

	<b>Leave</b>		Reviewed	
			Revised	
	Adopted	July 2022	Next review	July 2024

## Leave Policy

### 1. Policy statement

Kingston GP Chambers (KGPC) recognises the importance of supporting staff members and enabling them to have time away from the workplace. KGPC are keen to encourage the use of annual leave to ensure a healthy work/life balance and enable employees to perform at their optimal best.

Under the Working Time Regulations 1998, employees are entitled to minimum 5.6 weeks of paid annual leave in each leave year. The entitlement includes public holidays. 5.6 weeks of annual leave will convert into different entitlements for different employers dependent on their individual working arrangements.

KGPC also recognises staff members may require other types of leave from work due to dependent care, medical appointments or compassionate reasons.

### 2. Purpose

The purpose of this policy is to set out the principles and provisions around:

- Annual leave
- Other types of leave

### 3. Scope

This policy applies to all KGPC staff members

### 4. Procedure

The annual leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March inclusive. The annual leave entitlement will be stipulated in employee's contracts. The leave entitlement will be calculated through the BrightHR platform and is to be pro-rated based upon start date and contracted hours (where applicable), and as such may be calculated in terms of number of days or number of hours.

### 5. Booking annual leave:

All leave must be pre-authorized by a direct line manager, or line manager's manager in their absence. Annual leave requests will need to be submitted via the BrightHR platform. The request will then be designated to the relevant staff member to approve.

In most instances a reasonable amount of notice is expected to be given ahead of any holiday requests. Generally, a staff member will be permitted to take a maximum of 2 weeks' holiday at any one time. It is however at line manager's discretion as to whether they wish to approve leave for a longer period in extenuating circumstances.

Where a public holiday/bank holiday occurs on a working day for part-time employees (generally Monday or Friday), employees will be expected to request annual leave for that

respective day. For example if an employee normally works Fridays, but there is a bank holiday the employee will request that day off for annual leave as it will then be rendered a non-working day.

Whilst line managers are encouraged to approve annual leave requests, this may not always be possible. Where too many employees require the same holiday period, which if granted would detriment operational need, holidays will be granted on the basis of first come, first served.

Taking leave without authorisation will be considered a gross misconduct offence, as will taking leave despite a declined request which will amount to being Absent without Leave (AWOL).

#### **6. Carrying over annual leave:**

The Company encourages employees to use as much of their leave entitlement each year so that they have the opportunity to rest. Employees should ensure they take at least four weeks annual leave in each leave year. A maximum of 5 days unused holiday entitlement can be carried forward into the next holiday year with the written permission of the line manager. Employees may be eligible to carry over more than 5 days of unused holiday in extenuating circumstances. This will be at the discretion of the approving line manager and KGPC General Manager.

#### **7. Annual leave and sickness:**

The normal sickness notification procedures will apply to an employee when they are on leave and wish to reallocate the period of leave as sickness with the result that reconvened leave may be taken at another time in the leave year. Where the required notification is made and a Statement of Fitness for Work or a medical certificate is provided, KGPC may permit those days to be classed as sick days and equivalent time off taken as paid leave later in the leave year provided the leave falls within the statutory minimum entitlement. The days on which the leave is to be taken must be agreed with the line manager.

#### **8. Leaving KGPC:**

Where employment terminates part way through a leave year, employees leave entitlement will be recalculated on a pro-rata basis. This will determine the amount of leave the employee would be entitled to, for the period of service during the leave year.

Any outstanding leave accrued but untaken will be paid to the employee in their final pay. This is subject to the right of the Company for the employee to take their outstanding leave during their notice period. Otherwise, the amount due for outstanding leave will be added and paid in the employee's final pay.

If the employee has exceeded their pro-rata entitlement to holidays at the time they leave their employment, this will be classed as an overpayment and an amount to cover this will be deducted from their final pay.

#### **9. Other types of leave:**

*Compassionate Leave*

KGPC values its staff members and will do its best to react sympathetically and support employees when they have lost a close relative. It is recognised that time off may be necessary to deal with a bereavement. KGPC will allow 2 days paid compassionate leave in addition to existing holiday entitlement requested at short notice, where a close relative has passed away. The Company defines close relatives to be; partners, wives, husbands, sons, daughters, mothers, fathers, grandmothers, grandfathers, mother/father-in-law, brothers and sisters. Any requests for compassionate leave will be granted according to individual circumstances, and shall be agreed at the discretion of the employee's line manager and KGPC General Manager.

### *Dependant Leave*

Employees have the statutory right to take reasonable unpaid periods of time off work to deal with emergencies involving a dependant. This can include taking care of a spouse or partner, child or parent or other relative who is a member of the household.

Examples of the circumstances in which this leave might be taken are illness, death, an unavoidable and unforeseen failure in care arrangements, the birth of a child to your spouse or partner, and incidents involving your child during school hours.

KGPC will allow 2 days paid dependant leave. Any requests for dependant leave will need to be agreed by the employee's line manager and be recorded as such on the BrightHR platform. If this is not possible, owing to either the nature of the emergency or the lack of availability of those from whom approval must be sought or both, employees must inform an alternative member of staff, namely the General Manager or Deputy General Manager as soon as possible.

Dependant leave in general is expected to last no longer than is reasonably necessary to deal with the emergency arising. Longer term arrangements must be the subject of separate agreement between the employee and their line manager.

### *Jury Service*

Employees required to undertake jury service should inform their manager on receipt of the summons. Staff members are not automatically entitled to pay during this time, and this will need to be discussed with the General Manager. If an employee receives pay, any attendance allowance or fees to which they are entitled from the court will be deducted from their salary. The employee must inform their manager of the amount received in order that the appropriate adjustment can be made. There will be a requirement to work on any contracted day where there are four or more working hours remaining after the employee has been released from court.

### *Medical appointments*

Please refer to the sickness absence policy

### *Unpaid Leave*

Unpaid leave, other than dependant or parental leave, is normally granted when the employee has exhausted his or her annual leave entitlement. This type of leave is discretionary and may be granted only in exceptional circumstances if and when the needs of the organisation allow.