
Special Leave Policy

POL-039

SPECIAL LEAVE

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.

This Policy applies to all John Graham Construction Ltd. (“GRAHAM”) 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-JGC@graham.co.uk

Dental, Doctor and Hospital Appointments

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.

Emergency Dependant Leave

Emergency Dependant Leave is available to deal with an unexpected problem or emergency involving a dependant and to make longer term care arrangements.

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.

Reasonable time off for dealing with unforeseen or sudden emergencies will depend on the individual circumstances. For example, if a child falls ill, the leave should be enough to help cope with the crisis; to deal with the immediate care of the child and visit the doctor if necessary. It does not mean that employees may take two weeks to look after a sick child.

Where employees know in advance that such leave is required, they may be required to take leave as annual leave. Alternatively, they may be entitled to take unpaid Carers Leave or unpaid Parental Leave.

Employees should telephone their Line Manager as soon as possible on the first day of absence to let them know the reason for absence.

Where it is found that an employee is abusing the right to time off appropriate action will be taken in accordance with the company disciplinary procedures.

Carers Leave

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.

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

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.

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.

Parental Leave

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 18th birthday. In the case of adopted children this will be to the 5th anniversary of the adoption or the child's 18th birthday which ever come first.

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 are individual days not counted as a complete week.

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.

Jury Service

You are entitled to paid time off work to fulfil your obligations with regard to Jury Service. In the event of you being summoned to attend for Jury service, you must notify your line management immediately on receipt of the Jury Summons, giving details of the dates you are required to attend Court.

If you are retained on Jury Service for a prolonged period, you have an obligation to notify GRAHAM and must keep in regular contact with your manager throughout. You must return to normal working immediately following your release from Jury duties.

The company will require a certificate from the Court confirming that the employee has been called for jury duty.

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

If you have voluntary responsibilities such as being a JP, a local councillor, health authority member, school governor, serve on a tribunal or serve in the 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.

New employees are required to disclose any such commitments to the Head of Human Resources before taking up employment.

Existing employees who are offered such public responsibilities must discuss the matter with the Head of Human Resources before accepting and so that suitable arrangements can be agreed.

Bereavement Leave

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.

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.

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.

If extended leave is required a request should be made in advance to the appropriate manager.