



Attendance and Time Off Procedure

Issue Date: 16 March 2020

PURPOSE

This document outlines the procedures to follow in respect of all types of authorised absence along with details of entitlements associated with the same.

ATTENDANCE AT WORK

It is accepted that there will be occasions where attendance is not possible for a variety of potential reasons and that all employees are entitled to annual leave. However, employees are expected to attend work outside these instances at the times outlined in the Main Terms and Conditions of Employment in order to ensure the efficiency and professionalism of ELATT.

TIMEKEEPING

Employees are responsible for attending punctually for work in accordance with the hours defined within their Main Terms and Conditions of Employment.

Employees may not leave work prior to their normal finishing time without permission from their Line Manager. In the event of an employee requiring time away from work during the normal working period, he/she must report to his/her Line Manager upon leaving and returning to work.

Persistent lateness will be considered to be a breach of procedures and may result in disciplinary action. Late arrival to and early departure from work may also result in pay being reduced accordingly i.e. an hour to be deducted for every hour of absence.

ANNUAL LEAVE ENTITLEMENT

The holiday year runs from 1st September to 31st August.

The holiday entitlement for staff will be 30 working days' holiday in each holiday year. This entitlement will be calculated on a pro-rata basis for part time staff.

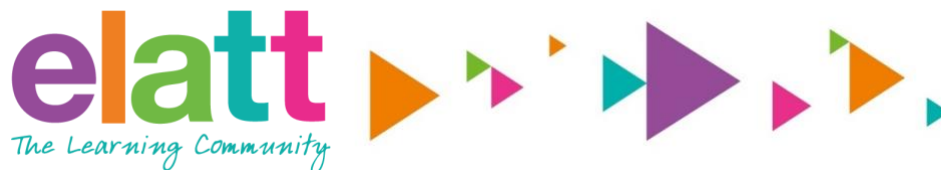
The holiday entitlement for members of staff joining ELATT during the holiday year will be accrued at one twelfth of the annual entitlement for each completed month of service.

Employees will not be permitted to carry over unused holiday entitlement into the following holiday year except with the express permission of ELATT. In the event of truly exceptional circumstances the amount of annual leave carried over will be limited to a maximum of five days. There will be no remuneration in lieu of holidays not taken.

In the event of termination of employment any outstanding accrued holiday entitlement will be paid. If employees have taken more annual holiday entitlement than they have accrued during the holiday year the balance will be deducted from any outstanding wages or salaries. If insufficient salary is available, ELATT will draw up an agreed repayment schedule with the employee.

Unused accrued holiday pay beyond the statutory entitlement will not be paid at the end of employment, where termination is due to gross misconduct or where the full contractual notice period is not served.

This policy is non-contractual and may change from time to time.



All holiday must be taken at times agreed by the employee's Manager and such agreement must be obtained before employees commit themselves to bookings or any other positive arrangements and is also subject to the conditions outline below.

Support staff may not take more than two consecutive weeks at one time. Variations from this will require permission from the Chief Executive Officer. Teaching staff must ensure that they can take annual leave outside of term time. Equally teaching staff will not be permitted annual leave during the week before the commencement of the Autumn term.

At least three weeks' notice of intent to take any holiday period of more than three days' duration must be provided and at least two weeks' notice for a holiday of one, two or three days' duration. In all cases the employee must complete an Absence Record Form. The form must then be given to the Line manager for authorisation. The employee may not take the holiday requested, until written authorisation is received, usually within fourteen days.

Annual holiday will accrue in cases of sickness absence at the usual rate of one twelfth of the annual entitlement per month.

Where employees fall sick prior to or during pre-booked annual leave, there is no entitlement to have the holiday days reinstated unless with the express permission of the Chief Executive Officer. Where permission is granted to have annual leave days reinstated employees will be required to present their Manager with a Doctors Certificate for their sickness.

Where the employee's return from holiday is unavoidably delayed e.g. delayed flight, ELATT must be informed immediately and as a result any extra days' leave will be taken from the employee's annual leave entitlement. Where there is no annual leave entitlement remaining the additional leave will be unpaid.

BANK AND PUBLIC HOLIDAYS

Full time employees are entitled to the following statutory days. These are:

- Spring Bank Holiday
- Good Friday
- Late Summer Bank Holiday
- Easter Monday
- Christmas Day
- Boxing Day
- New Year's Day
- May Bank Holiday

Part time staff are entitled to statutory holidays calculated on a pro-rata basis.

