



## Leave Policy 2024

### Introduction

This policy covers the entitlements and obligations of all paid **staff on Payroll**, as well as the particular responsibilities of line managers in the management of staff absence with respect to the following types of leave:

- Annual Leave
- Compassionate Leave
- Dependency Leave
- Parental Leave
- Sick Leave
- Study Leave
- Unpaid Leave
- Furlough or sabbatical
- Redundancy

Entitlements and obligations relating to time off in lieu (TOIL), and maternity and paternity leave are covered by the Time Off in Lieu and New Parent Leave policies, respectively.

**Annual Leave** All leave **must be requested before approval** using the Google Forms link <https://forms.gle/9hLoqKVWe6m9B1uV6>

### Entitlement

- All full time paid staff members on Payroll are entitled to 28 days of annual leave each year. This entitlement commences 1st of September each year.
- The annual leave entitlement of part-time staff is calculated pro rata.
- The annual leave entitlement is recalculated in accordance in any increase or decrease in contracted hours as required during the financial year.
- Unpaid leave will also result in a pro-rata recalculation of annual leave entitlement, in accordance with the average number of hours worked across the year.
- Sessional staff (Zero Hours Care Workers) members are also entitled to up to 28 hours of annual leave calculated on a pro-rata basis according to the number of hours worked throughout the year.

### **Mandatory Annual Leave Periods**

With the exception of services delivered under any care framework agreement, Impactful Lives (Charity 1203136) services are not currently delivered over the Christmas & New Year period. Details of the specific period of closure will be provided to all employees by the 1<sup>st</sup> of December each year

and requests for Leave discussed with the Chair of Trustees at the earliest opportunity to clarify operational hours.

All staff members working on projects are required to take annual leave during the period covered by closures. Employees are advised to be mindful of this when planning their annual leave across the year.

Those staff members who have insufficient annual leave remaining to cover this period will be required to take unpaid leave and more importantly, services could be impacted detrimentally to our clients.

### Annual Leave Requests

Subject to exceptional circumstances, annual leave requests should be made one month in advance. This is necessary to allow sufficient time to plan staff coverage during the planned absence and ensure continuity of service. Requests are made to the line manager using the annual leave request form (see Appendix A.).

Generally, you will only be permitted to take a maximum of **two weeks holiday at any one time**.

Every effort will be made by Impactful Lives (Charity 1203136) to accommodate annual leave requests, subject to the needs of the organisation. However, in some cases it may not be possible to grant annual leave requests. Line managers will inform staff members whether their annual leave request has been agreed within one week of the request being made, except in exceptional circumstances. Where annual leave is not agreed, or it cannot be agreed within this timeframe, the line manager must explain the reasons for this to the staff member making the annual leave request.

***No responsibility will be accepted for monies lost as a consequence of failure to comply with this procedure.***

Some posts may be subject to further requirements regarding annual leave requests. Any obligations around annual leave requests in addition to those specified within this policy will be stated with individual employee's contracts.

### Unused Annual Leave

Employees should make every effort to use all of their annual leave entitlement by 31 August each year. This is important not only to the planning of the organisation, but to ensuring the health and wellbeing of all staff members. In exceptional circumstances, staff may request for up to five days annual leave to be carried forward to the next financial year. These requests must be agreed in advance with the staff member's line manager although may not be possible due to Funding and Reporting requirements within projects. Where it is not agreed that the outstanding annual leave can be carried forward, the line manager must explain the reasons for this to the staff member making this request. Any leave carried forward must be used within the first month of the new financial year. Any unused leave that is not carried forward is lost. **No payment in lieu of holiday entitlement will be made** except on leaving Impactful Lives (Charity 1203136) in respect of the current holiday year.

Employees leaving Impactful Lives (Charity 1203136) will have their full entitlement of paid holiday calculated on a pro-rata basis per completed week

of service less any holiday entitlement taken during the holiday year. If the holiday taken exceeds the recalculated holiday entitlement, Impactful Lives (Charity 1203136) has the right to deduct payments made in excess of holiday pay entitlement from any money owing to the employee at the time of leaving.

