



Time Away from Work Policy

Overview

At Greencore, our people are at the core and what makes us successful as a business. We recognise that there are times when our colleagues may need to request absence from work that is outside of the more usual type of absence. This policy outlines the options available to colleagues for both paid and unpaid authorised time off from work.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

What do I need to know or do?

The following general principles apply:

A fair, consistent and non-discriminatory approach will be applied to colleague absences covered by this policy.

- In some circumstances, management discretion may be applied.
- You are responsible for discussing your request with your manager. In an emergency, you should talk to your line manager at the earliest opportunity.
- Requests for leave must be made as soon as reasonably possible taking into account the needs and the seasonality of the business, requests will be met where possible, taking those needs into account.
- Abuse by a colleague of the leave arrangements described in this document could result in disciplinary action.
- All requests for leave must be made using the local arrangements for your site.
- All leave is stated as full-time working days (or equivalent hours). Leave entitlements for part time colleagues and job sharers will be calculated on a pro-rata basis to the proportion of working days or hours that they work, rounded up or down to the nearest half day.

My Responsibilities

You are responsible for your attendance at work.

In the event of absence from work it is your responsibility to notify the site absence line (or your line manager if an absence line is not available) at the earliest opportunity of the absence, ideally before your normal start time. You must make the call yourself and provide information on why you are unable to attend work and how long you expect to be absent for. A text message, email, use of social media or message via a colleague is not acceptable. Only in an emergency can someone else call on your behalf.

Where you fail to follow the correct reporting procedure, your absence may be recorded as unauthorised, any pay entitlement may be stopped and your unauthorised absence may result in disciplinary action.

Line Managers

Your line manager has responsibility for the management, monitoring and control of absence for their teams.

Your line manager will ensure that absences notified to your department are updated and any unpaid leave is communicated to Time & Attendance and/or Payroll teams for processing.

Line managers have a responsibility to ensure that you know the absence reporting process and that you are provided with the contact details for this purpose.

HR

HR will provide procedural advice and guidance to line managers and the Leadership Team, in the first instance signposting them to the guidance and information contained within Line Management Framework (LMF).

Annual Leave

The annual leave period is normally from 1 April to 31 March (1 January to 31 December in Ireland). Please check with your site to confirm the period. Pay during annual leave is calculated on the basis of what you would have received had you been at work or P60 average for hourly paid colleagues.

Booking and taking annual leave

You should book annual leave using the appropriate process for your site. Your line manager (or other person delegated to approve leave) must approve annual leave prior to leave being taken.

Annual leave may not be taken unless your line manager approves it. You should be aware that taking leave that has been declined could lead to an investigation and potential disciplinary action.

In accordance with the above policy, you will be permitted to take annual leave whenever you wish, unless there is an over-riding business reason that makes the taking of such leave inconvenient at a particular time. In such cases your line manager will discuss the situation with you and take full account of any personal circumstances that would prevent you from taking leave at another time.

Your line manager will maintain your leave record but it is your responsibility to ensure any amendments or corrections are discussed with your line manager to keep your record up to date.

You should take your leave in the year in which it is accrued. If you are on maternity leave, you should review the Family Friendly Policy which outlines your holiday entitlements.

The request for leave should be submitted as early as possible, and for annual leave of more than 2 weeks, at least four weeks prior to the leave commencing, to allow the planning of cover arrangements.

To prevent any disappointment, please do not commit to any expenditure on holidays etc. until the leave is approved.

New Starters or Changes

On joining Greencore, all colleagues will be entitled to annual leave in the year of joining on a pro rata basis. Leave is accrued from the first day of employment and calculations will be made and agreed dependent on your start date. Your entitlement will be notified to you by your line manager or HR.

Carrying over annual leave to the new leave year

It is expected that you will be provided with the opportunity to take all your leave within a leave year. You must take at least 28 days holidays (inclusive of bank holidays) per year in accordance with the Working Time Regulations 1998 (pro-rata for part time colleagues).

If you are unable to take all your annual leave then this must be discussed with your line manager. Up to 5 days annual leave pro rata may be carried over to the following year by exception, with the agreement of your Line Manager where you are prevented from taking the full allowance of annual leave before the end of the leave year because of business needs, or due to personal circumstances. This should be taken before the end of June the following annual leave year.

