



Absence Management and Flexible Working Policy

1. INTRODUCTION

1.1 Access to information

If you require this information in any other accessible format please contact:

Allsorts
Third Floor
Brunel Mall
London Road
Stroud
GL5 2BP

info@allsortsglos.org.uk
01453 750474

1.2 The purpose of this policy

This policy sets out the different leave allowances for staff in Allsorts. It applies to all staff with a contract of employment with the organisation for a specific number of hours per week.

2. ANNUAL LEAVE

2.1 Annual leave entitlement

- 2.1.1 Full time Allsorts staff are entitled to 25 days of annual leave. Part time staff are entitled to a pro-rata allowance of this leave. For example, a staff member contracted to work 21 hours per week, would be entitled to 14 days of annual leave.
- 2.1.2 A normal working day is 7.5 hours including half an hour for lunch. If employees work more than 6 hours they are entitled to a paid half an hour for lunch. If employees take more than half an hour for lunch this needs to be logged as non-working time on the timesheet.
- 2.1.3 This annual leave allowance does not include Bank Holidays, which can be taken on top of an employee's annual leave entitlement. For part-time employees, Bank Holidays are also allocated on a pro-rata basis, and those Bank Holidays falling outside of this allowance must be taken as annual leave. For example, in a holiday year which contains 8 national bank holidays, a staff member who is contracted to work 18.75 hours per week would be entitled to four of those bank holidays and would need to take any others as annual leave.

- 2.1.4 For every year of service, Allsorts employees receive an additional day of leave, to a maximum of 30 days (pro-rata) annual leave allowance.
- 2.1.5 In addition to the allowance detailed above, Allsorts employees receive their birthday as a bonus day off. If their birthday falls on a non-working day, the next working day can be taken off in lieu.
- 2.1.6 Employees may not take blocks of more than three working weeks annual leave without special authorisation from their line manager and should not ordinarily request blocks of more than three working weeks annual leave unless for special circumstances.
- 2.1.7 Allsorts' annual leave year runs from January 1st to December 31st each year.

2.2 Requesting annual leave

- 2.2.1 Requests should be made at least one week in advance, where more than one day of leave is being requested.
- 2.2.2 Annual leave requests should be made by employees, using the approved process, to their line manager.
- 2.2.3 The line manager can use their discretion when authorising or declining annual leave requests, depending on business requirements and other staff who are taking leave at the same time. However, leave requests should be granted wherever possible, and should be responded to as swiftly as possible by the line manager once the request has been made.

2.3 Carrying over leave

- 2.3.1 The whole entitlement of annual leave should be taken in the defined annual leave year.
- 2.3.2 Line managers may use their discretion when allowing staff to carry over leave due to exceptional circumstances.
- 2.3.3 No more than 5 working days of annual leave can be carried into the next leave year under any circumstances.

2.4 Reimbursement of leave

- 2.4.1 Should you be incapacitated due to sickness or injury during any period of prebooked annual leave, Allsorts may reimburse the period of annual leave entitlement lost due to incapacity. This is a discretionary decision and doesn't represent a contractual right. A relevant medical certificate needs to be submitted in such cases, which covers the period of incapacity. Reimbursement will only be considered where an employee has fallen seriously ill or sustained a serious injury.

2.5 Annual leave at the end of employment

- 2.5.1 On the termination of employment, employees are entitled to be paid for any accrued annual leave for that holiday year that has not been taken by the last day of employment.
- 2.5.2 If more annual leave has been taken than has been accrued in that holiday year, employees will be required to reimburse Allsorts for this leave. Allsorts is entitled to deduct the value of this annual leave from any final payment of salary to be

made and, as such, a relevant deduction from wages clause appears in contracts of employment.

2.5.3 No payment in lieu of accrued contractual annual leave will be made in the event that employment is terminated for gross misconduct.

3. SICKNESS ABSENCE

3.1 Sickness absence reporting

3.1.1 On the first morning of sickness absence, employees must speak to their line manager at the earliest possible opportunity and as close to your normal start time as possible. If it's not possible to speak to the line manager personally, employees should let another member of staff know.

3.1.2 For an absence of seven consecutive calendar days or less, employees are required to telephone your line manager on a daily basis. Employees must also complete a self-certification sickness absence form immediately on return to work.

3.1.3 Should sickness absence be for a period longer than seven calendar days, contact must be made between employee and line manager on at least a weekly basis. A doctor's certificate must also be obtained and an up to date certificate must be in place during periods of absence exceeding seven calendar days.

3.1.4 The sickness absence forms can be found on Sharepoint in Personnel Documents and Forms.

3.2 Returning to work

3.2.1 Where a doctor's certificate indicates that an employee may be fit for work and the doctor has suggested ways of helping the employee get back to work, such as phased return to work, altered hours, amended duties or workplace adaptations, the line manager will discuss those adjustments with the employee and agree a plan for returning to work. If Allsorts is not able to make any adaptations or adjustments to help the employee return to work, the doctor's certificate may then be used as if the doctor had advised that the employee was not fit for work.

3.2.2 For all periods of sickness absence of half a day or longer, employees may be asked to have a 'Return to Work' conversation on their return to work to discuss the reasons for absence and, in particular, whether it was work-related.

