

**SCOPE**

This document establishes the Special Leave Policy for Galliford Try Employment Limited. References in this policy to the ‘Company’ are to Galliford Try Employment Limited. References in this policy to ‘our people’ are to employees of Galliford Try Employment Limited.

The Company allows our people to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies, and to make any necessary longer-term arrangements, which involve one of their dependants. A "dependant" will include the following:

- A spouse, partner, parent or child;
- A person who lives in the same household as you, other than as your tenant, lodger or boarder; or
- Any person who reasonably relies on you for assistance on an occasion when the person falls ill or is injured or to make arrangements for the provision of care in the event of illness or injury.

**PURPOSE**

The Company recognises that from time to time our people may be faced with situations that require them to be away from work. In recognition of the nature of such situations and in support of our people's need for periods of time off work, this policy will be applicable. This policy provides guidance in defining, managing and applying for special leave in the following areas:

- Compassionate leave
- Time off for dependants/emergency leave
- Jury Service
- Witness Request
- Public Duties
- Volunteering
- HM Reserves Forces Training
- Religious / Cultural Observance
- Study Leave
- Career Breaks/Sabbaticals

The Galliford Try Employment Limited Special Leave Policy will be brought to the attention of all our people. This Policy does not form part of our people’s contract of employment and may be amended by the Company from time to time. It will be reviewed annually. There is no qualifying period of service in relation to this policy.

**GENERAL DATA PROTECTION REGULATION**

Be aware that whenever we are collecting, using, retaining, transferring or disposing of any information about a person (“processing of personal data”) in connection with the subject matter of this policy we have numerous obligations under the General Data Protection Regulations (GDPR). Any failure to comply with GDPR can have serious results including breach of the person’s rights and financial penalties for the Company. You must not proceed with any processing of personal data unless you have first read and complied with the Group Data Protection Policy, reference HR-POL-004, which can be found on the BMS. If you have any questions about GDPR compliance please contact the Group Chief Information Officer, the Head of Information Security and Compliance or Legal Services.

**OUTPUTS**

Reference No.	Document Title	Responsibility	Retention Period
	Special Leave Absence Request on Orbit	Employee	7 Years

**SPECIAL LEAVE POLICY****1. Compassionate Leave**

- 1.1 In cases of serious illness or bereavement within your immediate family, the Company will offer compassionate leave. Depending on the circumstances, the time required may vary, and your line manager will discuss with you what time off is reasonable and appropriate. For short periods of leave, this is normally paid, and you should ensure that you keep in touch with your line manager during your absence.
- 1.2 As a guide, where there has been a bereavement relating to an immediate family member, at the Company's discretion it would normally be appropriate to allow three to five days paid leave to allow an individual to deal with circumstances following the bereavement and to attend the funeral. An "immediate family member" in this context means an adult child, spouse or partner, grandchild, parent, stepparent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.
- 1.3 Where there has been a bereavement relating to a child under the age of 18, at the Company's discretion it would normally be appropriate to allow up to 2 weeks paid leave.

**2. Time off for dependants/Emergency Leave**

- 2.1 Examples of family emergencies which will be covered by this policy include the following:
- Where a dependant falls ill, is injured, or is involved in an accident;
  - Where a dependant gives birth;
  - To deal with the death of a dependant;
  - If a child for whom you are responsible is involved in a serious incident during school hours; or
  - If childcare or other arrangements unexpectedly break down in relation to a child for whom you are responsible.
- 2.2 In cases of family emergency, our people will be entitled to a reasonable amount of time off to deal with the emergency. In most cases, it is anticipated that one- or two-days leave would be sufficient. There is no entitlement to pay during time off for family emergencies. You must notify the Company as soon as practicable of the reason for absence, and the anticipated duration of the absence by contacting your line manager. The employee should complete an absence request form under 'special leave paid' with reason as 'emergency leave' on Orbit.

**3. Jury Service**

If you are required to attend court for jury service, you must notify your line manager immediately. Upon written confirmation of your requirement to attend court, the Company may permit you to take leave to carry out the jury duties, for the duration of your required attendance (typically this is no more than 10 days). The Company will continue to pay you your normal basic rate of pay during your jury service (subject to a 10-day maximum) but you must claim, from the court for loss of earnings and repay this amount to the Company. If you incur travel expenses, you should claim these expenses from the court. Upon notification to attend jury service, the employee should complete an absence request form under 'special leave paid' with the reason 'jury service' on Orbit.

**4. Witness Request**

If you are requested or required to be a witness, you will not normally be entitled to paid leave unless you are requested to be a witness on behalf of the Company. Paid leave may be granted at the discretion of your line manager. This can be requested as 'special leave paid' on Orbit.

**5. Public Duties**

- 5.1 If you undertake other Public Duties that mean you need to be away from work for short periods of time, you should discuss these requirements with your Line Manager, as soon as practicable. We do allow reasonable time off for you to undertake Public Duties, subject to the impact on the business and your colleagues. Such time off will be unpaid, though you may request to take annual leave, instead.
- 5.2 Public Duties, for this purpose include but are not limited to:
- magistrates
  - school governors
  - local councillors
  - member of a statutory tribunal
  - member of a health authority board
  - member of the managing or governing body of an educational establishment

**6. Volunteering**

- 6.1 The Company is committed positively contributing to the communities in which we work and live. We aim to be responsive to local community social and economic needs and enhance the benefits that our business activities bring. We recognise the importance of involving and encouraging our employees to participate in local community projects and charitable work and believe this has a positive impact on employee engagement and morale. The Company will measure and report on community activities and the contribution that our people make to society, on a yearly basis, through our Group Annual Report.
- 6.2 The Company will approve two additional days paid leave in any 12-month period to enable our people to undertake volunteering activities, subject to being able to demonstrate:
- the nature of the volunteering activity; and
  - the benefits to the community
- 6.3 All applications to participate in volunteering activities require line manager approval. In authorising volunteering activities, line managers must be satisfied that:
- All volunteering activities support this policy.
  - Due consideration is given to every request received.
  - There is no conflict of interest, and the volunteering activity is not likely to bring the Company into disrepute.
  - The volunteering activity is not aligned to any political affiliation.
- Employees should request absence for volunteering in Orbit.
- 6.4 Employees undertaking volunteering activities should be aware that responsibility for 'Duty of Care' during their period of voluntary work lies with the voluntary organisation; it is not the responsibility of Galliford Try Employment Limited.
- 6.5 The Company reserves the right to refuse a request, particularly if the leave date cannot be accommodated for business reasons.

**7. HM Reserves Forces Training**

- 7.1 Galliford Try Employment Limited endeavours to uphold the key principles of the Armed Forces Covenant and supports the Armed Forces Community. In doing so, we support our people who choose to be members of the Reserve forces by accommodating their training and deployment requirements where possible, as detailed below.

- 7.2 Members of HM Reserve Forces for who attendance at annual camp is obligatory must forward a “Letter of Authorisation”, completed by the Commanding Officer, to their line manager confirming their attendance. Individuals who receive service pay should have a statement of National Insurance and Income Tax deducted from their service pay, which should be forwarded to the Payroll Department.

Employees must create the absence on Orbit under ‘special leave paid’ with the specific reasoning ‘reservist’. Once this has been approved, provide the relevant documents e.g. Letter of Authorisation to the HR Hub.

- 7.3 Members of HM Reserve Forces for who attendance at annual camp is optional may apply for special leave absence. This will be granted if business requirements allow.
- 7.4 Leave for attendance at the annual camp will be paid at the rate of standard basic salary for a maximum of ten working days subject to production of a letter of confirmation of attendance from their Officer Commanding on their return to work.
- 7.5 For long periods of armed service mobilisation, our people should contact HR for further information. However, you should be aware that during your time away from the business, you will not be eligible to receive any compensation or benefits under your contract of employment. This means you will not receive a salary during your leave, or be eligible to receive any contractual benefits including, but not limited to, accrual of annual leave and pension contribution, and you will not be eligible to participate in any discretionary bonus or incentive scheme for the period that you are absent from the business, unless you completed a minimum of 3 months consecutive service during the scheme year. However, your continuous service will not be broken, however your time away will not count towards your total period of continuous employment.

## **8. Time off for Trade Union Activity**

### **8.1 Members of a Recognised Trade Union**

- 8.1.1 An employee who is a member of a recognised union has the right to take a reasonable amount of time off without pay for trade union activities. If a member of a trade union wishes to take time off for trade union activities, they should provide their line manager with as much notice as possible, giving details of their reason for taking time off and how much time off is required.

- 8.1.2 Examples of trade union activities that employees have the right to take reasonable time off include:

- Going to workplace meetings to talk about and vote on negotiations with their employer, on such subjects as pay or changes to their terms and conditions.
- Going to a meeting with a full-time trade union official away from your workplace to discuss issues at your workplace.
- Voting in a trade union election, for example to elect a shop steward.
- Consulting a trade union learning representative.

### **8.2 Representatives of a Recognised Trade Union**

- 8.2.1 A union representative also has the right to take a reasonable amount of paid time off to carry out their duties as a representative and receive training relevant to carrying out those duties.
- 8.2.2 If a union representative wishes to take time off to carry out trade union duties, they should provide their line manager with as much notice as possible, giving details of their reason for taking time off and how much time off is required.

8.2.3 Examples of trade union duties that workplace representatives have the right to take reasonable time off include:

- negotiating terms and conditions of employment
- helping with disciplinary or grievance procedures on behalf of trade union members (including accompanying workers at disciplinary or grievance hearings)
- accompanying trade union members to meetings to discuss flexible working requests.
- negotiating issues about trade union membership
- discussing issues that affect trade union members (e.g. redundancies or the sale of the business)

8.3 Learning Representatives of a Recognised Trade Union

A trade union learning representative can take reasonable time off to:

- analyse the learning or training needs of trade union members
- provide information and advice about learning or training matters
- arrange or promote learning or training
- discuss activities as a learning representative with the employer
- train as a learning representative

## 9. Religious / Cultural Observance

9.1 Employees who wish to request time off or temporarily change their working hours to observe a particular religious or cultural occasion should make their request in writing to their line manager at least five working days before the relevant dates. On receipt of the request, the line manager will consider the request and will accommodate it where it is reasonably practicable to do so.

9.2 Any period of agreed absence in this case will be unpaid.

## 10. Medical Appointments

10.1 The Company recognises that there may be times when our people need to take time away from the business to attend medical appointments.

10.2 Appointments within normal working hours may be permitted if they cannot be arranged outside of normal working hours, subject to the approval of the line manager, who may request that the time is made up. Individuals should try to arrange any appointments at the beginning or end of the day where possible to minimise disruption and should give their line manager reasonable notice of any appointments, so that arrangements can be made to cover their work. Individuals are required to provide written evidence of the appointment(s) in order to receive time off. If you do not provide written evidence of an appointment when requested, this may be treated as unpaid leave.

## 11. Study Leave

Individuals who are studying on a company sponsored arrangement will be permitted to take half a day's study leave for each exam to be taken, up to a maximum of five days per academic year. This is in addition to time off for the exam itself. Individuals will receive their normal pay during this period. Paid time off will not be granted for exam re-sits. Study leave can be applied for through Orbit.

**12. Career Breaks/Sabbaticals**

An individual may request an unpaid career break of between 3 months and 12 months, providing they have two years' continuous service at the time the request is made. Individuals will normally only be permitted one career break during any period of service with the Company.

Sabbatical leave can be applied for through Orbit, using 'unpaid leave - sabbatical' and the relevant approvals will then be obtained through the system. This includes your Line Manager and Regional Director as well as your local HR contact. This should be done at least 3 months prior to the start date of the absence. Careful consideration will be given to any request but will only be granted when they have been approved by the Divisional Managing Director. In considering a request, the Company will take into account the benefit that it will bring the Company as well as the individual, and the impact of the extended absence on the operational workload of the project/department.

**13. General**

- 13.1 All types of special leave, both paid and unpaid should be requested by the employee on Orbit in absences, with the specified reason as to why. These should be requested in advance and will require approval by line management. Where practical, requests for special leave should be discussed with your line manager prior to submitting the on-line request. Should there be any queries, please contact your local HR representative or the HR Hub.

**14. Useful Contacts**

HR Hub by telephone on 01455 231828 or by email to [HR.Hub@gallifordtry.co.uk](mailto:HR.Hub@gallifordtry.co.uk)

Local HR contacts for advice and guidance









