



TOLLCROSS
housing association

Leave Policy & Procedure

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CORPORATE FIT	
Internal Management Plan	✓
Risk Register	✓
Business Plan	✓
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

On request, the Association can provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Association's offices.



Tollcross Housing Association Leave Policy & Procedure

	Contents	Page(s)
1.	Introduction	
2.	Background	
3.	Equality & Diversity	
4.	Annual Leave	
5.	Flexi time	
6.	Time of in lieu	
7.	Special Leave	
8.	Sick Leave	
9.	Study and exam leave	
10.	Overtime	
11.	Reports	
12.	Policy Review	
Appendix 1	Time of in lieu form	
Appendix 2	Special leave request form	
Appendix 3	Overtime request form	



Tollcross Housing Association Leave Policy & Procedure

1. Introduction

- 1.1 Tollcross Housing Association is committed to developing and maintaining working arrangements that enable staff to achieve a better work/life balance.
- 1.2 The Association encourages all staff to take their full statutory annual leave entitlement every year in accordance with the Working Time Regulations. It is acknowledged, however, that some staff may wish to bank annual leave to facilitate increased flexibility in their work life balance. This applies equally to full-time and part-time staff.
- 1.3 For family friendly policies including Flexible Working, Parental leave, and Maternity, Paternity and Adoption rights please see the relevant section in the Conditions of Service <G:\CORPORATE\Corporate Library\Policies & Procedures - PDF For Staff\Governance\Conditions of Service June 2021.pdf>.
- 1.4 We recognise that there will be occasions when employees will require flexibility to daily start and finish times within their place of work.
- 1.5 In addition, we acknowledge that there needs to be a robust time off in lieu (TOIL) arrangement in place, to ensure business needs are fully met at any time and so employees are aware of the procedures for accruing, recording and taking TOIL.
- 1.6 The aim of this policy is to :
 - i) Ensure the timely reporting and accurate recording of absences
 - ii) Provide a framework for the granting and administration of leave
 - iii) Manage absences in line with contractual entitlements and operational requirements.

2. Background

- 2.1 Staff leave entitlement needs to be a key part of the infrastructure of the years planning for each department within the Association, therefore appropriate procedures must be followed to ensure a balance between operational efficiency and reasonable access to leave.

We need to ensure that the implementation of such arrangements do not have a detrimental impact on the level of customer service we provide or on any individual employee.



Tollcross Housing Association Leave Policy & Procedure

- 2.2 If managed properly, it is anticipated that having such arrangements in place will provide business benefits such as improved employee morale, commitment and engagement, enhanced efficiency of the Association, improved service flexibility and be a contributing factor to reducing labour turnover, absence and lateness issues.
- 2.3 The aim of this policy and procedure is to assist Staff to arrange their leave (flexi/TOIL/annual, etc.) in an organised and structured way whilst remaining clear, transparent and fair to all concerned. It should ensure that Staff are not granted leave which allows shortages to develop and cause sections or the service generally to suffer.
- 2.4 Line Managers should not normally allow their department's staff compliment to fall below 50% over the entire team. In this context it is important that all off the job training and flexi/toil/holiday leave is entered in the time and attendance system, Kelio.
- 2.5 Employees may benefit from flexi-time arrangements to meet family needs, fulfil personal obligations and lifestyle commitments. Commuting issues may also be alleviated if unforeseen transport disruption occurs on a regular basis.
- 2.6 We also recognise that introducing a flexi-time arrangement must not mean that employees' health and safety is compromised in any way. This includes lone working or working excessive hours that could cause or exacerbate any health issues that could affect performance at work.
- 2.7 Employees are offered TOIL to compensate them for working outwith their normal working hours. Employees would not normally be offered payment for working outwith their normal working hours. TOIL or payment arrangements shall be agreed in advance (Please refer to section 10).
- 2.8 It is important that the Association maintains a consistent approach when managing annual leave, flexi-time and TOIL.
- 2.9 Leave may be granted for various purposes and a staff member remains a member of staff of the Association while taking approved leave including periods of leave without pay. All leave including annual leave, sick leave, special leave, parental leave, and other types of leave that may be granted shall be recorded by the Association, using the time and attendance system, Kelio.