### **Compassionate Leave**

Impactful Lives (Charity 1203136) recognises that staff may at times experience personal difficulties. All staff (on payroll) are entitled to up to two days of paid compassionate leave. This entitlement is offered pro-rata to all part time and sessional staff. Compassionate leave is intended to support staff through difficulties to a maximum of 2 days per financial year, such as:

- Bereavement of a close family member (parent or child)
- Time to attend a funeral (for close relatives).
- Other funerals may allow time off although this will be unpaid and subject to the needs of the business.

***It is recognised*** that the need for compassionate leave may arise suddenly. As such, while it is preferable that this is agreed in advance, it can be agreed upon a staff member's return to work. Where the need for compassionate leave arises suddenly, those employees providing direct care support or working outside of core office hours (ie between 9am and 5pm) must contact their line manager regarding their absence between core office hours and **at least four hours before this work is due** to be undertaken to enable alternative support arrangements to be made.

***It is also recognised*** that this may not be possible for some work undertaken on the weekend, or where there is a sudden onset of illness, however every effort must be made by employees to notify the line manager of the need for compassionate leave as soon as possible to minimise the impact on service delivery.

All staff must notify their line manager of their need for compassionate leave by 9am of the day of their absence. Employees on compassionate leave must also notify their line manager by 4pm whether they will be unable to attend work the following day.

If a staff member is unable to contact their line manager, they must speak to a member of the management team – ie a Director and advise them of their need for compassionate leave. The member of the management to whom the absence is reported must ensure that the line manager is notified of the absence and may need to ensure that any staff cover arrangements are undertaken.

## **Dependency Leave**

All employees are entitled to take a "reasonable" amount of unpaid time off to deal with family emergencies, in the following circumstances:

- To give assistance where the dependant is ill, injured or gives birth\*;
- To arrange for an ill or injured dependant to be cared for\*;
- As a result of a dependant's death;
- Where a dependant's care arrangements have been unexpectedly disrupted\*;
- To deal with an incident involving a child during school time.

A dependant is deemed to be an employee's spouse, cohabitee, child or parent and in the case of emergencies marked \* above, any person who relies on the employee for assistance or care.

While there is no statutory obligation for dependency leave to be paid, consistent with the core values of Impactful Lives (Charity 1203136), all full time staff are entitled to up to three days of paid dependency leave each year. This entitlement is offered pro-rata to all part time and sessional staff. As stated, employees have the right request more than three days dependency leave each year. However, if granted, these days will be unpaid unless the circumstances are exceptional and at the discretion of Impactful Lives (Charity 1203136).

Those employees providing direct care support or working outside of core office hours (ie between 9am and 5pm) must contact their line manager regarding their need for dependency leave between core office hours and at least four hours before this work is due to be undertaken to enable alternative support arrangements to be made.

***It is recognised*** that this may not be possible for some work undertaken on the weekend, or where there is a sudden onset of illness, however every effort must be made by employees to notify the line manager as soon as possible to minimise the impact on service delivery. All other staff must notify their line manager of their need for dependency leave by 9am of the day of their absence. Employees on dependency leave must also notify their line manager by 4pm whether they will be unable to attend work due to illness the following day.

## **Parental Leave**

Impactful Lives (Charity 1203136) operates within statutory entitlements to parental leave. Working parents have the legal right to a period of **unpaid leave**.

It can be up to four weeks in a year and overall no more than 13 weeks within the first five years of their child's life, as long as they have worked for their employer for at least a year. Leave has to be taken in blocks of no less than a week. Employees wanting less than a week off, lose a week of the 13-week entitlement. The right applies to each parent and for each child. If a child is adopted, the five years' leave is calculated from the time of adoption but expires if the child reaches the age of 18 before then. If a child has a disability, the leave can be taken up to the child's 18th birthday but it still remains an overall 13 weeks and is still unpaid. Employees must request parental leave at least 21 days before the leave is to commence. Leave requests must be made using the leave request form in Appendix A.

## **Sick Leave**

### **Sickness Reporting Procedure**

Those employees providing direct care support or working outside of core office hours (ie between 9am and 5pm) must contact their line manager regarding their anticipated sickness absence between core office hours and **at least four hours before this work is due** to be undertaken to enable alternative support arrangements to be made.

***It is recognised*** that this may not be possible for some work undertaken on the weekend, or where there is a sudden onset of illness, however every effort must be made by employees to notify the line manager of sickness as soon as possible to minimise the impact on service delivery. All other staff must notify their line manager of their anticipated sickness absence by 9am of the day of their absence.

Employees experiencing sickness must also notify their line manager by 4pm whether they will be unable to attend work due to illness the following day. Staff members absent from work for seven consecutive days (including weekends) must provide a Statement of Fitness for Work from their GP for the entire period of absence upon return to work.

If a staff member is unable to contact their line manager, they must speak to a member of the management team – ie a Director and advise them of their sickness absence. The member of the management team to whom the sickness absence is reported must ensure that the line manager is notified of the absence and may need to ensure that any staff cover arrangements are undertaken.

Failure to notify Impactful Lives (Charity 1203136) of absence and the reason for that absence, in accordance with the above procedure, will be regarded as unauthorised absence. **Unauthorised absence** will be considered as misconduct and could result in disciplinary action or dismissal.

### **Return to Work**

Upon return to work, all employees must complete a sickness self-certification form (see Appendix B). The Statement of Fitness to Work should be attached to this, as required. If your absence exceeds 10 days of medically uncertified leave in any one year, your manager will investigate this situation and you may have to provide a medical certificate for any future sick leave, the cost of which will be covered by Impactful Lives (Charity 1203136). If the reason for absence is of a highly confidential nature and an employee does not wish to state this in writing, staff may request to discuss the absence in person with the Director of Services. Failure to complete Impactful Lives (Charity 1203136)'s Self-Certification Form, provision of false information, or failure to supply Medical Certificates for any absence exceeding 7 continuous days, could result in disciplinary action.

Line managers must also undertake a Return to Work Interview (see appendix c) with the employee once the self-certification has been completed. This Interview will support identification of any reasonable adjustments that may need to be made to support the employee's return to work.

Impactful Lives (Charity 1203136) reserves the right to obtain a medical report from employees' GP in order to ensure that they are fit to continue to undertake their job, subject to the Access to Medical Reports Act 1988, or to require you to undergo a medical examination by an independent Medical Examiner. Impactful Lives (Charity 1203136) will pay for any medical examination or report.

### **Sick Pay Scheme**

Impactful Lives (Charity 1203136) **does not offer** a sick pay scheme at present. In circumstances approved by the Trustees, staff may be allowed to work from home to avoid spreading germs to other members of staff or the public. This needs to be requested and is at the complete discretion of the Trustees.

Staff members are not entitled to any discretionary sick pay. This does not affect staff members' rights to Statutory Sick Pay.

Failure to notify Impactful Lives (Charity 1203136) on the first day of absence and to satisfactorily complete a Self-Certification Form could result in payment from the Statutory Sick Pay Scheme, being withheld.

### **Medical Appointments**

Staff are normally expected to ensure that appointments to visit the doctor, dentist, hospital, etc. are made in your own time and outside normal working hours. In the event that this is not reasonably practicable, time off work will be permitted to attend such appointments providing that the appointment is substantiated with an appointment card (if requested) and the timing of the appointment causes as little disruption as possible i.e. at the beginning or end of the working day. In such circumstances you will be **required to make up the time missed** whilst attending the appointment. If staff members have an

ongoing medical issue that requires regular attendance of appointments, this should be discussed with your line manager as soon as possible.

### Antenatal Appointments

All pregnant employees have the right to paid time off to attend antenatal care appointments. Antenatal care covers not only medical examinations but also, for example, relaxation classes and parentcraft classes. However, the right to time off only applies if the appointment is advised by a midwife, health visitor or registered medical practitioner (eg a doctor). Therefore, staff may be required to provide evidence of antenatal appointments prior to time off being agreed - except in the case of the very first appointment. Such evidence may include:

- written documentation from a registered medical practitioner, a midwife or a health visitor confirming that the staff member is pregnant
- an appointment card or some other document showing that an appointment has been made

Antenatal appointments will be paid at the worker's normal hourly rate. Where weekly working hours vary, this will be calculated as an average over the previous 12 complete working weeks. If the employee has yet to complete 12 weeks' service, the average will be estimated in light of:

- what could be reasonably expected from the contract of employment
- the work pattern of any fellow employees in comparable jobs

### Study Leave

Impactful Lives (Charity 1203136) is committed to supporting staff to undertake training and courses as part of their Learning and Development Strategy.

"Training" is used to describe education that is completed within one and three days.

"Courses" are used to describe education that takes place over any period longer than three days. Staff wishing to undertake attend training or courses directly related to their role can request to complete this as part of their working day.

Time spent preparing for training supported by Impactful Lives (Charity 1203136) outside of normal working hours may be subject to TOIL, provided that this is agreed in advance, at the complete discretion of the Chair of Trustees.

Impactful Lives (Charity 1203136) cannot commit to facilitating all requests to attend training or courses due to financial constraints and impact on service provision. However, from 6 April 2010 employees with at least 26 weeks continuous service have a statutory right to **request unpaid time off for study** or training; this is described as 'time to train'. Requests made under the 'time to train' right must be supported by evidence showing how the study or training will improve:

- the employee's effectiveness at work and
- the performance of the business of Impactful Lives (Charity 1203136).

There is no statutory limit on the length of time that can be requested for such study or training. This right applies equally for staff requiring time off to support courses or training unrelated to their role within Impactful Lives (Charity 1203136).

Study Leave should be requested a month in advance using the leave request form in Appendix A. Study leave is ***not guaranteed*** and is subject to considerations such as impact on service provision. Staff who may need to change their working hours in order to undertake external courses within their personal time should refer to the flexible working policy.

### **Unpaid Leave**

Where other forms of leave are not appropriate, or insufficient to meet the needs of individual staff members, employees may request a period of unpaid leave. Extended periods of unpaid leave will only be possible where this will not have a significant negative impact on service provision or Impactful Lives (Charity 1203136)'s financial situation. Annual leave cannot be accrued during periods of unpaid leave. Employees' annual leave entitlement will be reduced on a pro rata basis in accordance with the amount of unpaid leave taken. Short periods of unpaid leave must be formally requested at least one month in advance. Longer periods of unpaid leave need to be requested three months prior.

Requests are made using the leave request form (see Appendix A.).

However, in some cases – particularly where extended periods of absence are requested - it may not be possible to grant annual leave requests. Line managers will inform staff members whether their unpaid leave request has been agreed within one week of the request being made for short periods of leave and within one month for longer periods, except in exceptional circumstances. Where unpaid leave is not agreed, or it cannot be agreed within this timeframe, the line manager must explain the reasons for this to the staff member making the annual leave request.

## **Furlough or Sabbatical**

Sabbatical is not a facility Impactful Lives (Charity 1203136) is able to provide at present. If requesting a Sabbatical period, this will be considered as a resignation. This doesn't however, preclude anyone from applying for future job vacancies as they arise.

Furlough is a new phenomenon due to the Covid-19 Pandemic of 2020. Government support and guidance is followed when this situation arises and cannot be relied upon in order to safeguard job security. If Furlough is presented as an option to the organisation, the Trustees will consider if this is in the best interest of the organisation and will decide at the time, on a case by case basis if the scheme would benefit the organisation, allowing it to continue to provide future services.

## **Redundancy**

1. It is the aim of Impactful Lives (Charity 1203136) to maintain the financial stability of the organisation in order to safeguard the employment of its staff. However, the organisation's funding is not guaranteed. It is also recognised that there may be changes in service or organisational requirements which may affect staffing needs. This would include the transfer of staff from another organisation in line with TUPE requirements. In such circumstances Impactful Lives (Charity 1203136) will try to minimise the effect of redundancies through the provisions made in this policy.

Note that in the event of staff transferring out under TUPE regulations, any potential redundancies would be the responsibility of the new organisation and there would be no entitlement to redundancy from Impactful Lives (Charity 1203136).

## 2. PRINCIPLES

- 2.1 Impactful Lives (Charity 1203136) is committed to ensuring that this policy does not discriminate directly or indirectly on the grounds of protected characteristics:
  - I. disability
  - II. race (including colour, nationality and ethnic or national origin)
  - III. sex (gender)
  - IV. age
  - V. sexual orientation
  - VI. religion or belief (or none)
  - VII. gender reassignment
  - VIII. marriage and civil partnership
  - IX. pregnancy and maternity

On 14 September 2020 an employment tribunal ruled that a non-binary employee was protected under the transition characteristic of the

Equality Act 2010, the first legal confirmation that non-binary people are protected by the Act.

2.2 Part-time posts and fixed-term contracts will not be selected for redundancy on different criteria to those applied to full-time posts, and so the same procedures apply to them.

2.3 This policy will be reviewed regularly to ensure that it reflects changing organisational needs.

### 3. PROCESS

#### 3.1 Preventative Measures

Where the need for redundancies has been identified, and in order to avoid these, consideration will be given to:

- i) the suspension of advertising and recruitment
- ii) the likely effects of natural wastage
- iii) job sharing, part-time employment and/or other flexible arrangements

#### 3.2 Compulsory Redundancy

##### 3.2.1 Selection Criteria

Part-time staff, as well as full-time staff, will be eligible for redundancy.

When selecting staff for redundancy, the following criteria will be considered:

- loss of funding for the post
- a change in organisational requirements
- attendance and disciplinary records
- relevant experience, qualifications and capability

No employee will be selected for redundancy for any of the following reasons:

- union-related
- health and safety related
- whistleblowing
- maternity-related, e.g. pregnancy, parental or dependants leave
- on grounds of race, gender, age, sexual orientation, religion or (without sufficient justification on operational grounds) disability.

##### 3.2.2 Suitable Alternative Employment

3.2.2.1 Employees under notice of redundancy will be informed of all vacancies within Impactful Lives (Charity 1203136) during the period of their notice.

3.2.2.2 The Chair of Trustees will make the final decision on whether any employee declared redundant should be assimilated (see below) into a vacant post, or offered a redeployment interview for it.

3.2.2.3 An Employee may lose their right to statutory redundancy pay if they unreasonably turn down suitable alternative employment.

Whether a job is suitable depends on:

- how similar the work is to the employee's current job
- the terms of the job being offered
- the employee's skills, abilities and circumstances in relation to the job
- the pay, status, hours and location

#### Assimilation

3.2.2.4 Assimilation will occur when a vacancy is very similar to a job to be made redundant. The organisation will determine this by comparing the two job descriptions and person specifications.

3.2.2.5 Where only one employee has met the criteria for assimilation for a vacant post, that employee will be slotted into that post.

3.2.2.6 Where more than one employee is eligible for assimilation to a particular post, then the employees will each be invited to an interview. In such cases this is no longer an assimilation but a redeployment and interviews take place as stated in 3.2.2.7. Employees may have a union representative or a work colleague of their choice present at the interview for support.

#### Redeployment

3.2.2.7 Where the vacancy is not so similar as to justify assimilation, but there is a good match, the employee will be invited to a redeployment interview. Again, the employee may have a union representative or work colleague present for support.

3.2.2.8 The purpose of the interview is to

i) establish whether, with a reasonable amount of training if necessary, the employee is able to undertake satisfactorily the tasks detailed in the job description for the alternative post. This will be done by:

- considering the employee's complete work experience to date
- the skills s/he has acquired over time, and

- whether these constitute enough of the essential requirements for the vacant post.
- ii) establish whether the employee considers the post to be a suitable alternative and is willing to accept it.
- 3.2.2.9 Where two members of staff are equally successful in applying for the same post, the post can be offered to both as a job-share if an additional alternative post cannot be found.
- 3.2.2.10 Where an employee under notice of redundancy is to be redeployed, Impactful Lives (Charity 1203136) will, as far as is reasonably practicable, provide retraining having regard to the cost and the requirement for the employee to carry out the duties of the redundant post during the notice period.

### General Recruitment

- 3.2.2.11 Where a vacancy is not so similar as to justify assimilation or redeployment, Impactful Lives (Charity 1203136) at their discretion will be entitled to invite staff to apply for any suitable alternative post. The employee will be shortlisted and interviewed prior to other applicants for the post.
- 3.2.2.12 A member of staff who is successful in being assimilated to, redeployed or in applying for an alternative post will have her/his redundancy notice withdrawn, subject to 3.2.3 below.
- 3.2.3. Trial period
- 3.2.3.1 Redundancy rights will not be lost if the staff member or Impactful Lives (Charity 1203136) decides after a trial period of up to 4 calendar weeks from the date at which the new job was taken up that the new job or the staff member's performance in that post is not suitable.
- 3.2.3.2 In such case either party may terminate or give notice and on termination the staff member will be treated as though s/he has been made redundant on the date the old job ended.
- 3.2.3.3 The trial period will be extended for up to 3 months for the purpose of training for the new post, provided that the trial period and terms and conditions of appointment applying after training are agreed in writing prior to the commencement of the new job.
- 3.3 Appeals
- 3.3.1 Staff to be made redundant are entitled to appeal:
- (i) against the redundancy decision

