



LEAVE POLICY

POLICY IMPLEMENTATION CHECKLIST	
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Annual Leave Entitlement

All employees should enjoy a break from work each year, with Forgewood & Garrion Peoples Housing Co-operatives leave year running from 1st April to 31st March with payment being calculated on basic remuneration. Full time staff are entitled to 25 days annual leave plus 15 days public holidays, pro-rated for part time staff.

Annual Leave days are earned during the current leave year. Therefore:

- a) For permanent employees - The whole entitlement is on the 1st of April on the assumption that employment will continue for the whole annual leave year.
- b) For permanent employees joining after 1st April – the pro-rata entitlement will be credited on the assumption that employment will continue for the remainder of the annual leave year.
- c) For temporary employees or for staff who leave employment during the annual leave year, entitlement will be re-calculated on a pro-rata basis for the period of the annual leave year which has been worked.

If you leave during the annual leave year and:

- a) Have taken more leave than you are entitled to, we will deduct the balance from your final pay.
- b) Have accrued more leave than you have taken, we will pay you the balance in your final pay, if you are not able to take it before you stop working for us.

Please refer to Appendix 1: Calculations for annual leave for examples of pro-rata leave entitlement for part time staff and those mentioned in b and c above.

Public Holidays

Full-time staff have their 15 public holidays separated from their annual leave entitlement, part-time staff have their pro-rated entitlement included in their overall annual leave entitlement. The public holidays which Forgewood & Garrion Housing Co-operatives recognise are saved in the General Information Folder/Holidays.

Booking and using annual leave

To book annual leave, you must get approval from your manager as they will need to make sure that the business needs are met. Forgewood & Garrion request that a minimum of two week's notice is given for leave. You will be allowed at least three weeks' leave between the months of May and September if you want time off during the summer months.

Annual leave will only be granted when a line manager has received and considered an official request, using the form (appendix 1)

Staff should be aware that if they book a holiday without receiving approval first, they do so at their own risk. It is therefore essential that the holiday leave chart is checked regularly and communication with relevant colleagues takes place, so as not to present the Coops with a cover issue.

Carry forward leave

You may be able to carry forward up to one week (five working days for full time employees, pro-rata for part time) annual leave you were not able to take by 31st March only with your line managers prior permission. You must ensure to take at least 5.6 weeks (which is the statutory minimum leave in the UK – equivalent to 28 days for a full time employee) of combined annual leave/public holiday in any annual leave year.

No payment will be made in lieu of leave not taken, except in respect of the year of termination of employment.

Examples of where more than 5 days' (pro-rata) leave may exceptionally be carried forward include:

- An employee on short-term sickness towards the end of the leave year and has had to cancel their annual leave;
- Long term sickness
- An employee has been unable to take annual leave due to the timing of their maternity/adoption leave or their parental leave commencing earlier than expected.

Sickness and annual leave

Employees will accrue contractual annual leave but will not accrue missed public holidays. Public holidays during the period of absence will be counted as sick day for the purposes of pay and trigger point calculations. Where an employee is unable to take their leave due to sickness absence at the end of the annual leave year, with management approval the carry forward can be increased.

Long term sickness absence is defined as lasting 4 weeks or longer. If a long-term sickness prevents you from taking all of your annual leave, the balance will be carried forward to the next leave year. If you are on long-term sick leave of more than 12 months, we may reduce your annual leave to the statutory minimum of 5.6 weeks in line with the absence management policy. We would only do this after speaking with you and taking account of all the facts.

Time off in lieu (TOIL)

On some occasions staff might be asked to work hours in addition to their contractual hours. The Co-ops will give staff members reasonable notice of this whenever possible.

If staff do work more than their normal hours, the Co-ops will give them time off in lieu (paid time off for the extra hours worked) or pay overtime at the staff member's normal hourly rate. Whichever option is chosen, staff members should agree this with their Line Manager.

Procedures

These procedures apply to all staff whether they are full-time or part-time staff on continuing appointments or fixed-term appointments. Prior to submitting a request for TOIL, Staff are responsible for checking the holiday chart and where possible discuss leave requirements at team meetings.

How TOIL can be accrued

Generally staff will accrue TOIL by attending one or more of the following evening meetings for example.

