



# EMPLOYEE LEAVE POLICY

**We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.**



## Employee Leave Policy

1. POLICY PURPOSE AND SCOPE .....	5
2. HOLIDAY ENTITLEMENT .....	5
2.1 Applying for Leave .....	5
2.2 Ciphernet and Leave Cards .....	6
2.3 Payment for Holidays.....	6
2.3.1 Sick leave/annual leave .....	6
2.3.2 Time Off In Lieu (TOIL) .....	7
3. GENERAL AND PUBLIC HOLIDAYS .....	7
4. FAMILY LEAVE .....	7
4.1 Adoption .....	7
4.2 Pre-Adoption Leave .....	7
4.3 Leave Entitlement .....	7
4.4 Qualification for Adoption Leave .....	9
4.5 Qualification for Adoption Pay .....	9
4.6 Adoption Pay .....	9
4.7 Terms and conditions during adoption leave .....	9
4.8 Contact during adoption leave .....	10
4.9 Notification of return.....	11
5. SURROGACY .....	11
6. FOSTERING.....	11
6.1 Leave Entitlement .....	11
6.2 Community Parents .....	11
7. PARENTAL LEAVE .....	11
7.1 Leave Entitlement .....	12
7.2 Evidence to be provided for Entitlement .....	12
7.2.1 Applying for Leave .....	12
7.2.2 Postponement of Leave.....	12
7.3 Returning to Work after Parental Leave (following Maternity Leave) .....	13
7.3.1 Ordinary Maternity Leave .....	13
7.3.2 Additional Maternity Leave .....	13
8. Maternity Support (Paternity) leave .....	13
8.1 Ordinary Maternity Support (Parental) Leave (“OPL”) .....	13
8.1.1 OPL Entitlement.....	13
8.1.2 Notification.....	14
8.2 Additional Maternity Support (Paternity) Leave (“APL”) .....	<b>Error! Bookmark not defined.</b>
8.2.1 APL Entitlement.....	<b>Error! Bookmark not defined.</b>
8.2.2 Notification.....	<b>Error! Bookmark not defined.</b>
8.3 Changes to the dates of OPL or APL.....	14
8.4 Pay .....	14
8.5 Terms and Conditions.....	14
8.6 Returning to Work.....	15

## **Employee Leave Policy**

8.7	Contact during OPL and APL .....	15
9.	SPECIAL CIRCUMSTANCES .....	15
9.1	Bereavements.....	15
9.2	Time Off for Domestic Stress/Family Emergencies .....	15
9.3	Medical Treatment .....	17
9.4	Jury Duty .....	17
9.5	Witness Citations .....	17
9.6	Council Duties.....	17
9.7	Advisory Roles.....	17
9.8	Positions of Public Responsibility .....	18
9.9	Interviews .....	18
9.10	Time off for Studying or Training.....	18
9.11	Service in Non-Regular Forces.....	18
9.12	Visiting Committees .....	18
9.13	Religious Services .....	18
9.14	Election Duties.....	18
9.15	Leave for Social Purposes.....	18

# Employee Leave Policy

## 1. POLICY PURPOSE AND SCOPE

This policy provides advice and guidance to employees of West Lothian Housing Partnership(WLHP) on annual leave entitlement, public holiday entitlement, family leave (including adoption, parental and adoption leave) and other special leave. Maternity leave entitlement is set out in the WLHP Maternity Policy.

This policy applies in respect of all WLHP employees. This policy does not form part of any employee's contract of employment.

## 2. HOLIDAY ENTITLEMENT

WLHP's holiday year runs from 01 January to 31 December.

With the exception of Public Holiday\* entitlements:-

- All other full time employees will be entitled to 28 days annual leave. Part time/job shares leave entitlements will be pro-rata'd accordingly.

(\*Public Holiday entitlements are covered in section 3 of this policy).

### 2.1 Applying for Leave

Agreement to take leave should be obtained from the employee's line manager prior to booking a holiday. Where possible, an employee should inform his/her line manager of any planned holidays at the start of the holiday leave year in order that preferred dates may be accommodated.

WLHP is committed to ensuring that, providing that requests are applied for in time, all employees will be allowed to take 2 consecutive weeks between May and September.

