

SPECIAL LEAVE

Compassionate leave

Special circumstances may give rise to compassionate leave. In the case of bereavement of a close relative, up to 3 days paid leave will normally be granted. Other reasonable time off may be given at the discretion of your Manager, which will normally be unpaid. Compassionate leave for other reasons, e.g. the death of someone who is not a close relative, may be granted at the discretion of your Manager and will normally be unpaid.

Emergency dependants leave

You are entitled to take a reasonable amount of unpaid time off during working hours in order to take the necessary action to arrange care for dependants. Specifically, these situations are to assist when a dependant falls ill, gives birth or is injured or assaulted;

- To arrange for the provision of care for an ill or injured dependant;
- as a result of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves your child and occurs unexpectedly whilst the child is at school or another educational establishment.

If such a situation arises, you must inform your Manager of the reason and expected duration of the absence as soon as is reasonably practicable. Time off work is envisaged as being no more than one or two days in most cases.

A dependant is usually your spouse or civil partner, child, parent or any other person who would reasonably rely on you for assistance if they fell ill.

Emergency domestic leave

Although this is not a statutory right, in case of a domestic emergency, you may also take a reasonable amount of unpaid time off to seek help to resolve the problem. You should notify your Manager as soon as possible and keep us informed of the likely length of your absence.

Jury Service

If you are required to serve on a jury please inform us immediately and provide a copy of the jury summons form. We will normally allow you time off from work for the period required but if it is considered to be too disruptive to the business you may be requested to apply to the Court for a postponement.

During your jury service, you should ensure that you keep the Company informed as to your absence. If on any day you are not required at the court you will be expected to return to work for that day. You will also be expected to return to work if you are discharged from jury service early.

Time off for jury service is unpaid. You should submit a claim to the court for loss of earnings.

Severe weather and travel disruption

We acknowledge that from time to time there may be problems travelling to and from work due to severe weather conditions or major disruptions to public transport. It is your responsibility to get to work on time and we expect you to make every effort to do so, but we would not expect

you to jeopardise your own health and safety. When there are problems you should take advice from the appropriate agencies and allow extra time for your journey, making alternative travel arrangements as appropriate.

If you are unable to attend work or are going to be delayed please contact your Manager as soon as possible to discuss the position. If you have used your best endeavours to get to work but are unable to do so your Manager will discuss the options with you. These may include working away from your normal place of work (including from home, if that is viable), making up time at a later date or taking absence as annual leave or unpaid leave. We will take account of the distance from your home to work, how viable it is for you to get to work, your method of transport and the business needs of the Company. Similarly, if weather or transport disruption deteriorates during the day the Company may decide to allow employees to leave early and to make up time at a later date if necessary.

You should take extra care when travelling to and from work in severe weather conditions and allow more time for your journey, including making alternative travel arrangements where appropriate.