3.3 Long term sickness absence

3.3.1 For long-term sickness absence, a line manager may request to visit an employee at home.

3.3.2 For long-term sickness absence or frequent periods of sickness absence, Allsorts may request a medical report from a GP or consultant or alternatively request that the employee visit a medical practitioner to undergo a medical examination. The purpose of this is to understand any adjustments that could be made in the workplace to facilitate the employee's return to work.

3.4 Attending work while ill

3.4.1 Employees who are suffering from an infectious or contagious disease must not come to work. This is to prevent spread of illness disease in the workplace.

4. OTHER TYPES OF LEAVE

Please note that maternity and adoption leave are covered by a separate policy.

4.1 TIME OFF IN LIEU

4.1.1 About time off in lieu

All employees working for Allsorts are expected to work flexibly in order to proactively manage their own work life balance. In addition to this, much of Allsorts work takes place at evenings and weekends, meaning that a standard 9am – 5pm week isn't the usual working pattern for most staff. This often leads to staff working an inconsistent number of hours from week to week. Allsorts uses a time off in lieu policy to ensure that employees can manage these irregular hours.

4.1.2 Accruing time off in lieu

4.1.2.1 Hours worked above contracted weekly hours by an employee can be accrued and taken off during other working hours. A maximum of 30 hours of TOIL can be accrued at any one time.

4.1.2.2 Employees and line managers should keep track of accrued time off in lieu via an employee's time sheet which should be shared on Sharepoint to be accessed at any point.

4.1.2.3 A maximum of 30 hours TOIL may be carried forward at the end of any month.

4.1.3 Taking time off in lieu

4.1.3.1 If an employee wants to take a period of time off in lieu of under half a day, they do not need to make a formal request for this time off.

4.1.3.2 If an employee wants to take 1 working day or more off, using time off in lieu, then they must request this using the approved process.

4.2 COMPASSIONATE LEAVE

4.2.1 If an employee suffers a bereavement or serious illness in their family or in a close relationship, compassionate leave may be given.

4.2.2 There is no minimum or maximum allowance for compassionate leave, but an initial time period will be agreed between the line manager and employee. This will be reviewed by telephone ahead of the return to work of the employee.

4.2.3 During this type of absence, employees and line managers are required to keep in touch, communicating with each other at least once every three calendar days.

4.3 URGENT PRIVATE BUSINESS

4.3.1 Urgent private business can be taken by employees where an unplanned event means they cannot attend work.

4.3.2 For periods of less than half a day, an employee may retrospectively inform their manager of the circumstances.

4.3.3 For a period of half a day or more, the employee must discuss their circumstances with their line manager at the soonest available opportunity. The line manager will then decide whether the employee must use annual leave allowance in order to cover the absence.

4.3.4 During this type of absence, employees and line managers are required to keep in touch, communicating with each other at least once per every two working days.

4.4 DEPENDENCY LEAVE

4.4.1 All employees are entitled to take a reasonable amount of time off during normal hours of work in order to deal with family emergencies.

4.4.2 Employees don't have a contractual or statutory right to be paid for this absence, but decisions relating to this are made at the discretion of the line manager.

4.4.3 The line manager may request that annual leave allowance is used to cover this kind of absence.

4.4.4 During this type of absence, employees and line managers are required to keep in touch, communicating with each other at least once every three calendar days.

4.5 JURY SERVICE

4.5.1 Should an employee be called up for jury service or required to attend court to give evidence as a witness, they must notify your line manager as soon as reasonably practicable.

4.5.2 Time off work will be granted in these circumstances. Employees will be required to provide a copy of the court summons to support your request for time off work.

4.5.3 Payment for this time off is made subject to the deduction of any monies received from the court in respect of loss of earnings. Employees must therefore submit a claim to the court for loss of earnings and claim the full allowance available to them.

4.5.4 If on any day on which the employee attends court they are told that their services are not required, they must then return to work and report to their line manager before starting work.

4.6 MEDICAL APPOINTMENTS AND FERTILITY TREATMENT

4.6.1 Where a medical appointment or fertility treatment falls within working hours, the employee must let their line manager know. The employee may use TOIL or Allsorts' flexible working principles in order to take this time off.

5. FLEXIBLE WORKING

5.1 Everyone should have the time they need to have a healthy and fulfilled life outside of work. To promote this, Allsorts has a flexible working policy which encourages employees to work in a way that suits their life and other commitments. This allows for the following arrangements:

- The provision of TOIL as per section 4.1 in this policy.
- Working compressed hours, where an employee may work longer days in order to have a shorter working week (for example, working 18 contracted hours over a period of two longer days rather than three).
- Using annual leave and other leave entitlements to create a working structure that suits the employee.
- Working irregular hours that do not involve the same start and end time every day.

5.2 In order to make this work, Allsorts requests that employees stick to the following procedures:

- Ensuring that the line manager is clear about an employee's general working pattern and what they should expect from this.
- Never exceeding the European working time directive of a 48-hour working week.
- Never working for more than ten hours in a single day.
- Ensuring that breaks are taken during the working day.
- Ensuring that at least one day in any given seven days is completely work free.
- Ensuring that the employee's time sheet is kept up to date at all times.
- Discussing any changes in arrangements with the line manager.
- Not habitually working during times when other staff are not working or during antisocial hours unless the needs of the organisation require it.
- If a working pattern is affecting an employee's ability to perform their duties as set out in their contract of employment, role profile and annual goals, then the line manager will discuss this with the employee and request a change be made in order to ensure that the terms of employment are met and that Allsorts' goals are achieved.