Tollcross Housing Association Leave Policy & Procedure

3. Equalities

- 3.1 An Equality Impact Assessment (EIA) has been carried out when reviewing this policy. In line with good practice the completed EIA will be published alongside the Leave Policy & Procedure.
- 3.2 Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.
- 3.3 We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

4. Annual Leave

- 4.1 *Annual leave procedures*
These procedures apply to all staff whether they are full-time or part-time staff on continuing appointments or fixed-term appointments.
 - 4.1.1 *Entitlement to annual leave*
All staff are entitled to 25 days annual leave per year (pro rata). Staff who join or leave part way through the leave year have a proportionate entitlement to annual leave. Staff on fixed-term contracts are entitled to annual leave in proportion to the length of their contracts.
 - 4.1.2 *Accrual of annual leave*
A maximum of 5 days (1 week) leave each year may be carried over. The 5 days (1 week) may be exceeded in exceptional circumstances with the agreement of the Chief Executive. No payments will be made in lieu of accrued but untaken holiday, except on termination of employment where it has not been possible or practical for staff to take the leave.
 - 4.1.3 *Timing of leave*
Annual leave should be taken each year at times mutually agreed between the line manager and the staff member concerned; taking into account the operational needs of the Association.
 - 4.1.4 *Leave applications*
 - i) Prior to submitting a leave application, Staff are responsible for checking the time and attendance system calendar (it would be considered good practice to discuss annual leave requirements at team meetings where possible).



Tollcross Housing Association Leave Policy & Procedure

- ii) Annual leave requests should be submitted to Line Managers using Kelio. When validating annual leave requests, Line Managers should be mindful of staffing levels in the office over the period in question taking cognisance of other team members' previously committed attendance at external training events of a full day duration.
- iii) A minimum of two weeks notice should be given for leave applications of one week or more. For any leave application of less than one week, 48 hours notice should be given.

Where exceptional circumstances prevail the Line Manager can authorise leave with less than 48 hours notice. It should be noted that the minimum notice periods stated are intended for guidance only. Staff should submit leave requests for validation as soon as identified in order to allow it to be properly planned into the Association's leave programme. In so doing the chance of refusal is minimised.

4.1.5 *Effect of other leave on Annual Leave*

Where a staff member becomes sick during annual leave, the Line Manager may approve the period of incapacity to be credited against sick leave provisions, provided a fit note is provided.

4.1.6 *Obligation to take annual leave*

Line Managers will monitor leave entitlement and where excessive leave has been accumulated, request a proposed plan to reduce the amount of annual leave. The staff member and Line Manager should agree on the timing of leave so that it is convenient both for the staff member and the particular department.

4.1.7 *Annual leave on termination*

On termination of employment, staff will receive payment for any annual leave that has not been taken.

4.1.8 *Christmas and new-year leave*

Each year the Association shall seek approval from the Management Committee on office closure arrangements. Staff are currently entitled to 6 days public holidays. Should Committee approve the office closure from Christmas Eve until early January, this leaves 2 days in between where staff shall be required use 2 days leave/flexi/TOIL (may differ for part time staff, but will not exceed 2 days) of their entitlement each year to cover the remainder of the absence period.



Tollcross Housing Association Leave Policy & Procedure

5. Flexi Time

- 5.1 Flexi time is in operation to give staff the flexibility, to **start or finish** work outwith normal working hours (9.00 am -5.00 pm) or **take a shorter or longer lunch break** (minimum half hour and maximum two hour lunch break).

This is to suit business needs and accommodate work/life balance with the overriding principle being that 35 hours is worked in the week and 140 hours in a four week period. **Flexitime is not intended to be consistently accrued in order to facilitate frequent half day or full day flexi absence from work (which should be the exception) and is not intended to be used to achieve a permanent change in start or finish times.** Business needs are paramount at all times and the use of flexi-time is subject to the Manager's approval.

It is understood that work demands may prevent flexi leave being exercised and as a consequence it is permissible to carry forward flexi time accrual from one period to the next subject to the prescribed limits outlined below and on an occasional basis.

The method of recording attendance will be through the electronic clocking in system, Kelio, whereby staff log in via their own PC on arrival, on exit to and return from lunch and on departure at the end of the working day.

5.2 *Procedures*

These procedures apply to all staff whether they are full-time or part-time staff on continuing appointments or fixed-term appointments.

5.2.1 *Working time*

Within the limits of the working day, and outwith core time, staff have the discretion to choose their start and finish time and/or vary this from the standard 9.00 am to 5.00 pm. However, this is subject to general and regular agreement with their Line Manager, whose responsibility it is to see that their department is adequately staffed during normal hours.

The Line Manager will keep the use of flexi-time under review and if the efficient running of the department is being affected, they may (after discussion with affected staff) issue instructions regarding flexi-time and require that specific hours within the normal working day are worked by staff member in future.