Any leave not taken by 31 January will normally be forfeited. Where long term sickness prevents an employee from taking the minimum 28 days of combined annual leave/Public Holidays, then the balance of this (28 minus the number of days taken) will be carried forward to the next holiday year. In very exceptional circumstances where, due to work commitments an employee is unable to take their full entitlement in a holiday year, the Head of Housing may agree to carry all outstanding leave into the next holiday year or to pay in lieu of any outstanding leave entitlement.

An employee who has less than one-year continuous service at the end of the holiday year will be entitled to a proportion of the standard holiday entitlement as per the table below:-

#### \* Complete months of continuous service (Table 1)

Complete months of continuous service in current year	Non-Shift Mon-Fri
	Entitlement: 28 days
1	2
2	5
3	7
4	9
5	12
6	14
7	16
8	19
9	21
10	23
11	26
12	28

A "complete month" means the period between a date in one month and the immediately preceding date in the following month (for example 15 February – 14 March inclusive).

An employee who joins after 1 January will be credited with the pro rata holiday entitlement based on complete calendar months on the assumption that employment will continue for the remainder of the holiday year.

## **Employee Leave Policy**

If an employee leaves employment during the year, holiday entitlement will be re-calculated on a pro rata basis based on completed months of service for the period of the holiday year which has actually been worked.

### **2.2 Ciphernet and Leave Cards**

Leave will be authorised and managed through the computerised system Ciphernet. However, local managers may also hold a holiday entitlement card for each employee.

### **2.3 Payment for Holidays**

Payment during holiday periods is calculated on basic pay. The minimum service requirement for entitlement to paid holiday is one month.

Part-time and job-share employees are entitled to proportionate paid holidays in the ratio that their hours of work bear to the normal working week.

e.g. Standard working week = 35 hours

Standard Holiday Entitlement = 28 days (5 weeks 3 days) – i.e. 196 hours

A part-time employee may work 10 hours per week. His/her paid holiday entitlement would therefore be:-

$10/35 \times 196 = 56$  hours

i.e. Each “day” of holiday he/she takes is deducted from his/her entitlement as the number of hours.

Holiday pay may be recovered from the employee, where the holiday leave taken at the date of leaving is greater than the earned entitlement.

No action shall be taken to recover holiday pay in the case of an employee who dies during service and where the holiday leave taken at the time is greater than the earned entitlement.

Holiday pay will be given to the employee upon termination of employment, where the holiday leave taken is less than the earned entitlement and where it is not possible to grant such leave prior to the leaving date.

#### **2.3.1 Sick leave/annual leave**

In the event of sickness coinciding with holidays, an employee shall be regarded as being on sick leave from the date of the Sickness Absence Self-Certificate or the Medical Certificate. On return to work, the employee should be entitled to any annual leave entitlement which would have been granted but for the period of sickness absence. This is dependant on the employee complying with WLHP's Policy on Sickness and Absence Management. Where this sickness occurs at the end of the holiday year, the Head of Housing will authorise the carrying over of any appropriate leave into the new holiday year (as provided for in section 2.1).

In the event of sickness coinciding with a public holiday, an employee shall receive Sickness Allowance (a day's pay) on that day and shall be entitled to a day off in lieu, upon return to work and at a time convenient to the employee and line manager. Where the employee has exhausted Sickness Allowance entitlement, no payment will be made in respect of a public holiday.

For employees engaged on night shift, working on a public holiday shall mean working a complete shift which commences on the day of the public holiday and which ends on the following day.

## **Employee Leave Policy**

Where a public holiday (or a specified substitute day) coincides with a rest day or a free day, the day shall be treated as a public holiday and a substitute rest day or free day with pay shall be designated for that week.

The entitlements to annual leave and public holidays as expressed above apply to five day working patterns. For alternative working patterns equivalent and, where appropriate pro-rated, leave entitlements will be calculated.

### **2.3.2 Time Off In Lieu (TOIL)**

Information on TOIL is contained within the Policy on Hours of Work, Overtime, Related Allowances and Flexible Working Hours.

## **3. GENERAL AND PUBLIC HOLIDAYS**

In addition to the annual holiday entitlement, 13 days public holiday with pay will be granted.

- Easter (Good Friday and Easter Monday);
- First Monday in May;
- Queen's Birthday (Last Monday in May and the preceding Friday);
- Fair Monday (last Monday in June);
- Autumn holiday (second Friday in September and the following Monday);
- Christmas (25th and 26th December or as appropriate);
- New Year (31st December, 1st and 2nd January or as appropriate).

