



Employment

Working Time and Absence from Work

Holidays

Staff holiday entitlement is 28 days a year pro-rata and any Bank Holidays that fall in term time, on days you would ordinarily work.

As holiday pay is averaged throughout the year, accrual of holiday does not apply.

Holidays may not be taken during term time unless under exceptional circumstances and with prior agreement from the Executive Manager.

Sickness Absence Policy

It is recognised that from time-to-time staff may be unable to attend work because of ill-health. This policy sets out the procedure to be followed by all staff and the entitlement to sick pay in the event of such absences.

Notification of Absence

- If staff are unable to attend work because of sickness or injury you must notify the Early Years Manager by telephone of the reason as soon as possible on the first day of absence and, ideally, at least one hour prior to your normal start time.
- Notification must be yourself unless you are too ill to do so, then notification can come from someone on your behalf.
- You must inform the Early Years Manager the reason for your absence and how long you expect to be absent.
- You must maintain regular contact with the Early Years Manager on any subsequent days of absence.
- If staff are absent for more than seven days you must get a Statement of Fitness for Work (or 'fit-note') from your GP for the entire period of absence and send this to the office; a self-certification form will be acceptable for a period of seven days or less.
- The Setting has the right to check the validity of statements made by asking for documentary evidence of appointments.

- For periods of long-term sick leave you must keep the Executive Manager informed of your progress on a weekly basis, and produce 'fit-notes' to cover the entire period of absence.
- Absence which has not been informed in the procedure as laid out in this policy are considered un-authorized. Un-authorized absences may result in disciplinary action.
- Repeated absence due to sickness may result in disciplinary action, should no mitigating circumstances be present and proved. Repeated absence for sickness can be considered an abuse of a policy which is provided to help those who truly need it.

Sick Pay

Where eligible, you shall receive statutory sick pay during any period of sickness absence. Any additional payment will be at the Setting's discretion and will depend on your individual circumstances.

Statutory Sick Pay is as follows; £92.05 a week and it must be paid for up to 28 weeks.

Withholding Sick Pay

Your employer may withhold sick pay if:-

- you do not comply with your employer's requirements for the notification of sickness absence;
- you refuse to undertake a medical examination at your employer's request;
- you work for another employer during your period of sickness absence, in which case your employer will also take disciplinary action.

Statutory Sick Pay (SSP)

Statutory Sick Pay (SSP) will be paid to qualifying employees who are absent from work due to sickness for four or more days in a row. This is known as the 'Period of Incapacity for Work' (PIW).

You will be paid SSP for any 'qualifying days' that you are absent due to sickness. A 'qualifying' day is any day on which you would normally have been expected to work if you had not been sick.

SSP is not payable for the first three qualifying days in a PIW. These are known as 'waiting days'.

Periods of absence that are less than eight weeks apart are linked to count as one period of sickness, or PIW, for payment of SSP. This means that if you are sick for a second time during this eight week period, and the total absence is four days or more, SSP would have to be paid from the first day of that second absence. The maximum entitlement is 28 weeks of SSP in any PIW.

SSP is treated as part of normal earnings and is subject to tax and National Insurance.

Employees not Entitled to SSP

There are some employees who are not entitled to SSP including those:-

- whose average weekly earnings for the last eight weeks are below the Lower Earnings Limit for National Insurance Contributions (£118 a week);
- who have received certain state benefits within the preceding 57 days;
- who have not worked under the contract of employment;
- who fall sick during a stoppage arising from an industrial dispute, unless they did not take part and had no interest in it;
- who are in legal custody or in prison;
- who are sick during the maternity pay period.

Maternity Leave

Subject to any change in legislation, all female employees are entitled to maternity leave, regardless of the length of service.

Notification Requirements

Prior to commencement of maternity leave, you are required to notify the Executive Manager of the following in writing no later than the end of the 15th week before the expected week of childbirth (EWC):-

- that you are pregnant;
- the week in which your child is due;
- when you want your maternity leave to start.