Tollcross Housing Association Leave Policy & Procedure

The Line Manager may also on an ad-hoc basis issue instructions that you attend work during particular times, for example, in order to attend an important meeting.

5.2.2 *Limits of working day*

These define the flexi-time within which staff may normally work:

08:00 – 18:00

5.2.3 *Core Time*

During core time all members of staff should be at work. These hours are from:

10:00 to 12:00 and 14:00 to 16:00

5.2.4 *Lunch Time*

All members of staff are required to take a lunch break of at least 30 minutes.

5.2.5 *Flexi period*

A flexi (accounting) period is every four weeks. There are 13 flexi periods in a year.

5.2.6 *Time Credit/Debit*

Staff members are expected to work their contracted 35 hours (for a full time employee) but with the agreement of their Line Manager on each occasion may work more or less in a particular week.

If a staff member works more than their weekly contracted hours, this is a flexi time credit. Flexi time credit, up to a maximum of 14 hours per flexi period for full time staff, pro rata for part time staff, may be carried into the next flexi period, including into the next flexi year.

If a staff member works fewer than their weekly contracted hours, this is a flexi time debit. Flexi time debit is carried forward into the next flexi period, including into the next flexi year, and should not exceed 10.5 hours. An occasional debit time is permissible and may be carried forward however this must be cleared **by the end of the next flexi period.**



Tollcross Housing Association Leave Policy & Procedure

5.2.7 *Flexi time off : Limits*

- i) Under normal circumstances, flexi time off will only be permitted if a staff member has sufficient flexi credit at the time of making the request.
- ii) Those full time staff in flexi credit may request two flexi days off in any one flexi period and this will be pro rata for those working part time.
- iii) It is understood that staff sometimes lose hours at the end of the flexi period.

First and foremost, it is the responsibility of staff members to manage their time. Should there be instances where time may be lost, it is the responsibility of the staff member to raise this proactively (i.e. before it happens) with their Line Manager. For example, there may be a particularly intensive piece of work. Line Managers will consider this information on an individual basis and determine if this time may be converted to TOIL (see section 5.2.9). Confirmation should be reached as to whether this TOIL would be taken as time (which would be preferable to the Association) or paid (at plain time – see section 10).

In addition, the Line Manager will consider whether the staff member should continue to work hours that will take their total beyond the cap (i.e. 14 hours for full time staff and pro rata for those working part-time). This decision requires approval by their Director.

5.2.8 *Requesting flexi time off*

Time off may be taken to use up flexi credit, up to the limit of that credit.

Prior to submitting a request for flexi, Staff are responsible for checking the time and attendance system calendar (it would be considered good practice to discuss leave requirements at team meetings where possible).

Flexi time requests should be submitted to Line Managers using Kelio. When validating flexi time requests, Line Managers should be mindful of staffing levels in the office over the period in question taking cognisance of other team members' previously committed attendance at external training events of a full day duration.



Tollcross Housing Association Leave Policy & Procedure

Cognisance should also be taken of 5.2.7 ii) i.e. how many days off in one period are allowed.

5.2.9 *Converting Flexi time to TOIL*

Staff are required to provide an explanation to their Line Manager as to why they are requesting flexi time to be converted. This could be where extra hours have been worked for a specific task, meaning the staff member will lose hours at the end of the flexi period. It is anticipated this will be a rare occurrence and will be considered on a case by case basis, with approval being provide by the appropriate Director.

5.2.10 *Meetings/Seminars/Conferences*

Staff may be required to attend meetings etc. in the normal course of their work, outwith the limits of the working day. Hours spent attending the meeting may count towards normal working hours. This should be agreed with the Line Manager in advance.

Agreed times involved in attending meetings should be recorded on Kelio.

5.2.11 *Adjustments*

Where an adjustment is necessary, it is each Staff member's responsibility to ensure a declaration request is issued immediately (or as soon as practicable) to their Line Manager. A reason must be stated on the declaration and the Manager shall validate these requests.

Line Managers are responsible for setting their validation preferences on Kelio in advance of a period of absence in order that requests from their staff can be approved by another member of the SMT.

6. Time off in lieu (TOIL)

6.1 On some occasions staff might be asked to work hours in addition to their contractual hours. The Association will give staff members reasonable notice of this whenever possible.

If staff do work more than their normal hours, the Association will give them time off in lieu (paid time off for the extra hours worked) or pay overtime at the staff member's normal hourly rate (please refer to section 10). Whichever option is chosen, staff members should agree this with their Line Manager.

