

Leave Policy

1. Time Off to Deal With Emergencies Involving Dependants

The Employment Relations Act 1999 entitles employees, irrespective of their length of service, to take 'reasonable unpaid leave' to deal with an emergency involving a dependant. A 'dependant' will include a spouse, partner, child or parent of the employee or a person living with them as part of the family. An 'emergency' will include where the dependant gives birth, falls ill, is injured, assaulted or dies, or where there is an unexpected disruption in the care arrangements for a dependant, including an incident involving a child at school.

Employees are expected to notify their employer of the reason for and likely duration of the absence.

2. Compassionate Leave

It is recommended that staff, at the discretion of the Executive Director, be granted at least three days' paid compassionate leave in the event of a death or serious illness in their immediate family or close circle of friends. Unpaid or paid leave in excess of this may be negotiated.

3. Time Off for Public Duties (e.g. as a safety representative or for union work)

Staff are entitled to reasonable time off, which need not be paid, for public duties or activities (e.g. as a local councillor).

Where there are 5 or more paid staff, one member has the right to paid time off to act as a safety representative. The staff member must be one who either works 16 or more hours a week or between 8 and 16 hours and has 5 years' continuous service.

All staff are entitled to reasonable time off with pay to carry out the duties of an officer of a 'recognised' trade union, and to reasonable time off, which need not be paid, for other activities of a 'recognised' trade union. Where a Club recognises a union, a protocol covering 'reasonable' time off and payment for carrying out duties should be drawn up.

If staff are called on to perform jury service, the court will pay the expenses of the member of staff involved.