- 1) Community Development Events & Activities
- 2) Committee meetings
- 3) Annual General Meetings
- 4) Focus Groups

Limits on time off in lieu

- i) TOIL can only be accrued in a minimum of 30-minute increments.
- ii) On termination of employment from the Co-ops, staff members will be paid in lieu of accrued TOIL in accordance with the accrual procedures described in this policy.

Extending a holiday with time off in lieu

If a staff member wants to extend an agreed holiday period by using TOIL, they must make a request to the line manager. The Line Manager has the right to refuse this request.

Recording TOIL

The records of TOIL that has been accrued will be kept by the staff on a TOIL card (see Appendix 1). When a staff member accrues time off they should mark this on the card, and ask the Line Manager to countersign.

Any TOIL that is not countersigned will not be accepted by the Co-ops.

If a staff member thinks that the record is wrong they must inform the Line Manager immediately.

Requesting TOIL

Time off may be taken to use up TOIL credit. Under no circumstances should negative TOIL situations arise, whereby employees take TOIL before they have accrued it.

Prior to submitting a request for TOIL, Staff are responsible for checking the holiday calendar and should discuss leave requirements at team meetings where possible.

Staff members should submit TOIL requests to their Line Manager.

They should also be mindful of staffing levels in the offices over the period in question giving consideration of other team members' previously committed attendance at external training events of a full day duration.

Part time staff:

Standard working week	35 hours
Standard holiday entitlement + Public Holidays	25 days + 15 days i.e. 280 hours

Their holiday entitlement is therefore:

280 hours /35 hours x 24 hours	= 192 hours annual leave (including public holidays) for the year. Then any public holidays during their pattern of work would be deducted from the total.
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The following formula can be used to calculate the amount of annual entitlement earned during a period of employment for both new employees and leavers.

Annual entitlement per year (days) x Number of weeks service during	
Weeks per year	current annual leave year
= Days accrued for holiday year	
For example: 25 days x 42 weeks / 52 weeks	
= 20 days	

Special Leave

Introduction

Forgewood & Garrion Housing Co-ops recognise that on occasion employees need access to leave arrangements which support them in balancing their work responsibilities with personal commitments. This form of leave covers a range of need from genuine domestic emergencies through to bereavement.

This policy and procedure must be used consistently and fairly, ensuring that no employee will be disadvantaged by conditions or requirements which cannot be shown to be justified.

Purpose

This policy incorporates the principles of relevant employment legislation and the types of leave as detailed in the terms and conditions of service.

This policy provides a framework in which support may be offered to employees, and sets out the circumstances when special leave, either with or without pay, may be granted for absences not covered by any of the other leave types Forgewood & Garrion recognise.

This policy aims to ensure that all employees are dealt with consistently and fairly in relation to balancing work and personal responsibilities.

Forgewood & Garrion are committed to providing a fair and timely procedure which supports staff in having leave arrangements which assist them in balancing their work responsibilities with their personal commitments. This policy and procedure are the means by which a request for special leave will be addressed.

Scope of Policy

This policy and procedure applies to all staff employed by Forgewood & Garrion.

Categories considered for special leave include:

- Social Purposes
- Bereavement
- Domestic Stress
- Medical Treatment
- Moving Home
- Jury and Witness Service
- Leave for Public Duties
- Leave

The policy defines different types of absence which may attract special leave but is not intended to be an exhaustive list of all the circumstances in which it can be used.

Definitions

Social Purposes

Duties of an honorary, charitable or philanthropic nature. Normally, this leave will not last for more than one day.

Bereavement

We will normally grant the following leave with pay for a bereavement:

- If you are responsible for making funeral arrangements - five days' leave.
- Close Relatives (for example, a son/daughter over the age of 18, parents, partner) - at least three days' leave
- Other relatives - up to one day's leave
- Other cases - the necessary time off to go to the funeral service.

Parental Bereavement Leave

Employees are entitled to two weeks' Parental Bereavement Leave following:

- The death of a child under the age of 18.
- A child who is stillborn after 24 weeks' pregnancy.
- An abortion after 24 weeks' pregnancy.

Employees have the right to take Parental Bereavement Leave, and receive bereavement pay from day one employment.

This right applies to the:

- Birth parent.
- Natural parent (the person who gave birth to the child who has since been adopted but has a court order to allow them to continue having access to the child).
- Adoptive parent, if the child was living with them.
- A person who lived with the child and had responsibility for them, for at least 4 weeks before they died.
- Intended parent (due to become the legal parent through surrogacy).
- Partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship.

We may also consider allowing leave without pay to extend these periods if necessary.

We will use our discretion and act sensitively when considering requests for bereavement leave.

Domestic Stress

Employees who need to make special domestic arrangements as a result of an unexpected situation, will normally be granted leave with pay for one day. We may extend this on a paid or unpaid basis according to the circumstances, and by agreement with the Director.

Medical treatment

Employees should make every effort to arrange medical and other related appointments out with core working hours. If your manager is satisfied that this is not possible, we may grant time off with pay. Medical cards / evidence of appointments must be provided.

Moving home

We will grant one day's leave with pay to employees who are moving home. This will be awarded no more frequently than once in a twelvemonth period.

Jury and Witness service

Jury duty

- Employees who receive a summons to serve on a jury, should report this to their relevant line manager. We will grant leave, unless an exemption is secured. This leave will be with pay, after deducting any allowances for loss of earnings awarded from the court.

Witness Citations

- Any employees who act as a witness on behalf of Forgewood & Garrion will be granted time off with pay. Any pay given to the employee will be on the understanding that we will deduct any witness fees received from the court (excluding travel and subsistence expenses).
- In other cases, we will grant leave without pay. Employees will be responsible for reclaiming any loss of earnings from the individual who requested that the employee attend as a witness.

Leave for public duties

Council Duties

- Any employees who also act as a local authority councillor, will be granted unpaid leave, as and when required, to carry out approved duties with the authority concerned.

Advisory Roles

- Any employees who undertake unpaid advisory roles, as previously agreed with Forgewood & Garrion, will be granted paid leave to carry out these duties.

Positions of Public Responsibility

- Employees may be appointed to a position of responsibility where no fees or allowances are paid for loss of earnings (for example, a justice of the peace or member of a children's panel). We will grant paid leave to carry out associated duties. This will be limited in the first instance to twelve half days per year. A decision will then be taken as to whether any other paid leave can be granted.

Other Family of Domestic Emergencies

When asking for time off to deal with other emergency situations involving dependants which is not otherwise covered under Domestic Stress, employees will normally be given reasonable unpaid time off to make arrangements to deal with the emergency.

Examples of these situations are as follows.

- To provide support if the employees dependant falls ill, gives birth or is injured or assaulted.
- To make arrangements for the provision of care for a dependant who is ill or injured.
- If there is an unexpected disruption to caring arrangements for a dependant.
- To deal with an incident which involves the employee's child, and which happens unexpectedly when the child is at school or in care.

Forgewood & Garrion will not extend leave beyond the period which is necessary to deal with the emergency.

Duties and Responsibilities

Employees

- To abide by the policy regarding special leave.
- To not make advanced arrangements regarding any special leave (with the exception of leave for emergency domestic/family situations, or bereavement) until approval has been granted by the Line Manager.
- To ensure that all requests for special leave are made by completing the Special Leave Request Form contained in Appendix 1.
- In situations requiring leave for domestic/family reasons and bereavement leave, employees should make every effort to contact their manager as soon as possible to ensure that such leave will be granted. Contact should normally be made within 1 hour of the start of the shift time. Failure to notify the line manager of the absence will be regarded as unauthorised absence and treated accordingly.

Line Managers / Director

- To ensure their staff are aware of the process to be followed regarding the arrangements for special leave and to ensure that any request for special leave is considered appropriately.
- To ensure that employees are treated consistently and fairly, with no pre-judging of any request, being mindful of the needs of the organisation as well as that of the individual.
- To ensure all approved applications for special leave are notified to the appropriate staff members.

Procedure and responsibilities for a special leave application and approval

Authorisation must be obtained from the Housing Manager or Line Manager prior to the start of each episode of special leave absence, or as early as reasonably possible in the case of leave for domestic/family reasons or bereavement.