- (ii) if they feel that the selection criteria have been unfairly applied in their case
  - (iii) if they feel that the process has been unfair.
- 3.3.2 Staff who have not been offered suitable alternative employment following the interview process are also entitled to appeal against this decision.
- 3.3.3 Staff wishing to appeal are entitled to be accompanied at the appeal hearing by a trade union representative or a work colleague of their choice.
- 3.3.4 Appeals must be submitted within ten working days of receiving Impactful Lives (Charity 1203136)'s decision.
- 3.3.5 Impactful Lives (Charity 1203136) will set up an Appeal Panel made up of the Trustees's Chair and two other Trustees members, none of whom should have been previously involved with the specific case to be heard. The Panel's decision will be based either on unanimous agreement or majority vote.
- 3.3.6 The Panel will be called within ten working days of the appeal being submitted. The decision of the Panel is final and will be communicated to the employee within five working days of the Appeal Hearing.
- 3.4 Employee's Entitlements
  - 3.4.1 Staff members to be made redundant will be informed as soon as possible, in a private meeting with their Line Manager, of their potential redundancy and will be entitled to two months' notice before it takes effect. Employees with more than four years continuous service will be given an additional one week's notice for each complete year of continuous service from their fifth year up to a maximum of twelve weeks.

If no alternatives exist, the redundancy will be confirmed by the Line Manager. At this meeting the staff member is entitled to have a trade union representative or work colleague present. The staff member will be sent a letter confirming the decision.
  - 3.4.2 Staff affected are encouraged, during the consultation process, to present their own ideas for possible alternative employment with the organisation.
  - 3.4.3 Staff to be made redundant are entitled to an appeal as set out above.
  - 3.4.4 Staff with two or more years' continuous employment with Impactful Lives (Charity 1203136) at the date their notice of redundancy

becomes effective will receive statutory redundancy payments calculated as follows:

- (i) for employees aged between 18 and 21, ½ a week's pay for each complete year worked
- (ii) for employees aged 22-40, 1 week's pay for each complete year worked
- (iii) for employees aged 41+, 1.5 week's pay for each complete year worked

Length of service is currently capped at 20 years and weekly pay and the maximum amount of statutory redundancy pay is paid in accordance with current HMRC Guidance, using online HMRC redundancy calculator tools.

Staff will receive a written statement showing how their payment has been calculated.

Redundancy pay is not subject to tax and national insurance deductions in line with HMRC thresholds.

For calculating (i) and (ii) above, a week's pay is based on the maximum statutory weekly rate of pay in force at the time or the employee's normal rate of pay, whichever is lower.

- 3.4.5 Staff with less than two years' continuous employment with Impactful Lives (Charity 1203136) at the date their redundancy notice becomes effective are not eligible for redundancy payment as detailed above.
- 3.4.6 Payment in respect of outstanding accrued holiday entitlement will be made if it is not practical for it to be taken during the notice period. Holiday time taken up to the annual allowance but not earned will not be deducted.
- 3.4.7 During their notice period staff are entitled to a maximum of 5 working days without loss of pay to attend interviews/training.
- 3.4.8 During the period of notice, and by mutual agreement, the employee may be allowed to leave the organisation without loss of entitlement. Impactful Lives (Charity 1203136) will consider in each case whether the request is made on reasonable grounds. An offer to commence work with a new employer during the notice period, where failure to commence will result in the offer being withdrawn, will constitute reasonable grounds.
- 3.4.9 An employee who has been redeployed within Impactful Lives (Charity 1203136) will be entitled to return to the post from which s/he was made redundant should that post be reinstated in the future, as long as they are still in the employment of Impactful Government. If

s/he decides to stay in the new post, the organisation must seek to fill the vacancy within the organisation before advertising externally.

The Trustees will aim to develop a contingency plan to deal with either the closure of the organisation, merger or some other event that would lead to multiple redundancies, which would include making 20 or more staff redundant.

#### **Review of policy or procedure**

<b>Date of last review</b>	September 2024
<b>Date of next review</b>	September 2025
<b>Date it was first implemented</b>	April 2019 Adopted from Impactful Governance
<b>Author(s)</b>	Trustees
<b>Audience</b>	All Employees, Volunteers and work placements
<b>Other relevant policies and/or procedures</b>	All Policies & Procedures
<b>Where it is saved</b>	<a href="http://www.il-org.uk">www.il-org.uk</a>

Appendix A – Leave Request Form.

Use Google Forms online request  
<https://forms.gle/dswDUnV8Fu5BV5Wd9>

**EXAMPLE**

Approved Annual Leave Request  
September 2020 – August 31<sup>st</sup> 2021

Name

\_\_\_\_\_

Job Title (from contracts)

\_\_\_\_\_

Annual Leave entitlement (from contract)

\_\_\_\_\_

First Date of leave requested	Last date of leave requested	No of days requested	No of days remaining	Authorised by Line Manager	Date approved
<b>NEW</b>			16		1 <sup>st</sup> Sept 2020
<b>21<sup>st</sup> Jan 2021</b>	22 <sup>nd</sup> Jan 2021	2	14		7 <sup>th</sup> Jan 2021

## Appendix B - Self-Certification & Return to Work Form.

To be completed for any full day of absence due to illness, on the day of return to work.

Name of Employee: \_\_\_\_\_

Position Held: \_\_\_\_\_

I certify I was absent due to sickness:

From: \_\_\_\_\_ To: \_\_\_\_\_

Due to: \_\_\_\_\_  
\_\_\_\_\_

I returned to work on: \_\_\_\_\_

Taking a total of: \_\_\_\_\_ days/hours sickness

For sickness in excess of 7 days, you must obtain a doctor's certificate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Office use:

Date form was given out: \_\_\_\_\_

Date form was received back: \_\_\_\_\_

Days sickness in the year 1<sup>st</sup> April 20\_\_ to 31<sup>st</sup> March 20\_\_: \_\_\_\_\_

The above employee is entitled to SSP. Yes/No – Other pay Yes/No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_

## Appendix C – Return to Work Interview

Name of Employee: \_\_\_\_\_

Position Held: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Date of sickness: \_\_\_\_\_

Date of return to work interview: \_\_\_\_\_

Was the sickness reporting procedure followed? Yes/No

Is there a pattern of regular illness? Yes/No

Are reasonable adjustments required to support return to work? Yes/No

If Yes, please specify arrangements: \_\_\_\_\_

\_\_\_\_\_

Are there any risks associated with the employee returning to work? Yes/No

If Yes, specify date when risk assessment will take place: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of line manager: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D - Leave Procedure

1. A staff member on Payroll must provide the Chair of Trustees (or, in his absence, another Director who informs the Chair of Trustees as soon as practicable), written notice of intention to leave (Employee may already have informed their Line Manager verbally).
2. A predetermined Notice Period is outlined in the Contract of Employment. Employees must provide a minimum of 1 month notice which must be served before the end of the month before the month in which departure is to take place. The Line Manager or Chair of Trustees then arranges a mutually convenient date to return equipment, checking the assets against the "Employee Loan equipment Log" and project data information.
4. Any due holiday entitlement is calculated by the Chair of Trustees, in collaboration with the Accountant and agreed early departure may then be an option (at the discretion of the Chair of Trustees).
5. Line Manager, in consultation with employee and Chair of Trustees then decides when to announce the news to the rest of the staff and other people who will be affected.
6. Line Manager meets with the employee two weeks before leaving date to discuss the project, outstanding targets or objectives to discuss its work and necessary adjustments.
7. An exit interview is offered to the employee in their final week. The exit interview should be conducted by someone who is not the direct Line Manager and not directly associated with the employee's work. This could be with another Director.
8. Before leaving, employee returns any banners, equipment, keys, ID badge, work mobile phone or any other items belonging to Impactful Lives (Charity 1203136) to the Chair of Trustees.
9. For security reasons, once the employee has left, their email password is changed to prevent remote access.
10. P45 form is posted to the employee with the final pay slip.