## **4. FAMILY LEAVE**

### **4.1 Adoption**

WLHP will support any employee who is going through the adoption process.

Employees with 26 weeks continuous service with WLHP by the week in which they are notified of having been matched with the child (the "matching week") will be granted leave as set out below. The matching week starts on a Sunday and ends on a Saturday.

### **4.2 Pre-Adoption Leave**

Employees can request paid time off work in order to attend meetings or appointments in relation to the adoption process and this will not be unreasonably refused. Employees should advise their line manager as soon as their application for adoption has been lodged with the Adoption Agency. Proof of the requirement to attend court sessions, interviews or other meetings linked to the adoption process may be required. Where possible meetings should be arranged outwith core working hours and employees should advise their line manager as soon as an appointment has been made. A maximum of five additional working days will be available for this purpose. This will be calculated on a pro-rata basis for part time/job share employees. Partners of the primary adopter can also request unpaid time off to attend two appointments linked to the adoption process.

### **4.3 Leave Entitlement**

Adoptive parents will be entitled to:-

- 26 weeks ordinary adoption leave;
- 26 weeks additional adoption leave.

Leave will be allowed for the adoption of any child up to the age of 18 up to a maximum of 52 weeks.

Leave will apply to individuals, same sex, married and unmarried couples, civil partnerships but for the same sex or married/unmarried couple only one parent may take adoption leave.

Adopters can choose to start their leave:-

- from the date of the child's placement (whether this is earlier or later than expected); or

## **Employee Leave Policy**

- from a fixed date which can be up to 14 days before the expected date of placement and no later than the expected date of placement.

## Employee Leave Policy

### 4.4 Qualification for Adoption Leave

To qualify for adoption leave an employee will be required to notify his/her line manager of his/her intention to take leave, within seven days of being notified by the adoption agency that he/she has been matched with a child for adoption, unless this is not reasonably practicable. He/she must notify WLHP of:-

- when the child is expected to be placed with him/her;
- when he/she wants his/her adoption leave to start.

WLHP will respond within 28 days to notification of the employee's leave plans, setting out the date the employee is expected to return to work if the full entitlement to adoption leave is taken.

### 4.5 Qualification for Adoption Pay

The employee must provide WLHP with a 'matching certificate' from their adoption agency as evidence of their entitlement to Statutory Adoption Pay (SAP). This must be provided at least 28 days before the employee is intended start date of leave and must confirm:

- the agency's name and address;
- the name and date of birth of the child;
- the date the employee was notified of the match; and
- the expected date of placement.

### 4.6 Adoption Pay

Employees who have 26 weeks or more continuous service with WLHP at the week in which he/she is notified of being matched with a child are entitled to Statutory Adoption Pay (SAP) and Occupational Adoption Pay (OAP). Such employees are entitled to:-

Statutory Adoption Pay

- 90% of your average weekly earnings for the first 6 weeks
- £148.68 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks;;

Occupational Adoption Pay

- 33 weeks at half pay (50%).

If the employee has received the occupational adoption pay of 33 weeks at half (50%) of normal pay, and does not physically return to work in accordance with the time limits set and remain at work for at least 3 months, he/she will be required to refund WLHP the amount of occupational adoption pay for the 33 week period.

The total Statutory Adoption Pay and Occupational Adoption Pay in any period shall not exceed normal pay.

### 4.7 Terms and conditions during adoption leave

An employee who has taken ordinary adoption leave will be entitled to return to the same job, with seniority, pension and other rights unaffected and on no less favourable terms and conditions than before.

An employee who has taken additional adoption leave is entitled to return to the same job or, if that is not reasonably practicable, to another suitable job but no less favourable remuneration, with seniority, pension and other rights unaffected, and no less favourable terms and conditions.

The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to Maternity Support (Paternity) leave and pay.

Employees continue to benefit from all their contractual terms and conditions, except wages or salary, throughout the entire adoption period, i.e. during both OAL and AAL.

## **Employee Leave Policy**

### **4.8 Contact during adoption leave**

Arrangements can be made for employers and employees to keep in contact during the leave period.

## **Employee Leave Policy**

Optional Keeping in Touch days (KITs) give employees the opportunity to go to work, to undertake training and keep in touch for up to 10 days without losing their right to adoption pay.

