

## **Leave of Absence Policy**

### **1. Introduction**

1.1 Bristol Together CIC recognises the need for employees to take time off for various reasons. This Leave of Absence Policy outlines the types of leave available and the procedures for requesting and approving leave.

### **2. Purpose**

2.1 Provide clear guidelines for requesting and approving leave.

2.2 Ensure consistency and fairness in managing leave requests.

2.3 Support employees in balancing their work and personal responsibilities.

### **3. Scope**

3.1 This policy applies to all full-time and part-time employees of Bristol Together CIC.

### **4. Types of Leave**

4.1 Annual Leave:

4.11 Employees are entitled to a certain number of paid holidays each year, as outlined in their employment contract.

4.12 Leave requests should be submitted at least two weeks in advance, if the request is over two weeks the request should be submitted four weeks in advance.

4.2 Sick Leave:

4.21 Employees are entitled to statutory sick leave in case of illness or injury.

4.22 Employees must notify their supervisor as soon as possible if they are unable to work due to illness.

4.23 A medical certificate may be required for absences longer than five days.

4.3 Maternity/Paternity Leave:

4.31 Employees are entitled to maternity or paternity leave as per statutory requirements.

4.32 Leave requests should be submitted at least eight weeks before the expected start date of the leave.



#### 4.4 Compassionate Leave:

4.41 Employees may be granted compassionate leave in the event of a family emergency or bereavement.

4.42 Requests for compassionate leave should be made as soon as possible.

#### 4.5 Unpaid Leave:

4.51 Employees may request unpaid leave for personal reasons.

4.52 Approval of unpaid leave is at the discretion of management and will be considered on a case-by-case basis.

### 5. Procedures

#### 5.1 Requesting Leave:

5.11 Employees must submit a leave request to their supervisor for approval.

5.12 Leave requests will be considered based on business needs and staffing requirements.

#### 5.2 Approving Leave:

5.21 Supervisors will review leave requests and notify the employee of the decision as soon as possible.

5.22 Approved leave will be recorded and tracked by the management.

### 6. Responsibilities

#### 6.1 Employees:

6.11 Submit leave requests in a timely manner.

6.12 Provide necessary documentation, such as medical certificates, for sick leave.

#### 6.2 Supervisors:

6.21 Review and approve leave requests based on business needs.

6.22 Ensure leave is recorded and tracked accurately.

#### 6.3 Management:

6.31 Maintain records of all leave requests and approvals.



6.32 Provide guidance and support to employees and supervisors regarding leave policies and procedures.

## 7. Review

7.1 This Leave of Absence Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to Leave of Absence policy, please contact Paul Morgan at [paulmorgan@bristoltogether.co.uk](mailto:paulmorgan@bristoltogether.co.uk).

<b>Review Cycle:</b>	<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Next Date of Review:</b>
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025