You should enclose a Form Mat B1 signed by your GP or midwife with your letter, unless this has been given to the Setting earlier.

The Setting will respond to your notification within 28 days, at which time you will be advised of your return-to-work date. This will normally be 52 weeks from the intended start of your maternity leave.

Time Off for Antenatal Care

If you are pregnant you are entitled to take paid time off during your normal working hours to receive antenatal care. This should be at times agreed with the Executive Manager and preferably at the start or end of your working day. Antenatal care includes appointments with your GP, hospital clinics and relaxation classes.

You should advise the Executive Manager that you will be absent as far in advance of your appointment as possible, and you may be asked to produce your appointment card.

Whenever it is possible to do so, you should arrange appointments outside of your normal working hours or, where it is not possible, at times that will cause the minimum amount of absence from work, eg. first thing in the morning or towards the end of work time.

Maternity Leave

All pregnant employees are entitled to take 26 weeks ordinary maternity leave (ONL) and 26 weeks additional maternity leave (AML), subject to the rules set out below.

You can choose to start your maternity leave at any time after the start of the 11th week before the week in which your child is due except in the following cases:-

- (a) if you are absent because of an illness related to your pregnancy at any time during the four weeks before your child is due, your employer reserves the right to require you to start your maternity leave on the first day of absence;
- (b) if your child is born earlier than your planned date of starting maternity leave, then the maternity leave starts on the day the child is born;

If your child is stillborn after the 24th week of pregnancy, you retain your right to maternity leave and pay.

Contact during Maternity Leave

Before your maternity leave begins, the Executive Manager will discuss arrangements for keeping in touch during your leave. The agreement will cover the way in which contact will happen, how often, and who will initiate the contact. It could also cover the reasons for making contact and the types of things that could be discussed.

This may be to discuss your plans for return to work, including any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

The Setting reserves the right to maintain reasonable contact with you from time to time during maternity leave.

Employees should be aware that if they are in a position that is identified for potential redundancy, a full consultation will be undertaken with them even though they are on maternity leave. In the further event that they are selected for redundancy, they will be entitled to first option in relation to any alternative work as provided by current legislation.

Keeping In Touch Days

You can ask the Setting to return to work for up to 10 'keeping in touch' days during the maternity leave period, except during the first two weeks after the baby is born.

This arrangement may only take place by agreement between you and your employer. Your employer cannot ask you to work during your maternity leave if you do not wish to, nor does your employer have to agree to a request for 'keeping in touch' days.

If your employer offers the opportunity to work a 'keeping in touch' day, you are entitled to turn the opportunity down without suffering any consequences as a result. It is unlawful for an employee to suffer detriment for not agreeing to work 'keeping in touch' days, or for working or considering such work.

Returning from Maternity Leave

If you return to work at the end of your maternity leave period you need not formally notify us in advance of your return and you will return to work in the same job that you left before you started your maternity leave. If, for health and safety reasons, you were doing a different job from your usual one while you were pregnant, you may be required to return to that different job for a short time if you are still at risk when you return to work.

You may wish to return to work before the end of your maternity leave period but, if you choose to do so, you must give us 8 weeks' advance warning of the date of your return.

Postponement of Return to Work

If you are too ill to return to work at the end of your maternity leave period, the sickness absence procedures will apply. If you decide not to return to work at the end of your maternity leave period, you must notify your employer at once in writing of your decision.

Maternity Pay

To qualify for Statutory Maternity Pay (SMP), you must have been employed by the Setting for a continuous period of at least 26 weeks into the week, which is the 15th week before the week in which the baby is due.

If your normal weekly earnings have been less than the lower earnings limit for National Insurance contributions then you will not qualify for SMP. If this is the case, you may be entitled to claim Maternity Allowance. Your local Benefits Agency office will be able to advise you how to claim this.

Maternity pay is payable for a maximum of 39 weeks: for the first 6 weeks this will be 90% of your average weekly earnings or Statutory Maternity Pay (SMP), whichever is the *higher*. For the remaining 33 weeks, you will be paid SMP or 90% of your average weekly earnings, whichever is the *lower*. You will be given a statement of your exact entitlement when you start your maternity leave.

To claim SMP you must give 28 days' notice in writing of your absence on maternity grounds and you must give the *original* Mat B1 Form, not a photocopy, to the Executive Manager. You can only receive SMP once you have stopped work.

Once you start your maternity leave, your maternity pay will be paid into your bank account on the same date that you would have received your salary, and will be subject to deductions for Income Tax and National Insurance.

Health and Safety

If you are employed in a job which has been identified as posing a risk to your health or that of your unborn child, you will be notified immediately and arrangements will be made to eliminate that risk.

For this reason, you are required to notify the Executive Manager as soon as you are aware that you may be pregnant. Arrangements will then be made to alter your working conditions, or if this is not possible, you will be offered a suitable alternative job for the duration of your pregnancy.

If there is no alternative work, your employer reserves the right to suspend you on full pay until you are no longer at risk. These alternative arrangements may continue after the birth of your child if you are still considered to be at risk. If you have any concerns about your own health and safety at any time, you should let the Executive Manager know immediately.

Adoption Leave

Subject to any change in legislation, when you adopt a child you may have the right to 52 weeks of adoption leave. You may also have the right to be paid for up to 39 weeks of the leave. This policy sets out the rights that apply at the time of issue of the Staff Handbook.

In order to qualify for adoption leave and benefits, you must:-

- have been notified by an approved adoption agency of a match with a child in the UK;
- have been continuously employed for 26 weeks before the week in which you are notified of being matched with a child for adoption.

If a child is being adopted jointly, either partner will be able to choose to take adoption leave. Your partner may be entitled to request paternity or parental leave from their employer.

Length of Adoption Leave

If you qualify for adoption leave, you are entitled to take 26 weeks ordinary adoption leave, during which time you will benefit from your normal terms and conditions of employment (except full wages or salary) and 26 weeks additional adoption leave.

You can choose to start your leave from the date of the placement (whether this is earlier or later than expected), or from a predetermined date which can be up to 14 days before the expected date of placement.

If the placement ends during the adoption leave period, you will be able to continue adoption leave for up to eight weeks after the end of the placement.

Statutory Adoption Pay

To qualify for Statutory Adoption Pay (SAP) you must have been continuously employed for at least 26 weeks leading into the week in which you are notified of being matched with a child for adoption.

If your normal weekly earnings have been less than the lower earnings limit for National Insurance contributions for the previous 8 weeks then you will not qualify for SAP.

Adoption pay is payable in the same manner and at the same rate as Statutory Maternity pay. We will require you to send us a 'matching certificate' from your adoption agency as evidence of your entitlement to SAP and adoption leave. This certificate should include basic information on matching and expected placement dates.

You are entitled to receive SAP regardless of whether you intend to return to work.

Notification

You must inform the Setting of your intention to take adoption leave within 7 days of being notified that you have been matched unless this is not reasonably practicable. You must also notify the Setting when the child is expected to be placed with you and when you wish your adoption leave to start. The Setting will respond to your notification of your leave plans within 28 days, confirming the date on which you are expected to return to work. If the placement ends during the adoption leave period, you will be able to continue adoption leave for up to eight weeks after the end of the placement.

Contact During Adoption Leave

Before your adoption leave begins, the Setting will discuss arrangements for keeping in touch during your leave. The Setting reserves the right to maintain reasonable contact with you from time to time during adoption leave.

This may be to discuss your plans for return to work, including any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

Employers should be aware that if they are in a position that is identified for potential redundancy, a full consultation will be undertaken with them even though they are on adoption leave. In the further event that they are selected for redundancy they will be entitled to first option in relation to any alternative work as provided by current legislation.

