

Pabulum Time off and Leave Policy (Unit Based)



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Policy Purpose

We attach the highest importance to health, safety, wellbeing and attendance of all employees. Regular, punctual attendance is an implied term of every employee's contract of employment, and each employee is responsible for achieving and maintaining good attendance. From time to time, employees may have genuine grounds for absence, and the Company is committed to supporting employees in these situations.

This policy applies to all employees on term time only contracts employed by Pabulum Limited, although it is important to note that a different approach may be adopted when dealing with employees within their probationary period and this is set out in our separate guidance on the management of probation.

This policy does not form part of employee's terms and conditions of employment and may be subject to change at the discretion of the management.

General Principles

We all have a responsibility to ensure regular attendance at work. This policy ensures that timely and appropriate action and support can be taken to deal with absence. Timely and appropriate action is important to minimise the impact on services as well as to support employees.

Compassionate Leave

Up to 3 day's paid leave may be granted to employees who have suffered the death of an immediate family member (generally defined as mother, father, spouse, partner, children, siblings or grandparent) or any person living as a member of the employee's household.

Additional unpaid leave may be granted at the discretion of the employee's manager (or Operations Manager if unit based).

All leave requests will be treated sympathetically and where operationally possible the appropriate amount of paid time will be granted.

Dependants Leave

Pabulum recognises that there may be occasions where employees may need to take time off work to deal with unexpected events involving one of their dependants. At such time employees are allowed a reasonable amount of unpaid time off to deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant (such as a child-minder falling ill or injury/assault); and/or deal with an unexpected incident involving their child whilst at school or another educational establishment responsible for them.

The purpose of this time is to make longer-term care arrangements for the dependant.

A dependant for the purposes of this policy is: a spouse, civil partner, parent or child; a person who lives in the same household, but who is not a tenant, lodger, boarder or employee or anyone else who reasonably relies on the employee to provide assistance.

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

The time is to take action which is necessary because of an immediate or unexpected crisis. It does not apply where there is a need to take planned time off or provide longer-term care for a dependant.

Whether action is considered necessary will depend on the circumstances, including nature of the problem, the closeness of the relationship and whether anyone else is available to assist. Action is unlikely

to be considered necessary if the problem is known in advance and the employee has not tried to make alternative care arrangements.

Employees may be asked to provide evidence for the reason for taking the time off, either at the time or upon return to work. Suspected abuse of this policy will be dealt with under the disciplinary procedure.

Family Friendly Absences

Brief details are given below regarding sickness absence whilst an employee is pregnant/requires time off for ante-natal appointments. Please see the Pabulum suite of Family Friendly policies for full details on absence relating to Adoption, Maternity, Paternity, Shared Parental and Parental Leave.

Jury Service

In the event of the employee being called up for jury service, they should advise their manager at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days but may be longer. The employee should provide their manager with a copy of the court summons and any other relevant documentation for forwarding to the People Team. Managers will record on timesheets that the employee is on Jury Service.

Where Pabulum considers that an employee's absence on jury service could cause substantial detriment to the business, they will be asked to make an application for excusal or deferral, as appropriate. Where we consider that this applies, the employee should not submit an application for excusal or deferral before we have provided them with a letter (and any other relevant evidence) to support the application.

Employees will continue to be paid while on jury service at the normal rate of pay, subject to the deduction of any monies received from the court in respect of loss of earnings. The employee will receive, with their jury summons, a Certificate of Loss of Earnings or Benefit, which the employee can complete (with assistance from the People Team) and submit to HM Courts and Tribunals Service (HMCTS) to receive reimbursement, up to a limit, for loss of earnings incurred due to being absent from work due to jury service. The employee will be paid as normal until their reimbursement has been processed, whereupon the employee is obliged to present the employer with the receipt for the reimbursement. The employer will then make the appropriate deduction from the employee's pay.

If the employee's services are not required for any part or whole court day, they will be expected to return to work for the remainder of the working day.

If the employee's jury service ends before the expected 10-day period (or such longer period as the court may have indicated to the employee that they will be required for) the employee will be expected to return to work for the remainder of that period.

Holiday

Employees should refer to their contract of employment for rules on holiday and public holiday entitlement.

Employees are legally entitled to a minimum of 28 days paid holiday per year including public holiday entitlement.

Those employees who are paid via equated pay have payment for their holiday allowance factored into their annual salary and are not entitled to request or take holiday out of term time. It is however recognised that, in exceptional circumstances, there may be a need for them to take time off from work. In such circumstances, any requests should be made and agreed in writing giving at least twice the amount of time required as notice as well as details of the exceptional circumstances.

Coronavirus - Planning Holidays Abroad

The government has announced that foreign travel is permitted once more and with this quarantine requirements were announced. Countries have been placed on a green, amber, or red list depending on the level of risk associated with these countries. The list is reviewed every three weeks by the government and employees should be aware of the restrictions applied to the country they intend to travel to.