6.2 *Procedures*

These procedures apply to all staff whether they are full-time or part-time staff on continuing appointments or fixed-term appointments.



Tollcross Housing Association Leave Policy & Procedure

6.2.1 *How TOIL can be accrued*

Generally staff will accrue TOIL by attending one or more of the following evening meetings.

- i) Committee meetings
- ii) Annual General Meetings
- iii) Customer Participation events, including Performance Improvement Network/Loop meetings

6.2.2 *Limits on time off in lieu*

- i) TOIL can only be accrued in a minimum of 30-minute increments.
- ii) On termination of employment from Tollcross Housing Association, staff members will be paid in lieu of accrued TOIL in accordance with the accrual procedures described in this policy.
- iii) Whilst typically TOIL is taken in blocks of 3.5 hours, it is possible to record hour by hour on the time and attendance system, Kelio.

6.2.3 *Extending a holiday with time off in lieu*

If a staff member wants to extend an agreed holiday period by using TOIL, they must make a request to the line manager. The Line Manager has the right to refuse this request.

6.2.4 *Recording TOIL*

The records of TOIL that has been accrued will be kept by the staff on a TOIL card (see Appendix 1). When a staff member accrues time off they should mark this on the card, and ask the Line Manager to countersign.

Any TOIL that is not countersigned will not be accepted by the Association.

If a staff member thinks that the record is wrong they must inform the Line Manager immediately.

6.2.5 *Requesting TOIL*

Time off may be taken to use up TOIL credit. Under no circumstances should negative TOIL situations arise, whereby employees take TOIL before they have accrued it.



Tollcross Housing Association Leave Policy & Procedure

Prior to submitting a request for TOIL, Staff are responsible for checking the time and attendance system calendar (it would be considered good practice to discuss leave requirements at team meetings where possible).

Staff members should submit TOIL requests to their Line Manager using Kelio. Prior to the staff member submitting their TOIL sheet to the Line Manager (See Appendix 1), they should ensure their data is accurate. When validating TOIL requests, Line Managers should ensure the TOIL sheet is also completed and ensure Kelio clockings are correct before authorising claims.

They should also be mindful of staffing levels in the office over the period in question taking cognisance of other team members' previously committed attendance at external training events of a full day duration.

Cognisance should also be taken of 6.2.2 ii) i.e. how many days off in one period are allowed.

7. Special Leave

7.1 Special leave, either paid or unpaid, may be granted to cover domestic and non-domestic situations and emergencies. Decisions about whether to approve applications for special leave and the amount of leave, which is appropriate, will take into account individual circumstances and the business needs of the Association.

7.2 *Procedures*

These procedures apply to all staff whether they are full-time or part-time staff on continuing appointments or fixed-term appointments.

7.2.1 *Requesting special leave (paid/unpaid)*

- i) All requests for special leave (See Appendix 2) must be submitted to the Line Manager, in advance, for authorisation. It is the responsibility of the staff member to provide written evidence of purpose of leave (where possible) and the Line Manager has discretion to determine if this is satisfactory before approving special leave.
- ii) Once authorised, the Line Manager should scan and e-mail the form and supporting documentation to the Corporate Services Director. The form will be retained in the staff member's personnel file.



Tollcross Housing Association Leave Policy & Procedure

- iii) In some cases, requests for special leave may have to be submitted to the Chief Executive for consideration. This will involve complex or uncommon requests or requests for longer periods of absence.

Should this be necessary, the staff member shall complete the special leave form as above, and forward to their Line Manager, who in turn will pass this to the Chief Executive. Staff members should ensure that the request is submitted as far in advance as possible. The Line Manager will inform the staff member of the Chief Executive's decision.

7.2.2 *Limits to requesting special leave*

- i) Staff may not proceed on special leave in immediate succession to sick leave unless they are certified as being fit for work. In cases where staff are on self-certificated sick leave (less than seven days) the approval of the Line Manager must be obtained.
- ii) Staff should normally not accrue more than 7 hours in a day where special leave has been granted. Also, core hours should be considered. For example, if an appointment is 3.00 – 5.00 pm, then special leave should cover time to get to the appointment and up to 4.00 pm.

For those staff not operating the flexi system, time would be given to 5.00 pm.

- iii) Failure to provide supporting documentation for an appointment may result in special leave not being granted.

7.2.3 *Special leave circumstances*

The most common circumstances in which special leave would normally be expected to be granted are described below. However, these circumstances are not exhaustive; nor should it be assumed that special leave will always be appropriate. In certain circumstances it may be appropriate to consider flexible working arrangements as an alternative to granting special leave (for example, where time-off work is likely to be required on a prolonged and on-going basis).

- i) *Social Purposes*
For example, duties of an honorary, charitable or philanthropic nature. Normally, this leave will not last for more than one day.



Tollcross Housing Association Leave Policy & Procedure

ii) *Bereavements*

We will normally grant the following leave with pay for a bereavement:

- a) where the employee is responsible for making funeral arrangements, 5 days leave
- b) where the employee is an immediate close relative (e.g. parent, child, partner) at least 3 days leave
- c) in the case of other relatives - up to 1 day's leave may be granted
- d) in other cases, the necessary time off to attend the funeral may be granted
- e) If you are a parent/carer who lose a child under the age of 18 years old you are entitled to 2 weeks unpaid leave. If you have 26 weeks continuous service, you are entitled to 2 weeks full pay which is inclusive of any statutory rates.

We may also consider allowing leave without pay to extend these periods if necessary. We will use our discretion and act sensitively when considering requests for bereavement leave.

iii) *Domestic Stress*

If a staff member needs to make special domestic arrangements as a result of an unexpected situation, we will normally grant leave with pay for 1 day. We may extend this on a paid or unpaid basis according to the circumstances, and by agreement with the Chief Executive.

iv) *Medical Treatment*

Staff members should make every effort to arrange medical and related appointments outwith normal working hours. If the Manager is satisfied that this is not possible, we may grant time off with pay. Where possible medical cards/evidence of appointments should be provided.

It should be noted that special leave is not intended to cover routine or anticipated events such as dental, doctor appointments etc. (including accompanying dependants to such appointments).



Tollcross Housing Association Leave Policy & Procedure

- v) *Moving Home*
We will grant 1 day's leave with pay if you are moving home. This will be awarded not more frequently than once in a 12 month period.

- vi) *Jury and Witness Service*
Jury duty – If a staff member receives a summons to serve on a jury, they should report this to their Line Manager. We will grant leave, unless an exemption is secured. This leave will be with pay, after taking off allowances for loss of earnings the staff member is entitled to. The staff member is responsible for making sure that they claim these allowances from the court.

As part of the citation from the court the staff member will be informed how to obtain a Jury Expenses Claim Form. This can be picked up at court directly or downloaded from <http://www.scotcourts.gov.uk/docs/default-source/coming-to-court/jurors/expense-claim-form-v4-2.pdf?sfvrsn=6> (staff can also use this website to find out more about what other expenses are available via the court).

Staff members should also download the Jury Service Certificate of Loss of Earnings Form (available from <http://www.scotcourts.gov.uk/docs/default-source/coming-to-court/jurors/certificate-of-loss-of-earnings.pdf?sfvrsn=4>).

They should complete the first section of the Jury Expenses Claim Form and pass both forms to the Senior Finance Officer. The Loss of Earnings Certificate will be completed by the Senior Finance Officer and stamped. Both documents shall then be returned to the staff member (and a copy scanned into the payroll file). These forms should be completed to cover all attendance at court (i.e. even if the staff member is not selected to serve).

Once the staff member has completed their Jury Service, they must pass a copy of their completed Jury Expenses Claim Form to the Senior Finance Officer. They should then submit their claim to the Court for payment. Please note that the Association has no control over payment for personal expenses incurred and it is the staff member's responsibility to agree with the court how much is permitted to be claimed. The staff member will be sent a cheque for loss of earnings usually within 7 days of the court receiving the claim.



Tollcross Housing Association Leave Policy & Procedure

Net salary costs provided in the Certificate of Loss of Earnings form will be deducted from the staff member's next month's salary, or a mutually agreeable time, dependent on the date of the claim submitted, but no longer than 2 months after the claim form has been completed.

The Association will still deduct the net salary costs reclaimable, from the staff member's next salary in cases where the staff member fails to claim the re-imbusement due from the courts.

Further details on the expenses that can be claimed for attendance at court, can be found at <http://www.scotcourts.gov.uk/coming-to-court/jurors/expenses-for-jury-service>

Witness citations - If a staff member is called as a professional witness for the Association, we will grant time off with pay. This is on the understanding that we will deduct any witness fees which you received from the court from your salary (excluding travel expenses and subsistence). [The same process as outlined 'Jury duty' above should be followed.]

