

Absence from Work Policy

Time Off

If you wish to take time off, for whatever reason, you should seek the permission of your Immediate Manager/Supervisor beforehand. The Company recognises its statutory responsibilities under the Dependant and Parental Leave Regulations. The Company would ask the employee where possible to arrange appointments outside working hours (remember the regulations do not require the employer to pay you for this time except in the case of ante-natal visits for pregnant employees). Any paid parental, or compassionate leave will be at the discretion of the Directors.

Compassionate Leave

Any requests for funeral leave should be made by the earliest opportunity and ideally by the first scheduled workday following a death.

The Company will allow employees to take time off at the death of immediate family (those being husbands, wives, partners, parents or children). Employees may take the time as holiday or unpaid leave. Any paid compassionate leave will be at the discretion of the Directors. Requests for compassionate leave will be considered on an individual basis and where possible accommodated.

Parental Leave

The Company recognises its statutory responsibilities under the Dependant and Parental Leave Regulations, details of which are available from the Wages/Personnel Department. You should always seek the permission of your Immediate Manager or Supervisor beforehand taking any time off.

Maternity

If you are pregnant, we request that you must inform the Company as soon as possible so that we can both ensure a safe working environment and explain your rights.

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