

## Policy on Extended Unpaid Leave

PAVS' policy and procedural documents have been developed to meet the specific needs of the Association and are periodically reviewed in line with any changes in the law or statutory provision. They are provided as an example for information purposes only.

### *Other Information Sheets in this series:*

- PO1– Probationary Period Operational Procedure
- PO2– Staff Appraisal Policy
- PO3– Confidentiality Procedure
- PO4– Policy for time off for staff with Care Responsibilities
- PO6– Volunteer Policy for PAVS' in-house volunteers
- PO7– Criminal Records Procedure (reviewed Sept 04)
- PO8– Complaints Procedure





## **PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES**

### **POLICY ON EXTENDED UNPAID LEAVE**

#### **POLICY STATEMENT**

This policy demonstrates PAVS' commitment to the personal development of the Association's employees, and covers Leave of Absence or Extended Unpaid Leave for reasons other than compassionate leave, or leave for caring responsibilities. Extended compassionate leave or leave for staff with caring responsibilities is covered under the Policy on Staff Leave for Caring Responsibilities. Sickness absence of employees is covered by PAVS' Sickness and Absence Policy.

PAVS will consider applications for Leave of Absence or Extended Unpaid Leave under the following conditions:

1. The employee must have been employed with the organisation for a minimum of 2 years.
2. A risk assessment should be undertaken to ensure that the absence of the employee and their expertise will not jeopardise the success of projects or areas of work in which the employee is involved.
3. The Association must be confident that the duties and responsibilities of the employee could be discharged by a temporary member of staff or temporary 'acting up' of another member of staff engaged in similar work, or with the relevant skills.
4. All Annual Leave or accrued time off in lieu must have been taken, or allocated prior to any unpaid leave being authorised. Wherever possible annual leave should supplement the period of unpaid leave. PAVS' annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December and annual leave is accrued for each whole month of employment. For example an employee commencing extended unpaid leave from July to December would be entitled to January to June accrued leave which would be 6/12ths of the annual entitlement.
5. Whilst the employee's rights in law would not be prejudiced in the taking of extended unpaid leave, it should be noted that Annual Leave would not be accrued for the period during which the employee is on extended unpaid leave.
6. The employee's continuous service with Pembrokeshire Association of Voluntary Services would not be affected.
7. The exact period of extended leave required must be agreed prior to leave commencing.
8. There should, where possible, be adequate notice of an intended application for leave to enable

- suitable cover to be arranged.
9. A return to work date must be agreed and the employee must undertake in writing to adhere to the agreed date. The signed agreement should be held on the personnel file. Failure to return to work on the agreed date may result in action being taken against the employee for breach of contractual obligation.
  10. In the event of illness or accident preventing the employee's return to work, the employee should notify the Director/Administrative Officer of the reason for their non-return to work. A doctor's certificate would be required in the event of absence due to illness, from the first day the employee was due to return to work.
  11. In the event that the employee decides not return to work, they should give the normal requirement of four weeks' written notice of their intention to terminate employment with the Association.
  12. During the period of extended unpaid leave the employer is not required to make any National Insurance contributions. It is the responsibility of the employee to contact the Inland Revenue Office at Cherry Grove, Haverfordwest, where they will be advised on the correct procedure for making voluntary contributions whilst on extended unpaid leave.

**Process & Authorisation of Extended Unpaid Leave:**

To make an application for extended unpaid leave, the employee must submit a written request to their line manager. This should be forwarded to the Director for approval, together with a proposed plan for cover. The application and plan for cover will be passed to the Executive Committee for final assent.

*February 2003*



## **EXTENDED UNPAID LEAVE AGREEMENT**

PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES (the employer), has agreed to grant a period of .....weeks/months extended unpaid leave to ..... (the employee).

This period of extended unpaid leave will commence on.....

The agreed date for return to work is on.....

1. The employee understands that failure to return to work on the agreed date or failure to notify the reason for not returning on the agreed date may result in action being taken against them for breach of contractual obligations. Any such action could result in the termination of the employee's employment with Pembrokeshire Association of Voluntary Services.

2. In the event that the employee decides not to return to work they will notify the employer in writing giving the required four weeks notice of the intention to terminate employment with Pembrokeshire Association of Voluntary Services.

3. All Annual Leave or accrued time off in lieu must have been taken, or allocated prior to any unpaid leave being authorised. Wherever possible annual leave should supplement the period of unpaid leave. The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December and annual leave is accrued for each whole month of employment. For example an employee commencing extended unpaid leave in July would be entitled to January to June accrued leave which would be 6/12ths of the annual entitlement.

4. The employee's continuous service with Pembrokeshire Association of Voluntary Services will not be affected.

5. During the period of extended unpaid leave the employer is not required to make any National Insurance contributions. It is the responsibility of the employee to contact the Inland Revenue Office at Cherry Grove, Haverfordwest, where they will be advised on the correct procedure for making voluntary contributions whilst on extended unpaid leave.

6. The employer undertakes to hold the employee's post open until the agreed date of return unless otherwise notified in writing by the employee. This undertaking assumes sustained funding that, if unavailable, could necessitate redundancy for which existing policies and procedures apply.

Signed:..... (Employee)      Date:.....

Signed:..... Position:..... Date:.....

On behalf of Pembrokeshire Association of Voluntary Services