- 1.1 The destination of travel and the ability to work on your return depending on factoring in any quarantine regulations will be considered before approval by the line manager is confirmed. We may advise against certain areas of travel due to the risks and consequences regarding quarantine and the associate costs.
- 1.2 Please bear in mind that the Government guidance in relation to foreign travel may change with little or no notice. You must follow the Government guidance applicable from time to time and may be required to self-isolate or quarantine as a consequence.
- 1.3 Should you be unable to return to work at your usual place of work on your return from holiday you should notify your line manager immediately who will confirm the arrangements that will then apply to your absence from work.
- 1.4 During any period of self-isolation or quarantine if it is not possible to accommodate a homeworking arrangement **either due to the nature of your role or because you are required to stay in a managed quarantine hotel you will need to take ensure that this period of absence does not fall in term time.** If you have insufficient accrued holiday to cover the period of absence, then we may refuse your request for annual leave or if the self-isolation or quarantine is unexpected or your circumstances change whilst on holiday you may be granted unpaid leave to cover the remainder of your absence. Please be aware that if you are unable to return to work and you cannot work from home or remotely you **may not** be entitled to any pay for your extended absence. You will not be entitled to sick pay (statutory or otherwise) unless you are sick and unable to work in which case you will be required to comply with our sickness absence policy in terms of notification and evidence of ill health.
- 1.5 All people arriving from overseas will be subject to the rules of quarantine, whether they have had their vaccine or not.

Leaving or Finishing Work Early

If an employee needs to leave work early, they must have the authorisation of their manager. Time will be unpaid unless it is agreed that the time can be made up. Please see the company policy for leaving early due to illness.

Medical Appointments

Employees are normally expected to ensure that appointments to visit the doctor, dentist, hospital etc are made in their own time and outside normal working hours.

If this is not reasonably practicable, reasonable time off from work may be permitted with the agreement of their manager providing that the appointment is substantiated with an appointment card or letter and the time of the appointment causes as little disruption as possible. Appointments made during working hours will normally be unpaid and not counted as part of sickness absence although employees can agree with their manager that the time may be made up.

Holiday - whilst off work due to sickness

Employees will continue to accrue holiday whilst absent from work due to ill health/injury, although will be required to produce medical evidence of their sickness. In accordance with the rules concerning the holiday year there is no right to carry over unused holiday into the following year (subject to the rules in this policy). Employees will not be entitled to a day off in lieu if they are sick during a public or Bank Holiday when this is above the statutory annual leave entitlement. Information on statutory annual leave entitlement can be found at gov.uk/holiday-entitlement-rights.

Holiday - sickness immediately before and after holiday

Any employee absent due to illness either prior to pre booked holiday or immediately before the end of term are still required to adhere to absence reporting procedures, including the provision of a medical certificate if the absence means that they are not at work for more than 7 calendar days.

Reporting Procedure

Employees must follow the absence reporting procedure for any absence from work or lateness.

On the first day of absence, and every day thereafter, the employee should notify their manager in person by telephone call of their non-attendance (or that they will be late for work). This must be at the earliest opportunity before the start of their shift and no later than one hour before their normal start time. They must state the reason for absence/lateness, expected return to work date and the likely duration of the absence.

It is not acceptable to send a text message, email or leave a message with a fellow employee or if employed in a school, an employee of the school.

The employee must keep their manager informed of their progress, by calling in person for each day of absence until such time as a return-to-work date has been confirmed.

Pregnancy and time off work for Antenatal Care

Employees who are pregnant are entitled to reasonable paid time off for antenatal care. Employees are required to give their manager as much notice as possible of these appointments and provide an appointment card or similar documentation.

Partners of pregnant employees are entitled to unpaid time off to accompany the pregnant woman to 2 antenatal appointments up to a maximum of 6.5 hours per appointment.

If an employee is advised by their doctor or midwife to attend any appointment other than antenatal appointments, there is a requirement to provide a letter confirming this from their doctor or midwife. If other appointments are required for medical reasons, then the time granted to attend appointment will be paid.

Pregnant employees who are off work because of pregnancy-related ill health must abide by the Company's absence reporting procedure. For example, a pregnant employee is subject to the usual notification and evidence requirements and can be asked to attend a return-to-work meeting when returning to work.

However, any sickness absence by a pregnant employee for a pregnancy-related reason is not included when checking to see if there is need for formal action under the Company's absence management procedure.

If the manager is in any doubt as to whether or not a pregnant employee's absence is related to their pregnancy, the manager should contact the People Team for clarification. If there is absence for a

pregnancy-related reason in the last 4 weeks before Expected Week of Childbirth, maternity leave will start on the following day.

Timekeeping

It is the employee's responsibility to report for work on time and in accordance with agreed hours.

An employee will be regarded as late if they are not in full uniform (if applicable) and not ready to commence work at their normal starting time.

Similarly, employees are required to remain in work at least until the finishing time defined on the rota/contract of employment unless granted permission by their manager to leave work before that time.

Persistent lateness may be viewed as misconduct and may lead to disciplinary action.

Unauthorised Absence or Absence without Leave (AWOL)

Unauthorised absence is when the employee is absent from work and has not gained the appropriate approval nor complied with absence notification procedures. This type of absence can be costly to Pabulum as is it unpredictable. Absence of this kind will be handled as part of the disciplinary procedure.

AWOL may lead to the suspension of pay and/or dismissal.

Nelson Williams
Managing Director
(This policy will be reviewed in September 2022)