Applications for leave under this policy must be made by the employee completing the Special Leave Request Form, and providing any accompanying evidence required within the category requested. Completion of the application form may be made retrospectively in the case of leave for domestic reasons and bereavement leave, subject to verbal contact being made with the Housing Manager or Line Manager at the earliest opportunity (normally within one hour of the start of normal hours of working). Failure to notify a line manager will be regarded as unauthorised absence and will be treated accordingly.

The Housing Manager or Line Manager will carefully consider any request for special leave.

The Housing Manager or Line Manager will complete the approval section of the Special Leave Request Form and return to the employee, copying in relevant personnel.

Where special leave is not approved, and no alternative leave arrangements are agreed, any absence will be considered as unauthorised absence.

Where special leave is not approved, employees will receive an explanation as to the reason for declining the request.

Where the special leave is for a longer period, there must be a clear indication in writing as to how the special leave will be managed and any 'keep in touch' scheme that will be put in place to support such an absence and to facilitate an employee's return.

With the exception of bereavement leave, and some areas relating to domestic stress/family emergencies, Forgewood & Garrion reserves the right to refuse or to modify any request for special leave in the interests of service provision.

Special leave arrangements will be as flexible as possible but will be subject to the needs of the service. Postponement of special leave by the Housing Manager or Line Manager. Once granted will only be in exceptional circumstances and with explanation.

Employees may request postponement or cancellation of special leave that has been agreed in exceptional circumstances (e.g. postponement of a children's panel hearing). Authorisation for this must be sought by the Line Manager.

Forgewood & Garrion accepts no responsibility for any arrangements that an individual may enter into prior to their special leave request being authorised. This includes any associated costs or other liabilities which remain with the individual employee.

Requests made, and subsequent information provided by the employee which are found to be dishonest, may be deemed to be fraudulent, and will be investigated in line with Forgewood & Garrion's Disciplinary Policy and Procedure.

Where an employee falls sick whilst on special leave, the absence will be classed as sick leave subject to the production of a Fit Note signed by an appropriate medical professional.

Records

Completed request forms will be recorded and kept on the employee's personal file.

Date of Review

Review of this policy will take place every 5 years, or sooner, to reflect any changes to Employment Legislation or Terms and Conditions of Service.

Request for Special Leave/Time Off

It is for Forgewood & Garrion to decide if any requests will be granted.

The discretionary granting of leave may be agreed in special circumstances. However, such leave is always subject to the current work demands of Forgewood & Garrion and the nature of the individual case.

Request for Special Leave/Time Off

Name:

Reason for Request:

Date/Time
Amount of Leave
Required:

Staff Signature:

Date:

Leave Granted: Yes / No

Basis of Leave:

Comments

Signature:

Date:

Volunteering Leave

Definition

The Co-operatives define volunteering as a commitment of time and energy for the benefit of the community, environment, individuals or groups, which can take many forms. It is undertaken freely and not for financial gain.

Volunteering Conditions

The policy applies to employees on permanent and fixed-term contracts only.

Employees may apply for up to 1 day additional paid leave per year (or pro-rata for staff who work part time) to participate in voluntary activities. To receive the additional leave entitlement employees will be expected to commit some of their own leave.

Employees who are entitled to 25 days annual leave will be expected to commit one day leave of their own to receive up to 1 day additional leave.

The release of employees from work to participate in voluntary work must be balanced against the other demands and priorities of the Co-ops and as such, time-off for this purpose is not an entitlement.

Process

Employees interested in staff volunteering should complete the Request for Volunteering Leave Form and submit it to their line manager at least 4 weeks before the volunteering activity is due to take place. The line manager will reply to the request for leave within 7 days of the request being made.

Managers should give serious consideration to all requests and should manage voluntary activities as flexibly as possible. There may be business or operational reasons for refusing a request, which the manager should clearly communicate to the employee as soon as possible. In these circumstances line managers and employees should discuss whether an alternative activity or time could be arranged.

Refusal of a Request for Volunteering Leave

Staff who feel that they have been unreasonably refused the right to a volunteering leave should, in the first instance raise the matter with their Line Manager. They can also consult with their union and have the right to raise the matter through the grievance procedure.

Request for Volunteering Leave

Name:

Reason for Request:

Date/Time

Staff Signature:

Date:

Leave Granted:

Yes / No

Basis of Leave:

Comments

Signature:

Date:
