
Special Leave Policy

1. Special Leave

1.1 Additional leave with or without pay may be granted in special circumstances at the discretion of management who shall give particular consideration to granting reasonable paid time off for dependants as defined under the Employment Relations Act 1999.

1.2 This Policy applies to all GRAHAM Facilities Management employees.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-GFM@graham.co.uk

2. Dental, Doctor & Hospital Appointments

2.1 Other than for emergencies, all such appointments should be made as far as possible outside normal working hours but where this is not possible every effort should be made to arrange them as close to your starting or finishing time in order to minimise the length of time away from the workplace. On request, employees must produce an appointment card or other written evidence of the appointment.

3. Carers Leave

3.1 All employees with caring responsibilities may take up to five days' off each year to provide or arrange care for a dependant with a long-term care need.

3.2 The days will be unpaid and can be taken in full days or half days.

3.3 A dependant is the partner, child or parent of the employee, someone who lives with the employee as part of their family or a person the employee provides primary care for. It does not include tenants or boarders living in the family home.

3.4 A "long-term care need" is an illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age.

4 Parental Leave

4.1 All employees with at least one year's continuous service at the time they wish to take parental leave are entitled to 18 weeks' unpaid leave during the period up to their child's 5th birthday. In the case of adopted children this will be to the 5th anniversary of the adoption or the child's 18th birthday whichever come first.

4.2 For parents of disabled children the entitlement is 18 weeks' unpaid leave in the period up to the child's 18th birthday.

- 4.3 The maximum parental leave that can be taken in one year is limited to 4 weeks. It must also be taken in blocks of one week with part of a week counting as a complete week. Only if the child is disabled. Individual days are not counted as a complete week.
- 4.4 Employees wishing to avail themselves of parental leave must give at least 21 days' notice of the dates required. If the leave is not associated with the birth of a child the company reserves the right to postpone the leave for up to 6 months if its business needs so require.

5 Parental Bereavement Leave

- 5.1 You are entitled to 2 weeks leave from the first day of your employment for each child who has died and is under 18 or was stillborn. You can take the 2 weeks together or 2 separate weeks of leave. A week will be the same number of days you work in a week.
- 5.2 The leave can start on or after the date of the death or stillbirth. The leave must finish within 56 weeks of the date of the death or still birth.
- 5.3 You will receive statutory parental bereavement pay weekly if you're eligible. To be eligible for statutory parental bereavement pay you must be the child or baby's parent either biological, adoptive or parent of a child born to a surrogate, or you must be the partner of the child or baby's parent.

6 Jury Service

- 6.1 You are entitled to time off work to fulfill your obligations with regard to Jury Service. In the event of you being summoned to attend for Jury service, you must notify your line manager immediately on receipt of the Jury Summons, giving details of the dates you are required to attend Court.
- 6.2 If you are retained on Jury Service for a prolonged period, you have an obligation to notify GRAHAM Facilities Management and must keep in regular contact with your manager throughout. You must return to normal working immediately following your release from Jury duties.
- 6.3 You are reminded to ensure that an expenses claim is submitted to the Court in accordance with the available allowances for travelling, subsistence and your financial loss.
- 6.4 For employees living and working in Northern Ireland, GRAHAM Facilities Management will continue to pay you during your time off on Jury Service, but you must repay GRAHAM Facilities Management when you receive your expenses from the Court.
- 6.5 For employees in the rest of the UK , GRAHAM Facilities Management will not pay during your time off on Jury Service. Employees must provide payroll with the form they have received prior to commencement of the duties to enable a completion of loss of earnings. This is presented to the court who in turn will pay the loss.

7 Leave for Magisterial, Public or Voluntary Body or Emergency Services Duties

- 7.1 If you have voluntary responsibilities such as being a JP, a local councilor, health authority member, school governor, serve on a tribunal or emergency services you are entitled to reasonable time off for the duties associated with those positions. Leave for such positions will normally be without pay.
- 7.2 New employees are required to disclose any such commitments to the Human Resources Manager before taking up employment.
- 7.3 Existing employees who are offered such public responsibilities must discuss the matter with the Human Resources Manager before accepting and so that suitable arrangements can be agreed.

8 Bereavement Leave

- 8.1 Whilst the company does not operate a formal scheme permitting specified time off with pay in the event of a family bereavement, we do recognise the impact of such events on employees in relation to dealing with the events and funeral etc.
- 8.2 As a general guide bereavement leave is granted to assist with making funeral arrangements and to attend the funeral. Employees are allowed two days off with pay when the deceased is a close family relation. Any additional leave needed will be without pay or taken out of holiday entitlement.
- 8.3 It is recognised that, given the purpose of the need for time off, it may not be possible to give advance notice of absence. However, a phone call by the employee or a representative should be made to the individual's manager or the Human Resources Department. This should be done at the earliest opportunity during the first day of absence.
- 8.4 If extended leave is required a request should be made in advance to the appropriate manager.