Keeping In Touch Days

As is the case with maternity leave, you may ask the Setting to return to work for up to 10 'keeping in touch' days during the adoption leave period.

This arrangement may only take place by agreement between you and your employer. Your employer cannot ask you to work during your adoption leave if you do not wish to, nor does your employer have to agree to a request for 'keeping in touch' days.

If your employer offers the opportunity to work a 'keeping in touch' day, you are entitled to turn the opportunity down without suffering any consequences as a result.

It is unlawful for an employee to suffer detriment for not agreeing to work 'keeping in touch' days, or for working or considering such work.

Return to Work After Adoption Leave

If you intend to return to work before the end of your adoption leave period, you must give the Setting eight weeks' notice of the date you intend to return.

If you return at the end of your Ordinary Adoption Leave (OAL), you have the right to return to your previous job.

If you are returning during or at the end of your Additional Adoption Leave (AAL), you have the right to return to your previous job or, if this is no longer feasible, you will be offered a suitable vacancy where one exists with equally favourable conditions.

If you are unable to return to work at the end of adoption leave due to sickness, this must be supported by an appropriate doctor's certificate.

Paternity Leave

The Setting provides employees with paternity leave rights in accordance with prevailing legislation.

Eligibility for Ordinary Paternity Leave (OPL)

OPL is additional to parental leave, time off for dependants and paid annual leave. In order to qualify for paid paternity leave, you must:-

- have or expect to have responsibility for the child's upbringing or be the biological father or adopter of the child, or be the spouse or civil partner of the mother/adopter (same-sex cohabiting partners qualify);
- have been continuously employed for 26 weeks by the week that falls 15 weeks before the week in which the child is expected to be born. For leave in respect of an adopted child, it will be necessary to have been continuously employed for 26 weeks by the week in which the adopter is notified of having been matched for adoption;
- take the leave to care for the child or to support the child's mother or adopter.

Ordinary Paternity Leave

If you are eligible you can take up to two weeks paid OPL. The leave must be taken as complete weeks rather than individual days.

Leave can commence from the date of the birth or adoption or a chosen number of days or weeks after the date of birth or adoption.

Your period of leave can begin on any day of the week, but it must be completed within eight weeks of the date of birth or date of placement for adoption. If the child is born early, leave must be completed within eight weeks from the expected week of birth.

In the case of multiple births, only one period of ordinary paternity leave is available.

Ordinary Statutory Paternity Pay (SPP)

To qualify for Statutory Paternity Pay (SPP) you must have been continuously employed for at least 26 weeks by the week that falls 15 weeks before the week in which the child is expected to be born. For leave in respect of an adopted child it will be necessary to have been continuously employed for 26 weeks by the week in which the adopter is notified of having been matched for adoption.

The rate of paternity pay is the lower of SPP or 90% of your average weekly earnings (Note: if your normal weekly earnings are less than the lower earnings limit for National Insurance contributions for the previous eight weeks, then you will not qualify for SPP).

Once you start your paternity leave, your paternity pay will be paid into your bank account on the same date that you would have received your salary, and will be subject to deductions for Income Tax and National Insurance.

Notification Requirements (OPL)

You should inform the Executive Manager of your intention to take OPL in writing no later than 15 weeks before the expected week of childbirth. In the case of an adopted child, you must give written notice of your intention to take OPL no later than seven days after the date on which notification of the match with the child is given by the adoption agency. The written notice must state:-

- when the child is due to be born or the date on which the adopter was notified of having been matched (and the date the child is expected to be placed for adoption);
- whether you wish to take one or two weeks leave;
- when you want the leave to start.

You are able to change your mind about the date on which you want your leave to start but must inform the Executive Manager at least 28 days before the leave is due to start.

