



Absence from Work

NEWBATTLE ABBEY COLLEGE

POLICY ON ABSENCE FROM WORK

References to The College, Employee, Immediate Family Member, Manager and Principal have the following meanings in this policy.

The College	Newbattle Abbey College
Employee	An employee of Newbattle Abbey College
Immediate Family Member	Normally the spouse/partner, son, daughter, father, mother, grandfather, grandmother, brother or sister of an employee of Newbattle Abbey College
Manager	Housekeeping staff - Housekeeper Administration staff- Administration Manager Lecturers - Curriculum Manager Caretaking & Grounds Staff - Facilities Manager Curriculum Manager - Depute Principal Facilities Manager - Administration Manager Housekeeper - Administration Manager Senior Managers - Principal

1. Purpose and Scope of the Policy

1.1 Purpose

This policy sets out agreed procedures relating to approved absences, paid or unpaid, from work. It includes:

- Annual Leave
- Absence due to Illness
- Special Leave
- Public Duty
- Jury Service/Court Appearance as a Witness
- Absence from Work due to Adverse Weather

This comprehensive provision reflects the College's commitment to develop and apply relevant supporting employment policies and procedures. The policy allows employees of both sexes to combine their family care responsibilities with their employment through the provision of appropriate leave facilities.

1.2 Scope

This policy applies to all employees. Employees who satisfy the eligibility criteria specified within each section of the policy will be entitled to apply to the Administration Manager for paid/unpaid leave as appropriate.

The notice period which employees are required to give in respect of annual leave is specified in the relevant section of this policy. No specific notice periods are given for other absences but it would be preferable that employees give as much notice as possible.

It is an overriding principle that, in considering applications for leave under this policy, the needs of the College's clients and the provision of the College's services are given due priority. Accordingly, wherever possible employees should be prepared to change appointment dates/times to assist in meeting the requirements of the College.

2. Annual Leave and Public Holidays

2.1 Entitlement

The annual leave entitlement for each employee of Newbattle Abbey College is as follows:

Academic staff (i.e. Tutors and Depute Principal)

- Less than 5 completed years of service 34.5 days
- 5 or more, completed years of service 39.5 days

Other support

- Less than 5 completed years of service 22.5 days
- 5 or more, completed years of service 27.5 days

Senior Managers

- Less than 5 completed years of service 32.5 days
- 5 or more, completed years of service 37.5 days

In addition, 10 statutory holidays are recognised as follows:

- 2 Christmas Public Holidays
- 2 New Year Public Holidays
- Good Friday
- Easter Monday
- Edinburgh Spring Holiday
- May Day Public Holiday
- Victoria Day
- Edinburgh Autumn Holiday

2.2 The Leave Year

The leave year runs from 1 September to 30 August each year. A maximum of 5 days leave may be carried forward to the next leave year. Any unused leave in excess of 5 days at the end of the leave year will be forfeited. Employees are issued with a personal leave sheet giving details of their individual entitlement.

Requests for leave should be notified to Managers, at least 5 working days in advance using the individual leave sheet. Approval for such requests is subject to staffing constraints and therefore employees should not confirm holiday bookings until leave has been formally approved

2.3 Illness During Annual Leave

Employees who are ill during a period of annual leave may submit a written request accompanied by a medical certificate to the Administration Manager for a re-instatement of the day/days lost. In addition, the employee must ensure that the College is notified on the first day of such illness as described in paragraph 3 of this policy.

3. Absence due to Illness

The Absence from Work - Ill Health Policy details the procedures to be followed.

4. Discretionary Special Leave

4.1 Introduction

The Principal has the discretion to grant special paid leave to cover a range of family circumstances. In deciding whether to exercise this discretion, the amount of discretionary leave already granted to the employee and the needs of the College will be taken into account. This leave may be paid or unpaid. Employees may use annual leave and/or flexi leave in place of any unpaid special leave granted. The need for notice to be given of intention to take annual leave or flexi leave may be waived for urgent family care reasons.

A maximum of 5 days special paid leave in total in any 12 month period may be granted to full time employees. Exceptionally, 1 additional day of special paid leave may be granted for bereavement if 5 days special paid leave has already been granted under any category of special leave. Pro rata arrangements apply to job share and part time employees. All such requests for special leave should be made, in the first instance, to the Administration Manager.

Pending the outcome of the request, the employee must decide, in conjunction with the Administration Manager, whether to take annual leave and/or flexi leave to cover the period of the absence. If special paid leave is granted the annual/flexi leave will be re-instated.

4.2 Categories of Special Leave

The most common categories of requests for special leave are as follows:

- paternity leave
- care of an immediate family member
- breakdown of normal care arrangement
- bereavement

It is recognised that other circumstances may also give rise to requests for special leave.

4.2.1 Paternity Leave

Fathers may apply for special paid leave at or around the birth of their child.

