

TIME OFF WORK POLICY

1. Policy statement

There may be occasions when you want to take time off work outside your holiday. Some of these occasions are covered in other detailed policy documents which are regulated under employment legislation.

The remainder are given below.

2. Scope

This policy applies to all paid employees.

3. Special leave – compassionate

Unfortunately, events may occur which will necessitate you needing to take compassionate leave such as bereavement or a family problem that needs to be resolved. Such leave will be entirely at the discretion of the Church as your employer.

If you need to be absent from work in order to arrange for care for dependants in some emergency or accident, you may take reasonable unpaid leave. Dependants are your spouse, partner, children or any other person (including close friends and elderly relatives) living with you and dependent upon you. Please note that you are expected where possible to make suitable arrangements for the care of dependant relatives, but in case of unavoidable absence this should first be notified to your line manager.

4. Special leave – domestic emergencies

Situations may occur when you need to resolve urgent and unexpected personal domestic problems such as a water leak or fire at your home. The Church may grant short-term unpaid leave and you should notify your line manager as soon as you can should an emergency arise. Any leave required in excess of that agreed should be taken from annual holiday entitlement

5. Emergency visits to your country of origin.

If you wish to return to your country of origin, specifically because of the death or critical illness of a close relative – i.e. a spouse, parent, or child, you may be granted unpaid leave at the discretion of the Church (in addition to any time authorised in 'Special Leave' above). This leave may not be extended and will only be granted after you have made an undertaking.

6. Public Service

6.1. Appointment as a Magistrate, School Governor, Police Special, member of a public body e.g. local authority etc.

- 6.1.1. Time off:** You are entitled to reasonable unpaid time off to carry out your duties if this is necessary during your working day.
- 6.1.2. Process:** You should notify your line manager in writing of your appointment, and the time off that you are likely to request on a regular basis. This will then be discussed with you to assess the impact on your work, that of the rest of the team and what steps, if any, need to be taken to provide cover in your absence.
- 6.1.3.** You should notify your line manager. a week in advance of specific time off that you require.

6.2. Appointment to the Armed Forces Volunteer Reserve.

- 6.2.1. Time off:** If you are a member of the armed forces volunteer reserve, you may take up to 5 days unpaid leave to attend the annual training required.
- 6.2.2. Process:** You should notify your line manager in writing of your appointment, and when your annual camp will be held. This will then be discussed with you to assess the impact on your work, that of the rest of the team and what steps, if any, need to be taken to provide cover in your absence.
- 6.2.3.** A certificate of attendance should be handed to your line manager on your return.

6.3. Appointment to Jury Service

- 6.3.1. Time off:** If you are called for Jury Service, you will be given leave of absence without pay. Please notify the Church Treasurer of all payments received from the Court on account of this service. If the dates that you are called for service clash with an important period at the church it may be possible to seek a postponement from the Court.
- 6.3.2. Process:** You should notify your line manager in writing of the dates that you have been called for jury service. This will then be discussed with you to assess the impact on your work, that of the rest of the team and what steps, if any, need to be taken to provide cover in your absence. If a letter is needed to request a postponement to the Court, this will be provided by the Church specifying the reason.

7. Medical appointments

If possible, medical, hospital (other than ante-natal), optical, chiropody and dental appointments should be made in your own time. Where this is not possible, unpaid leave of absence will be given provided you notify your line manager as far in advance as possible.