Additional Paternity Leave

The right to Additional Paternity Leave (APL) is available to parents of children due on or after 3 April 2011, or adoptive parents who are notified of having been matched with a child for adoption on or after 3 April 2011. The provisions enable eligible employees to take up to 26 weeks additional paternity leave within the first year of their child's life or the first year after the child's placement for adoption, provided always that the mother or the adopter who elected to take adoption leave (ie. the primary adopter) has returned to work before using their full 52 week entitlement to maternity leave or adoption leave (as appropriate).

A mother and father, or two adoptive parents cannot take maternity leave and additional paternity leave at the same time.

Eligibility for Additional Paternity Leave

Eligibility for APL is the same as for OPL, but in addition the following must also apply:-

- you must remain in continuous employment with the Setting until the week before the first week of additional paternity leave;
- the mother of the child is entitled to one or more of maternity leave, Statutory Maternity Pay (SMP) or maternity allowance (MA) or, in the case of adoption, the primary adopter is entitled to one or both of adoption leave or Statutory Adoption Pay (SAP), and the mother or primary adopter has returned to work and forfeited a portion of their maternity or adoption leave and SMP, MA or SAP.

Notification Requirements (APL)

You should inform the Executive Manager of your intention to take APL in writing no later than eight weeks before your chosen start date. The written notice must be signed and state:-

- when the child is due to be born or the date on which the adopter was notified of having been matched (and the date the child is expected to be placed for adoption);
- when you want the leave to start and finish;
- that the purpose of the period of APL is to care for the child and that you satisfy the relationship eligibility conditions for APL (and pay, if applicable).

In addition, at least eight weeks before your chosen start date, the mother or primary adopter must also provide a written and signed declaration which states:-

- their name, address and National Insurance number;
- the date they intend to return to work;
- that they have given notice to their employer of returning to work;
- that you satisfy the relationship eligibility conditions;
- that they are entitled to SMP, MA or SAP and the start date of their maternity or adoption pay period (if applicable);
- that they consent to the Setting processing the information contained in their declaration;
- that you are, to their knowledge, the sole applicant for additional SPP (if applicable) and, in the case of a birth child, you are to their knowledge, the only person exercising the entitlement to additional paternity leave in respect of the child.

The Setting may also request that you provide the name and business address of the mother's or primary adopter's employer and a copy of the child's birth certificate or, in the case of an adopted child, evidence of the name and address of the adoption agency, the date on which you were notified of having been matched with the child and the date on which the agency expects to place the child for adoption. You must supply this information within 28 days of the Setting's request.

Additional Paternity Leave

The minimum period of APL is two consecutive weeks and the maximum period is 26 weeks. APL must be taken as one continuous period in multiples of complete weeks. The earliest that APL may commence is 20 weeks after the date on which the child is born, or 20 weeks after the date of placement of the child for adoption, and it must end no later than 12 months after the date of childbirth, or 12 months after the date of placement of the child for adoption.

APL does not have to start as soon as the mother or primary adopter has returned to work. There can be a gap between maternity or adoption leave ending and your additional paternity leave commencing. Special rules apply in the event of the mother's or the primary adopter's death within 12 months of childbirth or placement of the child for adoption. The minimum period of leave will still be two weeks but you will be able to take up to 12 months additional paternity leave ending with the child's first birthday, or within 12 months of the placement for adoption.

Additional Statutory Paternity Pay (SPP)

Additional SPP may be payable for some of the additional paternity leave period. You are entitled to additional SPP if:-

- you have been continuously employed by the Setting for at least 26 weeks ending with the 15th week before the expected week of childbirth or, in respect of an adopted child, ending with the matching for adoption week;
- you remain in continuous employment with the Setting until the week before the additional SPP period begins;
- your average weekly earnings in the eight weeks up to and including the 15th week before the expected week of childbirth, or up to and including the matching week, are not less than the lower earnings limit for National Insurance contributions;
- you are the biological father of the child or you are married to, the civil partner or the cohabiting partner of the child's mother, or you are married to, the civil partner or the cohabiting partner of the child's primary adopter, and, in the case of a birth child, you expect to have the main responsibility for the upbringing of the child (apart from the mother's responsibility) or, in the case of adoption, you have been matched with the child for adoption;
- you intend to care for the child during the additional SPP period;
- the mother was entitled to SMP or MA or, in the case of adoption, the primary adopter was entitled to SAP, and the mother or primary adopter has returned to work before their full entitlement to SMP/MA/SAP was exhausted;
- the mother or primary adopter has at least two weeks of their maternity or adoption pay period which remains unexpired;
- you have given written notice of your application for additional SPP and made a signed employee declaration in relation to additional SPP at least eight weeks before the expected additional SPP start date. The additional paternity leave request form can be used for this purpose;
- the mother or primary adopter has submitted a written and signed declaration to the Setting in relation to your application for additional SPP at least eight weeks before the expected additional SPP start date. The mother or adopter declaration for additional paternity leave can be used for this purpose.

Additional SPP is paid by the Setting for only some of the additional paternity leave period, ie. during what would have been the mother's or primary adopter's 39 week maternity or adoption pay period. The rate of additional SPP is the lower of SPP or 90% of your average weeks earnings.

Additional SPP is treated as earnings and is therefore subject to PAYE and National Insurance deductions. Additional SPP can start from any day of the week in accordance with the date you start your additional paternity leave. Additional SPP is payable whether or not you intend to return to work after your additional paternity leave.

Once you start your paternity leave, your paternity pay will be paid into your bank account on the same date that you would have received your salary, and will be subject to deductions for Income Tax and National Insurance.

Contact During APL

Before your APL starts, the Setting will discuss arrangements for keeping in touch during your leave, should you wish to do so. The Setting reserves the right to maintain reasonable contact with you from time to time during APL. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

Keeping In Touch Days

You may agree to work for the Setting for up to a maximum of ten days during APL without that work bringing the period of APL to an end and without loss of a week's additional SPP. These are known as 'keeping in touch' days. Any work carried out on a day shall constitute a day's work for these purposes.

The Setting has no right to require you to carry out any work, and you have no right to undertake any work, during your additional paternity leave. Any work undertaken, including the amount of salary paid for any work done on keeping in touch days, is entirely a matter for agreement between the Setting and you. Any keeping in touch days worked do not extend the period of your additional paternity leave. Once the keeping in touch days have been used up, you will lose a week's additional SPP for any week in which you agree to work for the Setting.

Returning to Work After APL

You will have been formally advised in writing by the Setting of the date on which you are expected to return to work based on your chosen start and end dates of your APL. You are expected to return on this date, unless you notify the Setting otherwise.

If you are unable to attend work at the end of the APL due to sickness or injury, the Setting's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

Whilst you are under no obligation to do so, it would assist the Setting if you could confirm as soon as convenient during your APL that you will be returning to work as expected.

If you wish to return to work earlier than your expected return date, you must give the Setting, preferably in writing, at least six weeks' notice of your proposed date of early return. If you fail to do so, the Setting may postpone your return to such a date as will give the Setting six weeks' notice, provided that this is not later than your expected return date.

If you decide not to return to work at all after additional paternity leave, you must give notice of resignation as soon as possible and in accordance with the terms of your Contract of Employment. If the notice period would expire after APL has ended, the Setting may require you to return to work for the remainder of your notice period.

You are entitled to return to your normal job following paternity leave, on the same terms and conditions of employment.

Adoptions from Overseas

Special rules apply where additional paternity leave follows adoption leave in relation to a child adopted from overseas. You may still be entitled to additional paternity leave provided that the primary adopter has returned to work before using their full entitlement to adoption leave. For further information, please contact the Executive Manager.

Parental Leave

Eligibility

Once you have completed one year's service, you are entitled to a maximum of 13 weeks unpaid parental leave for each child (in the case of a child with a disability this is increased to 18 weeks). Leave is to be taken before the child is five years old (or 18 years of age in the case of a child with a disability). For adopted children leave may be taken within the first five years after the date of adoption or until the child's 18th birthday, if that is sooner.

To establish whether you qualify for leave, the Setting may ask to see the child's birth certificate or other evidence of parental responsibility, such as papers confirming adoption, or in the case of a disabled child, the award of disability living allowance.

On recruitment, where it is known that there is a child or children under five (or adopted) you must declare how much parental leave has been taken with any previous employer in respect of each child. This will be checked with them.

You may take this leave at any time in the year, up to a maximum of four weeks in any one year. Leave must be taken in weekly blocks, with the exception of parents of a child with a disability, who may be able to take leave in blocks of one day.

Notification Requirements

You are required to provide the Executive Manager with at least 21 days' notice of the required leave dates. The Setting reserves the right to postpone the leave for up to six months for operational reasons, although we will try to be as flexible as possible. Any abuse of this benefit is likely to be treated as gross misconduct and could lead to dismissal without notice.

Medical and Dental Appointments

The Setting recognises that employees will from time to time need to attend medical, hospital, dental and other similar appointments. Whenever it is possible to do so, you should arrange appointments outside of your normal working hours or, where this is not at all possible, appointments should only be made with prior agreement from the Executive Manager.

Details regarding time off for antenatal appointments can be found in the Maternity Leave section.

Time Off for Dependants

Although all employees have an entitlement to paid holidays, it is recognised that there may be occasions when unpaid leave, with or without notice, may be required to deal with an emergency involving a dependant. Dependants are defined as your parents, spouse, partner, children or someone who lives as part of the family.

We will give you a reasonable amount of time off when such an unexpected or sudden problem arises, eg. unexpected disruption to care arrangements or the death or sickness of a dependant. You should notify the Early Years Manager as soon as possible about any such absence, including the reason and how long you expect to be absent from work.

This right is to enable you to deal with emergencies and to make arrangements for care. The right does not extend to taking time off for the duration of a dependant's illness.

Individual circumstances may mean this right would be extended for the duration of the dependant's illness, this would be at the discretion of the Executive Manager.

Bereavement Leave

In addition to an employee's right to take reasonable unpaid time off following the death of a dependant, the Setting may, at the discretion of the Executive Manager, permit an employee to take leave (either paid or unpaid) following the death of an immediate or close relative.

Time Off for Public Duties

Your employer will allow reasonable time off for those employees who carry out qualifying public duties as follows:-

- as a justice of the peace;
- or as a member of:-
- a local authority;
 - a statutory tribunal;
 - a Police authority;
 - board of prison visitors or a prison visiting committee;
 - a relevant health body; or
 - the Environment Agency or the Scottish Environment Protection Agency.

Jury Service

Employees are entitled to take time off work where they are required to attend Jury Service. No employee will be penalised or subjected to any detriment for requesting, or taking, time off work to attend Jury Service.

When you receive a Court Summons, you must provide a copy of this to the Executive Manager immediately. Where attendance may cause your employer's business serious disruption or difficulties, you may be asked to apply to the Court for the Jury Service to be deferred. It is therefore important that you discuss the matter with the Executive Manager so that the need for time off work, and any arrangements for cover that may be required can be considered.

The Setting does not pay for time off work to attend Jury Service. However, you will be able to claim an allowance from the Court for loss of earnings. When you confirm your Jury Service, you will be sent an information pack containing an Employer's Certificate of Loss of Earnings. This needs to be provided to the Executive Manager, for completion. The completed Certificate can then be handed to the Jury Manager together with the expenses sheet you will be given on your first day of Jury Service.

If on any day you are not required at Court, or are only required for part of a day, you must return to work for the remainder of that day.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of Trustees		
Name of signatory		
Role of signatory		

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