Annual leave and sickness absence

If you have pre-arranged annual leave but then fall sick, you must follow your site's absence reporting procedures in order for the leave to be taken at another time.

If you are on long term sickness absence at the end of the holiday year, you are entitled to accrued holiday for this period of sickness absence. This entitlement will be carried over into the new holiday year if your period of sick leave spans two annual leave years. Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost. Alternatively you can choose to take your paid holiday during your sick leave, in which case you will be paid at your normal rate.

On termination of employment, if you have been on long-term sick leave, you will be automatically paid for all the holiday that has been accrued over that period, whether or not a request had been made to carry it over.

Untaken leave can only be carried over for up to 18 months from the end of the leave year in which the leave arises.

Annual leave when leaving Greencore

On leaving Greencore, any accrued holiday leave remaining will be paid in your final salary payment. Holiday leave entitlement will be calculated to the leave date.

Any leave taken which is in excess of that which you would have been entitled to will be deducted from the final salary payment.

Bank Holiday Leave

Your Contract of Employment will determine whether Bank Holidays are included in your overall entitlement.

If you are entitled to Bank Holidays, the following eight Bank Holidays (pro rata for part time colleagues) are recognised as either statutory (*) or customary:

- New Year's Day
- Good Friday *
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- August Bank Holiday Monday
- Christmas Day *
- Boxing Day

The calculation of this entitlement is always proportionate to the number of basic contracted hours worked and rounded up to the nearest half day.

There will be some years where fewer or more than eight Bank Holidays fall in the leave year. When this situation arises, the appropriate adjustment to your entitlement will be made if necessary.

Extended Leave

In exceptional circumstances, you may be granted a period of leave in excess of the normal annual leave entitlement, this leave will be unpaid. If you wish to visit family overseas, or need to take extended leave for other family reasons, we may grant you a period of extended leave with prior notification and only on an occasional basis.

There are certain factors taken into account to extend leave:

- Potential disruption to manning levels and productivity
- Duration of employment and work record

Sabbatical Leave/Career Break

Should you wish to take a period of unpaid sabbatical leave to pursue any activities, travel, training/education and/or other family circumstances which are not covered by our family friendly or extended leave policy, you may be granted a period of sabbatical leave in excess of the normal annual leave entitlement. This leave will be unpaid and be for between 3 months and a maximum of 18 months' duration.

There are certain factors taken into account when considering sabbatical leave requests:

- You should have at least 12 months' continuous service at the time of making the request
- Requests should be discussed with your line manager

Leave For Religious/Cultural Observance

All colleagues who need time off for religious or cultural observance will be entitled to request the following, subject to the needs of the business:

- General flexibility in arrangement of working hours, and/or
- Annual leave, time off in lieu or unpaid leave.

All managers should be sympathetic to requests and should accommodate them wherever it is reasonably possible to do so.

If reasonable notice for such requests is not given the manager may have no choice but to refuse time off.

Special Leave for Public Service or Civic Duties

Colleagues who perform public services or duties as follows are allowed "reasonable time off" to perform that service/duty:

- Attendance at Court on jury service
- Training with the reserve or cadet armed/Police services
- Attendance at Court or a Tribunal as a witness
- Members of the governing body of an education establishment maintained by a local education authority, or members of a further education establishment for attendance at meetings or training in connection with his/her duties
- Service as a Justice of the Peace
- Membership of a local authority, police authority, NHS health body, statutory tribunal, non-departmental public body, a Board of Prison Visitors

"Reasonable time" will take account of the time to perform the particular duty (including travel time), the amount of time you have already taken, and the impact of the time requested.

Where you receive payment (other than reimbursement of expenses) for performing public services or duties, you should notify the HR Department and your pay shall be adjusted accordingly.

Time off for Jury Service

Whilst colleagues will normally be released for Jury Service, there may be occasions when the business may wish to appeal in order to defer the service to a later date, i.e. if the jury service were to have serious adverse effect on the business.

If you are required to attend jury service, you will be entitled to your basic pay which will be paid to you by the company as normal. There will be no need to claim for Loss of Earnings from the Court.

If you are not required on any particular day or part day for Jury Service, you must return to work.

Attendance at Court as a Witness

Paid time off to attend court will not be granted in the following circumstances:

- Attendance to court if you are the accused following criminal or motoring offences
- Attendance at court as a party in a civil action case

Under these circumstances, you will be expected to take either holidays or to take unpaid leave. If your leave allowance has expired, you will need to contact a member of HR team to discuss.

If you are required to attend court as a witness because of an incident you have witnessed, you will be allowed paid leave. You should claim your full entitlement to reimbursement from the Court which will be deducted from your next salary payment. Agreement to the leave must be obtained from your line manager and HR team.

Study and Examination Attendance Leave

Study and examination attendance leave may be granted following discussions with your line manager.

Time Off For Medical, Optical or Dental Treatment

You may need to make an appointment to visit a doctor, dentist, optician or other medical adviser. As far as possible, such appointments should be booked for times that minimise time away from work. It is recognised however that this is not always possible. You should, however, endeavour to keep appointments during working hours to the minimum and return to work without delay.

If you attend a medical appointment and are not able to attend work on that day due to the distance in travel or for other medical reasons, you should discuss this with your manager and make other arrangements in relation to holidays or unpaid leave.

In all cases, you must inform your line manager of the fact that you have an appointment. Line managers shall not unreasonably refuse time off to attend such appointments. However, line managers may request evidence of the appointment and of any appointments for subsequent courses of treatment in order to enable time off to be validated and managed.

Emergencies may occur at work requiring you to seek personal care for yourself from a doctor, optician or dentist. In these circumstances, you should obtain the care that is required as soon as possible and return to work in accordance with the advice you receive.

Bereavement and Compassionate Leave

Bereavement and Compassionate Leave is time to deal with the arrangements and/or matters relating to a trauma or death of a close relative or friend. We recognise that this is a difficult time for all involved and keeping your line manager and HR informed as much as possible will allow us to offer the necessary support.

The length of Bereavement Leave offered will be at the discretion of the company. However, as a guide, colleagues will be entitled to take:

- a) up to 5 days paid Bereavement Leave (or equivalent to one working week/rotation for shift colleagues), for reasons connected with bereavement of a:
 - Parent or someone who has had responsibility for raising you
 - Child or Step Child
 - Spouse, civil partner or long term partner
- b) For the following family members, 2 days paid Bereavement Leave:
 - In-laws
 - Grandparent
 - Siblings or stepbrother or stepsister
 - Grandchild
- c) For the following family members or close friends, 1 days paid Bereavement Leave:
 - Aunt or Uncle
 - Niece or Nephew
 - Friend

It is recognised that colleagues who suffer a bereavement of a relative or friend who lives abroad may require more than the suggested Bereavement Leave in order to travel. In such cases, the line manager may authorise, after discussion with HR, a period of Extended Leave.

Given the likely circumstances necessitating Bereavement Leave, line managers are required to give sympathetic consideration to requests for such leave. A line manager may seek guidance from the HR team before responding. HR may, confidentially, hold a discussion with you before advising the line manager about the request.

Other Leave

Time off for Dependants

You are entitled to take a reasonable period of unpaid time off work to deal with unforeseen emergencies involving a dependant.

A dependant is the spouse, civil partner, child or parent (but not the grandparent) of the colleague, or someone who lives with you in the same household as part of your family, for example an elderly aunt or grandparent who lives in the household or someone who reasonably relies on you for assistance or to make care arrangements for. It does not include tenants or boarders living in the family home, or someone who lives in the household as a colleague, for example, a live-in housekeeper.

This right is to enable you to deal with an unexpected or sudden problem and make any necessary longer term arrangements:

- If a dependant falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than physically injured
- When a partner is having a baby
- To make longer term care arrangements for a dependant that is ill or injured
- To deal with the death of a dependant; for example to make funeral arrangements or to attend a funeral
- To deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when the child-minder or nurse fails to turn up
- To deal with an incident involving your child during school hours; for example, if the child has been involved in a fight or is being suspended from school

The amount of time off will be dependent on the individual circumstances, but would generally be expected to be no more than one or two day's absence. You are required to inform the absence line and your line manager as soon as possible about your absence, the reason for it and how long you expect to be away from work.

Any abuse of this entitlement will be treated as a serious disciplinary matter, and may lead to summary dismissal.

Exceptional leave of absence

We recognise that you may be unable to attend work from time to time for good reasons. Leave (paid or unpaid) may be granted to you at the discretion of management. In all instances of absence (other than illness, accident, or emergency situations) you must gain permission, via your immediate line manager, prior to absence.