are available to the employee to assist and reduce the pressure finding practical solutions. Their aim is to encourage managers and employees to discuss openly and resolve these problems in a mutually acceptable manner.

- Paid Leave

Although there is no legal obligation to pay an employee for time off, the Company will consider granting up to a **maximum** of '3 days/shifts' paid leave of absence in any 12 month period. This will be pro-rated for

part-time employees. The 3 days/shifts are intended to allow the resolution of immediate problems created by the need to cover short-term breaks in arranged caring provision or for other emergency issues and therefore will only be granted separately throughout a calendar year and not altogether.

- Annual Leave

For longer-term periods or when paid leave provision is exhausted with the agreement of the employee's Manager, annual leave can be taken. To assist with care requirement annual leave entitlement can be expressed and taken in hours rather than full day or half day blocks. This would allow individuals to take their leave flexible on occasions when they may need time away from work through the working day.

Unpaid Leave

With agreement with your line manager and in consultation with the HR & Administration Manager a reasonable amount of unpaid leave may be granted.

- Amendments to Working Patterns

For longer-term periods or when paid leave provision is exhausted, consideration of a change in either pattern of weekly hours or a reduction in hours worked is an option. Any reduced hours working would be for a specific period of time with the requirement to revert to your original contract unless a permanent change is agreed with you Manager. The HR & Administration Manager should be notified of any requests to amendments to working patterns.

BEREAVEMENT LEAVE –

DEATH OF A DEPENDANT

Paid Leave

Consideration can be given to grant up to a maximum of '3 days/shifts' paid leave in a single block of absence to make funeral arrangements and to attend the funeral, if the employee is solely responsible for the funeral arrangements.

Under exceptional circumstances this may be extended to a maximum of 5 days paid leave by the discretion of the HR & Administration Manager.

Annual Leave

If further leave is required, annual leave (or unpaid leave) would be considered in agreement with your line manager.

DEATH OF A NON DEPENDANT

The Company would consider compassionate leave if the non dependent was a sibling or grandparent.

Paid Leave

Consideration can be given to grant up to a maximum of '1 day/shift' paid leave to attend the funeral. This may be extended having regard for the location of the funeral.

Annual Leave

If further leave is required, annual leave (or unpaid leave) would be considered in agreement with your line manager.

FUNERAL ATTENDANCE – NON DEPENDANTS

You will be granted appropriate annual leave or time off in lieu at short notice, staffing levels permitted to attend the funeral of friends or colleagues, this may be extended having regard for the location of the funeral.

MEDICAL & DENTAL APPOINTMENTS

There is no legal right to time off to attend medical or dental appointments; however the Company considers time off in lieu or annual leave as appropriate. The Company will consider paid leave for hospital and dental hospital referral appointments where the employee does not have control over when the appointment is set.

NOTIFICATION PROCEDURE

For medical appointments The employee must tell their line manager as soon as practicable, providing the appointment referral letter and the reason for their absence and how long they expect to be away from work.

With regards to carer's leave and compassionate leave iUpon return to work a paid leave application form must be completed if you wish to have the leave considered as paid leave. The absence form is available from, and must be signed off by your line manager.

WHEN YOU KNOW ABOUT THE PROBLEM IN ADVANCE

This policy covers emergencies and does not apply if you know about the event in advance. For example, if you want time off to take your child into hospital in a week's time the Carer leave does not apply. On such occasions the employee should discuss the issue with their line manager to enable annual leave or unpaid leave to be approved. Alternatively parental leave may be granted if the employee qualifies for such entitlement

MISUSE OF PROVISIONS

Any abuse of the above benefits by an employee will be investigated in accordance with the Company's Disciplinary procedure.

For further information on family friendly policies please contact the HR Team at Head Office.