TIME OFF IN LIEU (TOIL)

Employees are expected to work flexibly to respond to fluctuations in working activity and their own personal commitments. Whilst ELATT are not usually able to pay for overtime worked, employees who work additional hours in excess of their contracted hours may be able to take equivalent time off from work when it is convenient for ELATT within an agreed timeframe of the additional hours being worked.

In order to have TOIL authorised the following procedure applies:

Staff working additional hours should record the hours that they work and the work that they do on a TOIL Record Sheet or by email to their line manager.

This policy is non-contractual and may change from time to time.



Staff should arrange working additional hours in advance with their line manager and seek the authorisation of their line manager to confirm that additional hours were worked. If the line manager is not available confirmation should be sought of another senior member of staff.

The Line manager or senior staff will need to be confident that the additional hours worked are genuinely due to:

- taking on additional duties
- meeting exceptional or additional demands of the job or
- to attend work related meetings or other commitments outside working hours.

TOIL can only be taken when the demands of the job allow it, and there will be occasions when it is not possible to take time off in lieu of overtime worked. However, line managers must not unreasonably withhold permission to take TOIL.

UNPAID LEAVE

ELATT does not normally permit unpaid leave. However, in exceptional circumstances and only where the entitlement to all other forms of leave has been exhausted or is not applicable, limited unpaid leave may be granted by ELATT. In such circumstances the ability to reasonably cover the job role will be paramount.

SABBATICAL LEAVE

Please see [Sabbatical Leave Policy](#).

SICKNESS ABSENCE

In cases of sickness absence employees should refer to the Sickness Absence Management Policy for details of the procedure to follow.

This policy is non-contractual and may change from time to time.



MEDICAL APPOINTMENTS

Employees should ensure that any appointments made to visit the doctors, dentists, opticians or hospital, are made in their own time and outside normal working hours. In the event that this is not reasonably practicable, time off work will be allowed to attend such appointments, providing that:

- the appointment is substantiated with an appointment card;
- the timing of the appointment causes as little disruption as possible i.e. at the beginning or the end of the working day; and
- prior permission is obtained.

Payment will not be made in these circumstances and it will be expected that employees make up the time lost.

BEREAVEMENT LEAVE

In the event of the death of a close relative or loved one, ELATT encourages employees to take up to ten days leave pro rata to process their loss. People react to bereavement in different ways and the stages of grief vary in time and intensity, so you may not wish to take all the time you need at once. This policy does not confine bereavement leave to up to ten days in a rolling calendar year but on the needs of each incident.

Due to the unpredictability in knowing how colleagues will react to bereavement, we will put your needs first. Such situations do not, and indeed cannot, arise often, and when they do, you should expect to receive support and understanding from us.

ELATT does not define what a *close relative or loved one* constitutes – this is a personal decision and we trust our colleagues to make this judgement call themselves.

ELATT can provide a confidential and unlimited counselling service to you as part of our partnership with Babylon Health, and we encourage you to take advantage of this.

PARENTAL BEREAVEMENT LEAVE

Should the tragic situation arise where a colleague experiences the loss of a child, your bereavement leave would be up to two months pro rata (and see also Chief Executive's discretionary compassionate leave below).

COMPASSIONATE LEAVE

Up to five days paid compassionate leave may be granted in a rolling twelve-month period in the case of urgent personal distress e.g. a serious illness of a close relative or the breakdown of a personal relationship.

If employees are unable to return to work following the five days compassionate leave they will be asked to take annual leave or TOIL.

There may be special circumstances surrounding the specific circumstance which might merit an extension beyond the compassionate leave that may be granted as outlined above. The Chief Executive in such a case will have discretion to offer up to a month's additional compassionate leave. Please note that any discretionary decision made at this point should not be regarded as a precedent.

Managers of ELATT reserve the right to grant and insist upon compassionate leave when they have reasonable grounds to believe that it is imprudent or unsafe for the employee to attend work.

This policy is non-contractual and may change from time to time.



Abuse of this discretionary leave or failure to arrange leave with the line manager may result in the recording of the absence as unauthorised and may result in a disciplinary investigation.

LEAVE FOR COSMETIC PROCEDURES

Absence for surgery for cosmetic procedures should be discussed with the employee's Manager prior to the time being taken off. It is expected that the employee's annual leave will be utilised in such circumstances.

MATERNITY LEAVE

Entitlement to maternity leave is defined by statute and details can be found in the Maternity Leave and Pay policy.

PATERNITY LEAVE

Entitlement to paternity leave is defined by statute and details can be found in the Paternity Leave and Pay policy.

