

Special Leave Policy

Introduction

Interr is committed to developing work practices and policies that support work- life balance for their employees. Interr has developed a range of additional leave options to help employees take time away from work for reasons that do not necessarily fall under existing leave policies. It is important that staff do not see special leave as an addition to their annual leave; where possible, a flexible approach will be adopted to enable employees to meet their requirements.

1. TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your Line Manager and will normally be without pay.

2. BEREAVEMENT LEAVE

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your Line Manager and agree appropriate time off, which will normally be without pay. In case an extended period of absence is required, unpaid leave may be granted at the discretion of the HR Department/Director.

3. ATTENDING COURT AS A WITNESS/JURY DUTY

Employees who are called for jury duty or attend Court as a witness will be granted leave to attend, providing they produce the original Court paperwork. The employee will have their salary adjusted accordingly and claim loss of earning from the Court by obtaining an expenses claim form from the Court. An employee who is no longer required to attend the Court service will be required to attend work as normal.

4. OTHER REASONS

Interr recognises there may be times when special leave that does not fit any of the circumstances above. Such requests will be considered on their own merits by your Line Manager, will usually be unpaid and may be granted at the discretion of the HR Department or Company Directors.

Policy Review

This policy was last reviewed and agreed by the board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori



Mick Tabori - CEO
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