

Management of Leave Policy

1. Summary

- 1.1. SHAL is committed to ensuring that all employees use their leave during the calendar year from 1 January to 31 December.
- 1.2. Employees may carry over 5 days from one leave year to the next.
- 1.3. In exceptional circumstances the Management Team may approve the carry over of additional days where it is clear that an employee was unable to use their leave because of reasons outside of their control.

2. Objectives

- 2.1. To ensure that all employees use their annual leave allocation during the calendar year to which it is allocated in order to maintain health and well being.
- 2.2. To ensure that the Management Team have flexibility to treat employees differently with regards to the carry over of leave where this is fair and reasonable.
- 2.3. To ensure that there is fairness and transparency in the exercise of the Management Team's decision and that their decisions are recorded.

3. Details

- 3.1. Taking leave in a timely way during the year is essential for health and well being and SHAL encourages and supports employees to do this.
- 3.2. As a small business SHAL acknowledges that there are times, beyond an employee's control, when this is not possible. Examples of this are having to cover for a sick colleague; the need to deal with health and safety emergencies which may require employees being denied or recalled from leave; the need to ensure that time critical tasks are carried out. This is not an exhaustive list.

- 3.3. The Management Team is able to make arrangements with regards to unused leave for individuals. In making these decisions the employment contract will be considered alongside the needs of the business and our customers.
- 3.4. The Management team may consider the individual circumstances of the employee where these have a relevance to the reason why the leave has not been taken.
- 3.5. The Management Team may consider buying unused leave in circumstances where this has a positive impact on productivity. For example, where an employee has been unable to work because of sickness absence and as a result there is a backlog of work which would otherwise have to be completed by additional resources being brought in at a cost the SHAL, the management team may decide to allow the team member to purchase their leave so that the tasks can be completed.
- 3.6. The Management Team can also allow the carry over of more than 5 days of annual leave in circumstances where leave has not been possible because of pressure of work. In these circumstances the additional leave must be taken by the end of the financial year i.e. by 31 March.
- 3.7. The Management Team will consider proposals from the employee but will make this decision on a commercial basis. The employment contract which allows for the carry over of 5 days is paramount.
- 3.8. The decision will be recorded on Breathe HR and the employee will receive a letter detailing the decision and the reasons for it. This may be subject to internal audit.

4. Outcomes

- 4.1. The policy is designed to ensure that employees take the leave their contracted leave in order to safeguard their health and wellbeing.

- 4.2. The policy allows for flexibility in individual circumstances where the needs of the business in the short term have required employees to be at work to the detriment of their ability to take leave.
- 4.3. The policy ensures that where employees have failed to take leave due to circumstances outside their control SHAL will act as a reasonable employer by making arrangements with them which ensure they are either able to take the leave at a later date or receive payment for the leave so that there is continuity of service without putting the employee at risk.
- 4.4. The policy does not override the contractual arrangements for employees to take their full allocation of leave in the calendar year with the ability to carry over up to 5 days into the next year. This remains the preferred course and the Management Team will work with employees to ensure that they take their leave in a timely fashion.

5. Consultation

- 5.1. The policy will be subject to consultation with Unison and the Remuneration and Nominations Committee.

6. Equality and Diversity

- 6.1. SHAL will not discriminate against any employee in carrying out this or any other policy. With regards to this policy the Management Team will be mindful of the needs of employees with disabilities and will ensure that they are not discriminated against or in any way treated differently from employees without disabilities or with different disabilities.

7. Value for Money

- 7.1. SHAL recognises that the effective management of absence from work is key to value for money and that taking leave is key to health and wellbeing and therefore to creating value for our customers.

8. Owner

8.1. Finance Director

9. Version and Revisions

9.1. This policy will be reviewed every 2 year(s).

9.2. Revisions

New version	Date	Revision details
1.0	3/11/21	