In other cases, we will grant leave without pay. The staff member is responsible for reclaiming the amount from the person asking them to be a witness for loss of pay.

If called to attend court the staff member must complete a special leave request form in line with section 7.2.1 above (i.e. including a copy of the citation).

vii) *Leave for public duties*

Council duties – If a staff member is a local authority councillor, we will grant unpaid leave as and when needed to carry out approved duties with the authority concerned.

Advisory roles – If a staff member is in an unpaid advisory role previously agreed with the Association, we will grant you paid leave to carry out these duties.

Positions of public responsibility – Staff members may be appointed to a position of responsibility where no fees or allowances are paid for loss of earnings (for example, a justice of the peace or member of a children's panel). We will grant unpaid leave to carry out associated duties. This will be limited in the first



Tollcross Housing Association Leave Policy & Procedure

instance to 12 half days a year before we reconsider this. We will then decide if we can grant further paid or unpaid leave.

- viii) *Other family or domestic emergencies*
When Staff ask for time to deal with other emergencies involving their dependents not otherwise covered in the contractual entitlements in section 7.2.3 iii) above, we will normally grant reasonable unpaid time to make arrangements to deal with the emergencies. We will expect the staff member to tell their line manager the reason for the leave and how long it is likely to last.

Examples of such situations are as follows:

- a) to provide help if your dependent falls ill, gives birth or is injured or assaulted
- b) to make arrangements for the provision of care for a dependent who is ill or injured (physically or mentally),
- c) if a dependent dies,
- d) if there is an unexpected disruption to the arrangements for the care of a dependent or
- e) to deal with an incident which involves your child and which happens unexpectedly when the child is at school or in care.

We will not extend leave beyond the period which is necessary to deal with the emergency.

8. Sick Leave

8.1 The Association recognises that staff will on occasions be absent from work due to ill health. However the Association also has a duty to provide a reliable service to tenants and others and we therefore need to ensure that we help staff maintain the highest possible level of attendance.

8.2 Full details on the Association's absence management procedure can be found at <G:\CORPORATE\Corporate Library\Policies & Procedures - PDF For Staff\Governance\Attendance and Absence Management Policy - February 2019.pdf>

9. Study and Exam Leave

Full details on the Association's Staff Training & Development Policy can be found at <..\..\..\Policies & Procedures - PDF For Staff\Governance\Staff Training & Development Policy.pdf>



Tollcross Housing Association Leave Policy & Procedure

10. TOIL & Overtime

At times, we may need you to work a different shift or some extra hours, we will give you reasonable notice of this whenever possible. If you do work more than your normal hours, we will give you time off in lieu (paid time off for the extra hours worked) or pay you overtime at your normal hourly rate, as shown below. We may offer one of those options or both.

In an emergency, or for particular jobs agreed with you beforehand, we may pay you overtime. In these cases, we will pay you your normal hourly rate for up to 35 contractual hours each week (equivalent of the full-time contract) and then time and a half, for up to 20 hours in any one-month period.

When submitting a claim, Staff should complete the Overtime Claim Form (see Appendix 3). Managers should ensure Kelio clockings are correct before authorising claims.

11. Flexible Working

Full details on the Association's Flexible Working Policy can be found at <G:\CORPORATE\Corporate Library\Policies & Procedures - PDF For Staff\Governance\Flexible Working Policy - August 2021.pdf>

12. Reports

To assist Line Managers with the planning of leave entitlement and the management of absences, members of the Senior Management Team have access to the time and attendance system, Kelio.

The Corporate Services Director has responsibility for providing an annual report to the Finance Director at the financial year end. This will contain information about individual staff members' contractual entitlement and end of year leave balance.

13. Policy Review

This Policy and Procedure will be reviewed every three years or sooner to reflect changes in legislation and/or best practice, or as deemed necessary by Management Committee.



Appendix 1

TOIL Form									
Employee Name:									
Date	Time worked	Time Clocked out	Toil hours	Reason for working	Time taken	Time paid*	Balance	Authorised**	Comments

*TOIL not taken as time will be paid in overtime at plain time rate.

**Prior to authorising TOIL due, Line Managers should check Kelio to ensure correct clockings.



Appendix 2

Special Leave Request Form			
Employee Name:			
Date of Request:			
Date/time of Special Leave Required*:		Date(s) Leave Required on: AM: From: To: PM: From: To: Total No. of Days/Hours Anticipated:	
Purpose of Leave:			
Comments:			
Date Approved:		Supporting Documentation Attached?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Employee Signature:			
Line Manager Signature:			

