

Leave Policy

This document is relevant to:	
Staff	✓

Purpose

This policy describes holiday and other leave entitlement.

Policy

Holiday Leave

Your annual holiday year begins on 1st January and ends on 31st December. You will receive a paid holiday entitlement for a complete holiday year that is shown in your individual statement of main terms of employment.

Holidays should be taken in the year in which they are accrued. In your first year of service your holiday entitlement will accrue each month in advance at the rate of 1/12th of the annual entitlement each month. Where this calculation does not result in an exact number of days, the amount of leave is rounded up to the next half day. Any rounded up element is then deducted from the next calculation.

It is an express term and condition of your employment that the employer reserves the right to make a deduction from final pay for any period of annual leave taken in excess of annual holiday entitlement.

Under normal circumstances unused annual leave cannot be carried over from one holiday year to the next. However, at the discretion of the Line Manager, up to 5 days may be carried over into the following holiday year.

Holiday requests should be notified in writing on a holiday request form and will be agreed and allocated at the Line Managers discretion on a “first come – first served basis” to ensure that operational efficiency and minimum staffing levels are met.

Employees will only be granted more than two weeks’ consecutive holiday leave under exceptional circumstances.

At the end of your employment you will be entitled to receive payment in lieu of any annual leave due but not taken.

Maternity Leave/Pay

Employees are entitled to Statutory Maternity Leave and Pay (SMP) in accordance with current statutory provisions. If you become pregnant you should notify your Line Manager as soon as possible so that your entitlements and obligations can be explained to you, as well as any health and safety risks assessed.

Adoption Leave/Pay

Employees intending to adopt should notify their Line Manager as soon as possible. Statutory Adoption Leave and Pay will be granted in accordance with current statutory provisions in force at the time.

Paternity/Partner Leave/Pay

Fathers or partners with responsibility for the care of a new-born child are entitled to Statutory Paternity Leave and Pay in accordance with current statutory provisions in force at the time. Employees intending to take Paternity Leave should notify their Line Manager as soon as possible.

Parental Leave

Employees with one year's service or over, have a statutory right to 13 weeks' unpaid leave for each child born or adopted after 15th December 1999, with leave to be taken before the child's 5th birthday. This is increased to 18 weeks' unpaid leave if the child is disabled, with leave to be taken before their 18th birthday. All leave to be taken in blocks of one week up to a maximum of four weeks leave in any one year (for each child). All leave to be notified in writing by giving 21 days' notice (where possible).

Dependant Care Leave

Employees have a statutory right to a "reasonable" period of unpaid leave in working hours to take necessary action in cases of family emergencies.

Family includes spouse or partner, children or parents, anyone who relies on the employee to provide care and anyone who lives in the same household (other than a lodger).

Emergency includes illness, injury or assault, a dependant giving birth, the death of a dependant, the breakdown or termination of care arrangements for a dependant, a need to make special arrangements for the care of a dependant who is ill or injured, or for the care of a child who became ill at school.

Compassionate Leave

The employer also recognizes that due to unforeseen circumstances, e.g. bereavements of close family members an employee may need to take a reasonable "compassionate" leave of absence. In such circumstances your employer may grant you time off with, or without pay, at their discretion. Please see Dorset Mind's Compassionate Leave Policy.

Other Leave

Staff will be expected to use annual leave/TOIL for health related appointments (except expectant mothers), unless otherwise agreed with their Line Manager.

Responsibilities

The Chief Executive is responsible for managing this policy and overseeing its implementation. Managers are responsible for implementing the policy within their areas of work, and for overseeing adherence by staff. Every member of staff should take personal responsibility for conforming to it.

Associated Policies and Procedures

- Compassionate Leave Policy

The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy

Policy Ownership

Policy Name	Version	Doc ref
Leave Policy	1.0	Leave Policy

Policy Owner	Chair of Trustees
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Approval Status

Date adopted by Trustees	January 2016		
Date published	January 2016	Date for next review	January 2018

Consult the Dorset Mind website for the latest version of this policy.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Claire Bridges	Staff
Gary Corderoy	Trustee

Change History

Issue	Date	Author	Reason
1.0	Jan 16	Chris Price	New policy