### **4.9 Notification of return**

If you intend to return to work at the end of your full adoption leave entitlement, you will not be required to give any further notice to your employer. If you wish to return to work before the end of the additional adoption leave period, you must give WLHP 8 weeks' advance notice, specifying the date of your return.

## **5. SURROGACY**

An employee who has 26 weeks' continuous service with WLHP and has secured a Parental Order granting legal responsibility for a child (following a legal surrogacy arrangement), will be entitled to equivalent rights as those employees who qualify for Adoption Leave and Pay as detailed in section 4 in this policy. It should be noted, however, that such employees will have no legal entitlement to statutory pay during such leave.

### **Occupational Surrogacy Pay**

- 39 weeks at half pay (50%).

If the employee has received the occupational surrogacy pay of 39 weeks at half (50%) of normal pay, and does not physically return to work in accordance with the time limits set and remain at work for at least 3 months, he/she will be required to refund WLHP the amount of occupational surrogacy pay for the 39 week period.

Employees who believe they may be entitled to this benefit must provide WLHP with a copy of the MATB1 form, prior to the birth of the baby and a copy of the Parental Order within 6 months of the baby's birth. Where both of the individuals who secure a Parental Order granting legal responsibility for a child (following a legal surrogacy arrangement) are WLHP employees, only one employee shall benefit from the entitlements under this section. For further details on these arrangements, please contact HR.

## **6. FOSTERING**

WLHP will support any employee who is going through the fostering process.

Employees with one-year continuous service with WLHP prior to commencement of the placement will be granted leave as set out in Section 6.1.

Where an employee has been absent under these terms, the period of said absence shall not affect the length of the employee's holiday entitlement in the holiday year(s) in which the leave falls.

### **6.1 Leave Entitlement**

An employee may be entitled to time off with pay of one half day per week for three weeks and this may be extended by up to a maximum of a further three half days; the total leave, however, must not exceed six half days in a six week period. Any request to extend the leave must include confirmation from the appropriate authorities.

In addition, if the child is of pre-school or primary school age, an employee may be granted leave of absence without pay of up to a maximum of four weeks from the commencement of the child's placement at nursery or school.

Leave of absence without pay may be granted for review meetings.

### **6.2 Community Parents**

Leave of absence with pay may be granted for an employee to attend review meetings. These meetings are normally of two hours duration and are held every two months.

## **7. PARENTAL LEAVE**

WLHP recognises that it may be necessary for parents to take leave to care for a child or make any necessary arrangements for the good of the child.

## Employee Leave Policy

WLHP offers benefits to employees that are in line with the statutory parental leave scheme. Details of the scheme are as follows:-

### 7.1 Leave Entitlement

All employees who have one year's continuous service (at the date of commencement of leave), and who comply with the requirement below, will have right to take up to a total of 18 weeks' unpaid Parental Leave for each qualifying child. Both parents are entitled to this leave if they are employed by the organisation.

Parental Leave may be taken up to a maximum of four weeks in a year for each child and must be taken in blocks of one week or more. If a child has been awarded Disability Living Allowance, the employee can take leave in days or shorter periods than a week.

To qualify the employee must:-

- be the parent (named on the birth certificate) of a child who is under five years old; or
- have adopted a child under the age of 18 years, (the entitlement lasts from five years from the date on which the child is placed for adoption, or until the child's eighteenth birthday, whichever is the sooner); or
- have acquired formal parental responsibility for a child under the Children Act 1989 or the Children (Scotland) Act 1995, who is under 5 years old.

Parents of disabled children are entitled to 18 weeks in total unpaid parental leave up until the child's eighteenth birthday, providing they have the qualifying length of service.

### 7.2 Evidence to be provided for Entitlement

Employees must provide evidence/documentation which demonstrates, where applicable, the following:-

- the employee's parental responsibility or expected parental responsibility for the child;
- the child's date of birth; or in the case of a child placed with the employee for adoption, confirmation of the expected date and/or date on which the placement begins;
- (if applicable) the child's entitlement to Disability Living Allowance; and
- that there are reasonable grounds for granting Parental Leave, i.e. to care for the child or to make arrangements for the good of the child

The employee may be expected to provide evidence to his/her line manager of his/her reasons for requesting Parental Leave.