4.2.2 Care of an immediate family member who is dependent on an employee for care

Employees may apply for special paid leave when the illness of an immediate family member means that the employee has no alternative but to provide such care as is necessary on a short term basis or until alternative arrangements can be put into place. Paid leave will not be granted when the immediate family member is in the care of a hospital or some other institution.

Where the immediate family member is a child where both parents are employees of the College and any paid leave granted should be regarded as shared. Similar arrangements apply where the leave granted is to allow a parent to accompany a child under the age of 5 years to a planned health care appointment. The parent would also be required to produce evidence of such an appointment.

Where the illness is serious and the health of the dependent immediate family member is such that they require the day to day care of the employee over an extended period, the Principal has the discretion to grant special unpaid leave up to a total of one year. An application for leave under these circumstances must be accompanied by a certificate from the dependant's medical practitioner indicating the length of time that the employee is likely to be absent from work. The College will not meet any medical costs incurred by the employee in obtaining such a medical certificate.

Should the employee decide to return to work earlier than the expiry of the special leave granted, 21 days notice of the intention to return to work would normally be required.

Where the employee is not required, or is unable for financial reasons, to be absent on a full time basis the Principal has the discretion to reduce or rearrange the employee's hours for a fixed term.

4.2.3 Breakdown of normal care arrangements

An employee, whose normal care arrangements break down due to unforeseen circumstances, can apply for special paid leave to make alternative arrangements for the care of the dependent. Before applying

for special paid leave, the employee would be expected to use accrued flexi or TOIL time to cover the period of absence.

4.2.4 Bereavement

Employees can apply for special paid leave at a time of bereavement of an immediate family member.

Where time off is requested to attend the funeral of a relative other than an immediate family member, consideration will be given to the nature of the relationship and the circumstances prevailing in each case in deciding whether paid or unpaid leave should be granted.

5. Leave for Employees who are Elected or Appointed to Public Bodies

The College will grant time-off facilities to employees who are elected or appointed to public bodies (e.g. Elected Members of Councils, Members of The Children's Panel). Employees who wish to seek nomination, election or re-election to a public body must make a written application in advance to the Principal. Employees undertaking such duties are entitled to reasonable time off with pay.

Part time and job sharing employees will normally be expected to undertake such duties in the part of the week when they are not at work but will be granted time off on a pro rata basis subject to the amount of time requested not having a harmful effect on their duties. The College will also grant to employees, in addition to the paid leave of absence per annum, unpaid leave of absence by arrangement with the Principal. On each occasion when a request for leave is submitted consideration is given to the operational requirements of the College.

6. Jury Service/Appearance in Court as a Witness

Employees who are cited for jury service to appear as a witness should inform the Administration Manager as soon as possible and produce the appropriate notification document from the Court. Attendance at Court is compulsory and such absence will be paid. The College will claim back earnings in lieu from the court and employees should, therefore, complete the financial loss allowance form issued by the Court and return the completed form to the Administration Manager.

If an employee reports for jury duty but is not called on any particular day, he/she is expected to attend work for the remainder of that day if it is reasonably practical to do so in the time available.

7. Absence due to Adverse Weather

7.1 Introduction

Employees have a contractual obligation to report for work. If, as a result of severe weather or other conditions (e.g. public transport workers' industrial action) an employee is unable to report for work, the procedures outlined below should be followed.

7.2 Travel from Home to Work

Employees who are unable to report for work must telephone their Manager to say that they are unable to attend and to give their reason for non-attendance.

Employees who are unable to attend the College should write to the Principal to explain the circumstances. In the light of the explanation given, and having consulted with the Manager, the Principal will either decide to credit the employee as having worked during core hours or decide that the employee should regard the absence as leave. In such cases, the employee may choose to count the absence against annual leave or credit leave or to be granted unpaid leave.

7.3 Travel from Work to Home

If the weather conditions deteriorate during the day, the Depute Principal or the Administration Manager is permitted to exercise his/her discretion and, with the approval of the Principal, to allow employees to leave early in order to travel home safely. In such cases employees will be credited as being present for normal working hours.

8. Monitoring and Control of Leave

8.1 Annual Leave

All requests for leave must be approved by the Manager who will endorse the leave sheet before passing it to the Administration Manager for

recording. In early August each year, the Administration Manager will issue Managers with a list of those employees who have a balance of Annual Leave in excess of 5 days. The Manager will remind these employees that any excess leave will be forfeited unless used by the end of the leave year.

8.2 Abuse of the Policy

Any abuse of the provisions detailed in this policy or failure to comply with the notification and certification requirements specified will be viewed very seriously and will be dealt with via the College's Disciplinary Procedure.

9. Complaints

Any employee who is dissatisfied with the way in which this policy is applied to their circumstances has the right to raise the complaint under the College's Grievance procedure.

10. Implementation

This policy is implemented with effect from 1 October 2001.

11. Monitoring and Review

This policy will be reviewed in 2011 or whenever changes affect it.

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