ADOPTION LEAVE

Entitlement to adoption leave is defined by statute and details can be found in the Adoption Leave and Pay policy.

SHARED PARENTAL LEAVE

Entitlement to parental leave is defined by statute and details can be found in the Shared Parental Leave policy.

DEPENDANTS LEAVE

Entitlement to Time off for Dependents is defined by statute and details can be found in the Time Off for Dependents policy.

JURY SERVICE

It is an offence to fail to attend for jury service unless ineligible or excused if summoned. The employer must allow an employee time off work to serve as a juror. In all cases the following procedure should be followed:

The employee should supply ELATT with the attendance dates. This is usually in the form of a jury summons.

The employee will be entitled to claim certain expenses for travelling, subsistence and loss of earnings, but these do not normally cover the actual cost of earnings. In order to make a claim the employee must provide a certificate signed by their employer, stating the amount lost per day.

Where compensation for loss of earnings fails to match actual lost earnings, ELATT will pay the difference between compensation paid by the Court and basic earnings for a maximum of ten working days. The individual must obtain a statement from the Clerk of the Court detailing payments made for attending jury service, to enable their Accounts Department to make any necessary payroll adjustments.

The employee should complete an Absence Record Form.

In the event that an employee is retained on jury service for a prolonged period, the employee has an obligation to notify management and should keep in daily contact with their Line manager throughout the period.

This policy is non-contractual and may change from time to time.



Employees are expected to return to their normal duties immediately following their release from the jury service.

Should ELATT or the employee wish to defer the date of the jury service it is the responsibility of the employee to request the deferral from the court.

ATTENDANCE AT COURT FOR ANY OTHER REASON

Payment for attendance at court for any reason other than jury service (e.g. as a witness) will be entirely at the discretion of the Chief Executive Officer. An Absence Record Form must be completed and be accompanied by a written statement from the court detailing reasons and dates of attendance at the court.

PUBLIC AND CIVIC DUTIES

In accordance with employment legislation, employees who hold certain public positions are entitled to reasonable time off during normal working hours, in order to perform the duties associated with the position. Such positions include magistrates, local councillors, statutory tribunal members, members of court boards and probation boards, youth offender panel members as well as board members of registered social landlords and tenant management organisations.

Employees are not entitled to payment on these occasions.

RESERVE FORCES COMMITMENT

ELATT will endeavour to honour any time off for Reservist commitments, however there is no legal requirement to do so and any time off will be without pay. Employees must recognise that there may be times when it is not possible to have time off due to operational and commercial circumstances. Employees should inform their Line manager at the earliest opportunity where notification of training is received so that work patterns and resources may be adjusted to accommodate it.

ELATT recognises that this training may complement and support an employee's personal development. Although a Reservist's training liability varies between the different elements of the Reserve Forces, it is understood that for most Reservists the liability is made up of three forms of training: weekly training, which normally takes place in the evening and lasts about two and a half hours; weekend training, which is occasional and spread throughout the year and a continuous training period, which takes place once a year and generally lasts for 15 days.

Whenever Reservists are needed to fulfil their part of the United Kingdom's defence strategy, it is recognised that the employee may be 'mobilised' or 'called out'.

ELATT recognises that under the Reserve Forces Act 1996, Reservists can be mobilised:

- if it appears that national danger is imminent or a great emergency has arisen or in the event of an actual or apprehended attack on the United Kingdom;
- if it appears that warlike operations are in preparation or progress;
- to protect life or property outside the United Kingdom, or to alleviate distress or protect life or property anywhere in the world in times of disaster or apprehended disaster.

Any unauthorised absence through commitment to the Reserve Forces will be dealt with in accordance with Company disciplinary procedures.

This policy is non-contractual and may change from time to time.



TIME OFF FOR RELIGIOUS PURPOSES

Employees can request annual leave or unpaid leave for religious purposes, an application for time off should be made in the usual way. ELATT will discuss the request with the employee.

UNAUTHORISED ABSENCE

Absence which has not been caused by sickness (and hence covered by the appropriate certificates) and for which no leave has been granted in advance by the employee's Manager is unauthorised absence and is a fundamental breach of the employment contract.

The employee's Line manager will initially try to contact the employee by phone, but where this is not successful ELATT will write to the employee to ask them to make contact.

Should an employee be absent without authorisation and without good reason, then they may be subject to the Disciplinary Procedure. Where no explanation can be provided employees will not be paid for instances of unauthorised absence.

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ELATT: Registered company no: 1812908; Registered Charity 299186
260-264 Kingsland Road, London E8 4DG, www.elatt.org.uk