#### 7.2.1 Applying for Leave

Employees will be expected to give at least 21 days notice before taking Parental Leave. In exceptional circumstances, this requirement may be relaxed at the discretion of the line manager.

#### 7.2.2 Postponement of Leave

The Line managers may postpone requests for leave for up to six months, where it can be demonstrated that WLHP's services would be significantly affected. Postponement however, is not permitted when the employee gives notice to take leave immediately following the birth/placing of an adopted child or where, in the case of an adopted or disabled child, the postponement would result in the leave being taken after the child's 18th birthday: Leave cannot be postponed in these circumstances without the agreement of the employee.

Where leave is to be postponed, the employee must be advised in writing within 7 days after the date leave was requested of:-

- the reasons for the postponement;
- the dates on which the period of leave requested can be taken; (this date can be no later than six months after the date on which the original leave would have started).

Employees will not lose entitlement to parental leave if, because of a postponement by WLHP, the leave remains untaken on your child's fifth birthday (or on the fifth anniversary of the child's adoption placement if applicable).

## Employee Leave Policy

Where an employee wishes to combine a period of holiday entitlement with Parental Leave this must be requested at the same time, i.e. a minimum of 21 days prior to commencement of the total leave period. The total leave period may be awarded at the discretion of the line manager.

If an employee is considering taking Parental Leave in conjunction with other leave provisions, i.e. Maternity Leave, Adoption Leave and Maternity Support Leave, he/she will still be required to comply with the notification requirements detailed under each of these provisions separately.

Where an employee has been absent under Parental Leave, the period of absence shall not affect the length of his/her holiday entitlement in the year(s) in which the leave falls. Public holidays will be forfeited.

Part-time employees' entitlement to Parental Leave is the same as that of full-time employees, applied on a pro-rata basis.

The entitlement to Parental Leave applies to five-day working patterns. For alternative working patterns equivalent and, where appropriate, pro-rated leave entitlements will be calculated.

### 7.3 Returning to Work after Parental Leave (following Maternity Leave)

Some employees may wish to request Parental Leave after Maternity Leave.

#### 7.3.1 Ordinary Maternity Leave

Where Parental Leave lasts up to the maximum four weeks or less in one year and follows ordinary maternity leave, employees are entitled to return to the same job.

#### 7.3.2 Additional Maternity Leave

When Parental Leave lasts up to the maximum four weeks or less in one year and follows additional maternity leave, an employee can return to the same job he/she would have been entitled to return to at the end of the additional maternity leave unless it is not reasonably practicable for WLHP to keep this job open. If this is the case, the employee is entitled to a similar job, which has the same or better status, Terms and Conditions as the original job.

## 8. MATERNITY SUPPORT (PATERNITY) LEAVE

WLHP recognise that an expectant mother may require support at or around the time of childbirth.

Certain employees can take Maternity Support (paternity) leave in relation to the birth or adoption of a child. However, in adoption cases, paternity leave is not available to employees who have decided to take adoption leave.

### 8.1 Ordinary Maternity Support (Parental) Leave ("OPL")

An employee will need to satisfy the following conditions in order to qualify for OPL. The Employee must:-

- have or expect to have responsibility for the child's upbringing;
- be the biological father of the child or the mother's husband or partner or civil partner (or, for adoptive parents, be the adopter's spouse or partner or civil partner);
- have worked continuously for WLHP for 26 weeks leading into the fifteenth week before the baby is due (for adoptive parents, they must have worked continuously for 26 weeks leading into the week in which the adopter is notified of being matched with a child).

Service shall be assessed for the purpose of qualifying for entitlement to OPL.

#### 8.1.1 OPL Entitlement

Subject to satisfying the conditions noted above, eligible employees will be entitled to take one week or two consecutive weeks OPL (not odd days), within 56 days of the child's birth or placement.

## Employee Leave Policy

### 8.1.2 Notification

The employee must notify WLHP of their intention to take OPL in the fifteenth week before the baby is due or in the case of adoptive parents, within 7 days of being notified by the adoption agency that they have been matched with a child for adoption.

The following information must be provided:-

- the week the baby is due;
- whether the employee intends to take one week's leave or two consecutive weeks leave; and
- when the employee would like to start their leave. The employee can state that their leave will start on:-
  - the day of the child's birth;
  - a day which is a specified number of days after the child's birth; or
  - a specified date later than the first date of the week the baby is due.

