



Employment – 4.3 Time Off Work Policy

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Policy Statement

Starlings Preschool recognises there are times when staff need to take time off work. This policy outlines the circumstances in which staff may take time off work, and how much time they are allowed, and whether they will be paid. All time off is unpaid unless specified.

Procedures

Time off work covers:

- 1 Compassionate Leave
- 2 Jury Service
- 3 Special Leave
- 4 Adverse Weather

1. Compassionate Leave

For Compassionate Leave, staff will be allowed time off work:

1. To cope with the death of an immediate family member or partner.

The time off the employee needs to take off should be negotiated with the line manager and will reflect each individuals' circumstances. Paid leave will be granted, at the management committees' discretion. Further unpaid leave may be also agreed.

2. Employees earning over the earnings limit for SSP purposes are entitled to Statutory Bereavement Pay and leave of 2 weeks if they suffer the death of a child under the age of 18.



2. Jury Service

Starlings Preschool will allow staff time off to attend Jury service.

3. Special Leave

The purpose of this provision is to ensure staff are given time off to deal with urgent situations. This policy is based on the Parental Leave regulations (1999). The Policy also covers time off for other unforeseen domestic emergencies, e.g., burglary.

An employee may be granted time off during working hours in order to take action which is necessary:

- To provide assistance on an occasion when a dependent unexpectedly falls ill.
- To make arrangements for the provision of care of a dependent who is ill or injured.
- An unexpected domestic event e.g. fire, burglary, burst pipes.
- The leave is to put in place contingency plans and will not normally exceed one day.

4. Adverse Weather

Attending for work/maintaining services during adverse weather and other emergency conditions.

Starlings Preschool recognises the need to safely maintain services during adverse weather conditions, whilst properly discharging its duty of care to employees. This policy is based on the clear principle that in accordance with an employee's contract of employment they are required to attend for duty in order to receive payment.

Only in very exceptional circumstances will we issue a direct instruction to staff regarding the need to close or reduce service provision due to extreme weather conditions. **In these circumstances staff will be paid.**



This policy was adopted by Starlings Preschool

On 6th September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson