LONDONIST
GLOBAL
LONDONIST
GLOBAL
LONDONIST
GLOBAL
LONDONIST
GLOBAL
LONDONIST
GLOBAL



Types of Leaves



A guide of our Company’s types of leave



ANNUAL LEAVE

Full time employees:

28 days of annual leave entitlement (20 days holidays + 8 days of public holidays)

Part time employees: calculated pro-rata

Booking annual leave:

- *All holiday must be approved in advance by your line manager, you must give notice that is at least twice the number of working days that you wish to take as leave.*



COMP DAYS (Compensatory Leave)

Hours are accrued by **working additional hours** (on day off or Bank Holiday or extra for events or other)

Once approved by line manager the hours are added on Bright HR

Booking comp day: via email requesting approval of the line manager

General rules:

- to be taken as single/half day,
- Not to be used to extend annual leave
- To be used within 3 weeks



UNPAID LEAVE

UNPAID SICK LEAVE:

- Sick Leave is Unpaid.
- SSP (Statutory sick pay) is paid from the 4th day £118.75 per week

UNPAID LEAVE:

- Time off for dependants (wife sick, childcare, etc)
- Other employer approved leave (not enough annual leave accrued, time off for courses/lessons, etc)



CASES

1. GP and/or Doctor's appointment:

Employer's discretion to decide between:

- Annual leave if notice is given
- Time to be worked/recovered
- Comp day
- Unpaid

2. SSP Statutory Sick Pay and Leave

Sickness in days	Employer leave	SSP payment	Documents
1 to 3	Unpaid	No SSP	Not required
4 to 6	Unpaid	SSP is paid	Not required
7 and over	Unpaid	SSP is paid	Fit Note



CASES

REMOTE WORKING:

- GP/Doctor Appointment/Other: the employee is requesting to work remotely to attend to a GP/doctor appointment or house maintenance scheduled, etc
- Feeling unwell but able to work: the employee might request to work remotely or if the employee are felling sick, we do not expect them to work as it has to be sick leave (unpaid)

After evaluating business needs with Management, the request might be approved.



OTHERS

Other types of leaves are regulated on our staff handbook and in respect of the current statutory regulation, any arrangement must be discussed and agreed with the employer:

1. **Bereavement leave** – if a member of immediate family (mother, father, brother and sister, wife and husband) normally time off given is one week. Any payment or longer time off is at discretion of the Employer.
2. **Parental Bereavement Leave** – in accordance with statutory provisions.
3. **Maternity/Paternity/Adoption leave and pay** - in accordance with statutory regulations. Maternity Up to 52 weeks, Paternity up to 2 weeks. Statutory Rates apply only taken around adoption/birth
4. **Unpaid Parental and Shared Parental leave** – for general childcare needs up to 18 weeks per child (max 4 weeks per year to be taken as whole week) until the child turns 18. Company needs to approve this unpaid leave.
5. **Carer's leave** – for employees with caring responsibilities, in accordance with statutory provisions. Up to 5 days per year is unpaid.