### 8.3 Changes to the dates of OPL

Where an employee takes OPL in respect of a child's birth, they can give WLHP written notice to vary the start date of their leave. This notice should be given:

- Where an employee wishes to vary their leave to start on the day of the child's birth, at least 28 days before the first day of the week the baby is due to be born or, in the case of adoption, placed.
- Where an employee wishes to vary their leave to start a specified number of days after the child's birth, at least 28 days (minus the specified number of days) before the first day of the week the baby is due to be born or, in the case of adoption, placed.
- Where an employee wishes to vary their leave to start on a specific date (or a different date from that originally specified), at least 28 days before that date.

If an employee is unable to give 28 days' written notice of their wish to vary the start of their leave as set out above, they should give written notice of the change as soon as possible.

### 8.4 Pay

OPL is paid at full pay.

### 8.5 Terms and Conditions

All terms and conditions of employment remain in force during OPL, except for the terms relating to pay.

## Employee Leave Policy

### 8.6 Returning to Work

Employees are normally entitled to return to work following OPL to the same position they held before commencing leave. Terms of employment will be the same as they would have been had the employee not been absent.

However, if an employee has combined OPL with a period of:

- Additional maternity leave;
- Additional adoption leave;

and it is not reasonably practicable for the employee to return to the same job, they will be offered a suitable and appropriate alternative position.

### 8.7 Contact during OPL

Arrangements can be made for employers and employees to keep in contact during the leave period.

Optional Keeping in Touch days (KITs) give employees the opportunity to go to work, to undertake training and keep in touch for up to 10 days without losing their right to pay during OPL.

## 9. SPECIAL CIRCUMSTANCES

Requests by employees for time off work may be granted in various situations and subject to varying conditions as follows:-

- The manager may agree in special circumstances the discretionary granting of leave.

The following is a guide as to the types of leave which may be considered and approximate periods of time off which might be considered. Employee Relations are available to management and all employees to advise on leave due to special circumstances. This list is not to be comprehensive and time off may be granted for special circumstances, which fall outwith, these categories.

### 9.1 Bereavements

Leave with pay will normally be granted on the following basis:-

- where the employee is the spouse, partner, parent, child or similar relationship of the deceased up to a maximum of 5 days;
- managers may also grant up to a further 5 days paid leave; this is not a given entitlement and will depend on each situation
- where an employee is required to conduct business in connection with bereavement, leave as necessary will be allowed, with due regard being taken of the circumstances; and
- in other cases, the time necessary to attend the ceremony.

Leave without pay may also be considered to extend these periods if necessary. Discretion and sensitivity should be exercised locally in considering requests for bereavement leave.

### 9.2 Time Off for Domestic Stress/Family Emergencies

WLHP recognises that it may be necessary to take time off to deal with unexpected or sudden emergencies in respect of a dependent or other family emergencies.

Employees are entitled to take a reasonable amount of unpaid time off work, irrespective of length of service or the number of hours worked each week, in the following circumstances:-

- to provide assistance on an occasion when a dependant falls ill, or has been injured or assaulted;
- if a dependant has a baby;

## **Employee Leave Policy**

- when a dependant needs the employee to make long term care arrangements as a result of illness or injury;

## Employee Leave Policy

- if childcare or other arrangements unexpectedly break down;
- if there is an unexpected incident involving a dependant of the employee at school or during school hours.

Where an employee is required to be absent to make special arrangements e.g. sickness of a dependant, leave with pay for one day will normally be granted. This may be extended on a paid or unpaid basis according to the circumstances and by agreement with the line manager. Normally leave beyond 1 day in these circumstances will be via use of holiday entitlement or on an unpaid basis.

The amount of leave will be based on what is reasonable and necessary in all of the circumstances of the case and will not normally exceed 2 or 3 days.

Employees must seek appropriate authority from his/her line manager to take time off in terms of the above provisions. Employees should try to indicate to their line manager the likely period of time off required.

These provisions are intended to deal with unforeseen emergency situations and should not be used regularly. Managers should monitor the use of these provisions and may exercise judgement and control as they see appropriate.

**Note:** for the purposes of this policy “dependant” denotes an employee’s wife, husband, partner, civil partner, child, parent or someone who lives in the same household as the employee (as part of the family rather than being a lodger, employee etc.).

