

Leave Policies

Compassionate Leave

If bereavement occurs in your immediate family (this includes spouse, partner, child, siblings, parents or grandparents) NHBC will allow you two days paid leave, plus an additional paid day for the funeral. This is in addition to your holiday entitlement. Any additional compassionate leave, either paid or unpaid, will be granted at the discretion of your line manager in consultation with HR.

Time off to Care for Dependents

In certain circumstances employees are entitled to emergency time off to care for dependants. This leave is normally unpaid.

Who Counts as a Dependent?

A dependant is usually defined as:

The employee's spouse, child or parent, or a person living with the employee in the same household (but not as a lodger, tenant, boarder or employee), or Someone else who reasonably relies on the employee for assistance, for example, this could include an employee who has primary caring responsibility such as for an elderly relative. Someone else who reasonably relies on the employee to make arrangements for the provision of care in the event of illness or injury.

Reasons for Time Off

Employees will be eligible to unpaid time off to deal with the following necessary situations only:

To provide assistance on an occasion when a dependant falls ill, or is injured or assaulted; To provide assistance when a dependant is having a baby. This does not include taking time off after the birth to care for the child as this is covered under NHBC's Parental Leave Policy; To make arrangements for the longer term care of a dependant who is ill or injured; In consequence of the death of a dependant and to make funeral arrangements and attend the funeral following the death of a dependant; To deal with the unexpected disruption or termination of arrangements for the care of a dependant; or To deal with an incident which involves a child of the employee and which occurs unexpectedly during school hours.

The policy does not apply to emergencies such as a boiler bursting at home, etc.

How Much Time Off Can an Employee Take?

Employees will be entitled to take a reasonable amount of time off. The time off will be sufficient to deal with the immediate problem, and to arrange alternative longer term care if necessary.

For example if a child falls ill with chickenpox, the leave should be enough to help the employee deal with the immediate care of the child, visiting the doctor if necessary and to make longer term care arrangements. Employees would be required to take annual leave to look after a sick child.

This leave is in addition to an employee's annual leave entitlement and eligibility under the Absence to Care for Sick Children Policy.

This new right is intended for genuine emergencies and for unforeseen matters. If employees know in advance that they will require time off this leave should be requested in the normal way i.e. authorised annual leave. As an alternative if an employee requires leave relating to their child, this may be covered under NHBC's Parental Leave Policy.

Notice Requirements

Employees must inform the HR department of the reason for the absence and the expected duration of the absence as soon as is reasonably practicable. There may be exceptional circumstances where an employee returns to work before it was possible to contact the HR Department, in this case he/she must inform the HR Department of the reason for the absence immediately upon return to work.

Record Keeping

Although no record keeping is required, the HR Department will keep a record of leave taken by employees under this policy as part of the ordinary HR management procedures.

Remedies

Employees are protected from any unreasonable refusal of permission to take time off, and any detriment i.e. unfavourable treatment and will be deemed to be automatically unfairly dismissed if the reason or the principal reason for the treatment or dismissal or selection for redundancy (as appropriate) is a reason connected with the fact that the employee took or sought to take time off under the provisions set out in this policy.

The employee will also be protected against dismissal for asserting a statutory right if he or she has tried to exercise the right to take time off.

Misuse of these Provisions

If there is doubt surrounding the authenticity of an employee's absence, or if an employee is found to be misusing the provisions contained within this policy, NHBC's disciplinary procedure will be invoked.