### 9.3 Medical Treatment

To minimise the working time required, employees should make every effort to arrange medical and related appointments outwith working hours. However appropriate time off with pay will be granted for necessary medical treatment.

Employees shall be entitled to take such reasonable time off without loss of pay as is required for the purpose of preventative medical examination.

### 9.4 Jury Duty

On receipt of a summons to serve on a jury, an employee should report this to his/her line manager. Leave will be with pay, subject to the deduction of allowances for loss of earnings to which the employee is entitled. Employees should ensure that they claim such allowances from the Courts.

### 9.5 Witness Citations

Where an employee is cited to attend as a professional witness, leave of absence with pay shall be granted on the basis that the employee will claim and repay to the organisation witness fees received.

In other cases leave of absence without pay shall be granted and the employee will claim from the person citing him/her, an allowance in respect of loss of remuneration.

Employees who are required to attend an Employment Tribunal relating to his/her employment with WLHP may be given reasonable leave of absence with pay. This covers employees who are called as witnesses, including those who are required to attend in relation to submissions that they have made against WLHP.

It is WLHP’s intent that no employee should experience financial detriment through being required to attend court on WLHP’s behalf.

### 9.6 Council Duties

Employees who are local authority councillors will be granted unpaid leave, at the discretion of the line manager, to undertake approved duties with the authority concerned.

### 9.7 Advisory Roles

Where employees are engaged in an unpaid advisory capacity (by e.g. Government Departments or the Scottish Federation of Housing Associations) then, at the discretion of the manager, paid or unpaid leave may be granted to undertake these duties.

## **Employee Leave Policy**

### **9.8 Positions of Public Responsibility**

Employees appointed to positions of responsibility where no fees or allowances are paid for loss of earnings (e.g. Justices of the Peace or members of Children's Panels) will be granted paid leave to undertake associated duties. This will be limited in the first instance to 24 half days per annum before being reconsidered by the line manager, where they will decide whether further paid or unpaid leave can be granted.

### **9.9 Interviews**

Employees requiring to attend an interview out with WLHP, shall be granted time off subject to service requirements. The employee shall be granted leave of absence without pay, or annual leave or flexi may be used.

### **9.10 Time off for Studying or Training**

An employee who complies with the requirements below may take time off during working hours in order to undertake study or training leading to a relevant qualification. If an employee is 18 years old and is undertaking study or training leading to a relevant qualification, and began this course of study prior to becoming this age, the employee may also take reasonable time off to complete the training or course of study.

The employee must:-

- be aged 16 or 17  
and
- not be receiving full-time secondary or further education  
and
- have not attained qualifications from secondary education.

For further information regarding training, please contact a member of The Academy.

### **9.11 Service in Non-Regular Forces**

Employees who are members of the Non-Regular Forces and attend an annual training camp for a period of not less than a week should be granted additional leave with pay equal to the period which the employee actually attends the training camp, but not exceeding a period of 15 actual days and subject to the deduction of service pay and allowance received in respect of the full period of special leave.

### **9.12 Visiting Committees**

Employees, who are members of visiting committees to prisons, remand centres and young offenders' institutions shall be granted unpaid leave of absence as and when required to undertake such duties, which occur during their hours of work.

### **9.13 Religious Services**

It is unlawful to discriminate employees because of religion or similar belief. The following pages list, for reference, some of the most commonly practiced religions and beliefs in Britain. However, there are many more and this list should not be considered to be exhaustive.

Not all members of each religion follow all the practices and observances. Neither will every member of each religion request time off for each and every festival.

### **9.14 Election Duties**

Subject to the exigencies of the service being met, leave with pay will be granted to allow employees to undertake official duties at Parliamentary Elections, Referenda, Council Elections, Assembly and EEC Elections.

### **9.15 Leave for Social Purposes**

Leave may be granted with pay for such purposes as duties or services of an honorary, charitable or philanthropic character. Normally this leave will not exceed one day.

## Employee Leave Policy

### **Baha'i**

The Baha'i Fast 2 March – 20 March  
Naw-Ruz (Baha'i New Year) 21 March  
1st Day of Ridvan 21 April  
9th Day of Ridvan 29 April  
12th Day of Ridvan 2 May  
Declaration of the Bab 23 May  
Ascension of the Baha'u'llah 29 May  
Martyrdom of the Bab 9 July  
Birth of the Bab 20 October  
Birth of Baha'u'llah 12 November

### **Buddhism**

Festivals follow the lunar calendar and will therefore not take place on the same day each year.

Saindran Memorial Day January  
Parinirvana February  
Magha Puja Day February/March  
Honen Memorial Day March  
Buddha Day (Vesak or Visakah Puja) May  
The Ploughing Festival May  
Buddhist New Year Varies according to tradition  
Asalha Puja Day (Dhamma Day) July  
Ulambana (Ancestor Day) July  
Abhidhamma Day October  
Kathina Day October  
The Elephant Festival November  
Loy Krathong December  
Bodhi Day December  
Uposatha weekly on the lunar quarter day  
Avalokitesvara's Birthday

### **Christianity**

Christmas Day 25 December  
Ash Wednesday Feb/March (date set by lunar calendar)  
Maundy Thursday March/April (date set by lunar calendar)  
Good Friday March/April (date set by lunar calendar)  
Easter Sunday March/April (date set by lunar calendar)  
All Saints Day 1 November  
Christmas Eve 24 December

### **Hinduism**

**Festivals:** Hinduism is a diverse religion and not all Hindus

will celebrate the same festivals.

Makar Sakranti 14 January  
Maha Shiva Ratri February  
Holi March  
Ramnavami April  
Rakshabandham August  
Janmashtami August  
Ganesh Chaturthi August/September  
Navaratri September/October  
Dushera (aka Vijayadashmi) September/October  
Karava Chauth October  
Diwali Late October/Early November  
New Year Late October/Early November

### **Zoroastrians (Parsi)**

**Festivals:** Dates follow the lunar calendar and will therefore vary from year to year.  
Khordad Sal – The Prophet's Birthday

### **Islam (Muslims)**

**Festivals:** The dates of festivals are reliant on a sighting of the new moon and will therefore vary from year to year.

Ramadan, which takes place in the ninth month of the Muslim

lunar calendar.

Eid Al-Fitr – three days to mark the end of

Ramadan – most

Muslims will only seek annual leave for the first of the three days.

Eid al-Adha takes place two months and 10 days after Eid Al-

Fitr and is a three-day festival. Again, most

Muslims will usually only seek leave for the first of the three days.

All Muslims are required to make a pilgrimage to Mecca

once in their lifetime. Muslims may therefore seek one

extended leave period in which to make such a pilgrimage.

### **Jainism**

**Festivals:** Jain festivals are spiritual in nature.

Oli April and October

Eight days

Mahavira Jayanti April

Birth anniversary of Lord Mahavira

Paryusan August/September

Eight days

Samvatsari September

Diwali October/November

### **Judaism (Jews)**

**Festivals:**

Passover March/April 2 sets of 2 days

Pentecost (Shavuoth) May/June 2 days

New Year Sept/Oct 2 days

Day of Atonement Sept/Oct 1 day fasting

Tabernacles (Sukkot) Sept/Oct 2 sets of 2 days

### **Muslim (see Islam)**

### **Other Ancient Religions**

These include religions covered by the Council of British Druid

Orders and examples are Druidry, Paganism and Wicca.

**Festivals:** Candlemas 2 February

Spring Equinox \* 21/22 March

Beltaine 30 April

Summer Solstice \* 21/22 June

Lughnasadh 2 August

Autumn Equinox \* 21/22 September

Samhain 31 October

Winter Solstice \* 21/22 December

\*Dates moveable due to astronomical times set in accordance with GMT.

## Employee Leave Policy

### **Parsi (see Zoroastrianism)**

### **Rastafarianism**

#### **Festivals:**

Birthday of Haile Selassie I 23 July  
Ethiopian New Year 11 September  
Anniversary of the Crowning of  
Haile Selassie I 2 November  
Christmas 25 December

### **Sikhism**

#### **Festivals:**

Birthday of Guru Gobind Singh 5 January  
Vaisakhi 14 April  
Martyrdom of Guru Arjan Dev 16 June  
Sri Guru Granth Sahib Day 1 September  
Diwali (Diwali) October/November  
(date set by lunar calendar)  
Martyrdom of Guru Tegh Bahadur 24 November  
Birthday of Guru Nanak November