

EMPLOYEES/APPRENTICES GUIDE TO ABSENCES / EVENTS / WORKSHOPS AND TIME IN LIEU GUIDE

COMPANY GUIDE

Finalised Document

The guide below is a list of frequently asked questions regarding absences/ attending events / and time back in lieu.

Contents

Q: How many holidays do I have?.....	1
Q: Do I have to work bank holidays?	1
Q: What happens if I have a doctors/dentist appointment?	2
Q: Do I get paid if I am sick?.....	2
Q: What happens if I can't reach work because of bad weather?	2
Q: What happens if someone I know dies?	2
Q: I have had a personal emergency what happens?	2
Q: I want to attend a workshop/event/training session but I am meant to be working?	3
Q: The session I want to attend is based at the Sharp Project?	3
Q: I have been told about the event by my manager/the company?	3
Q: What happens if SharpFutures ask me to attend an event?	3
Q: What is TOIL?.....	3
Q: What about SharpFutures Graduations / Christmas Parties.....	4

Q: How many holidays do I have?

A: All employees receive 28 days holiday (including bank holidays) for the calendar year which runs from 1st January – 31st December.

All holidays are on a 'use' or 'lose' basis and no holidays will be carried over to the following year without director's approval.

Q: Do I have to work bank holidays?

Most employees are not required to work bank holidays, however all employees are asked to be flexible as you could be booked out on POD. If you do work a bank holiday you will be gifted a day back in lieu.

Q: What happens if I have a doctors/dentist appointment?

A: If possible, all appointments should be taken in the morning (before 10am) or late afternoon (after 4pm). These appointments and time away from the company will be paid. (All appointments should be pre-agreed with their Line Manager).

All other appointments (between the hours of 10-4) will be unpaid and the employee should be in work before and after the appointment if practical. The employee will have the chance to work back these hours and this is at the discretion of the Line Manager.

The employee should be able to evidence the appointment this should be sent to the line Manager and HR if necessary.

Q: Do I get paid if I am sick?

A: All sick days are unpaid unless you have completed 1 years' service where you receive 5 days paid per annum. All paid sick days are re-set on the 31st December.

If you are sent home due to sickness this is classed as unpaid unless you are entitled to sick pay.

Q: What happens if I can't reach work because of bad weather?

A: If you are unable to travel to work because of bad weather you should contact your line Manager as soon as possible. Each case will be based on individual circumstances (if the employee has the capacity to work from home this may be agreed however this is at the discretion of the line manager). All time taken off due to bad weather is unpaid unless agreed with by your line manager to work from home.

If employees are sent home because of bad weather this time off will be paid.

Q: What happens if someone I know dies?

A: As a standard the company only grants paid compassionate leave to those employees who have lost a member of their immediate family (this is usually between 3-5 days, including funeral), However all circumstances are considered individually and this is at the companies discretion.

Q: I have had a personal emergency what happens?

A: Employees are allowed to take reasonable amount of time to deal with unexpected problems (for a rule this is a maximum of 2 days unless agreed otherwise) or emergencies involving close family members or people that depend on them.

Examples of emergencies are:

- Someone falls ill or is injured
- Someone dies
- Care arrangement for someone

- Unexpected incident involving their child at their school etc.

Q: I want to attend a workshop/event/training session but I am meant to be working?

A: Always speak to your line manager, it may be possible to include this session in your hours if deemed business relevant. In cases where you will have to use your own time you and your line manager will agree if you can take the day as a holiday or unpaid leave if it is operational possible.

Attendance at all events at the discretion of the business and depends on business needs.

Q: The session I want to attend is based at The Sharp Project/The Space Project?

A: If the event/workshop/training is not directly linked to SharpFutures or the services we deliver (ie: Degree53 asking for testers/pro-motion showing cameras) these sessions should be completed in your own time.

Q: I have been told about the event by my manager/the company?

A: SharpFutures try to connect you with all the events within our sector that could enhance your future career/knowledge and it is up to you if you would like to attend. If you choose to attend this should be done in your own time and that those hours are then owed back to the company.

Always speak to your line manager as the session may be counted towards your business hours if relevant to your role and the company. In cases where you will have to use your own time you and your line manager will agree if you can take the day as a holiday or unpaid leave if it is operational possible.

Q: What happens if SharpFutures ask me to attend an event?

A: If you are asked to attend an event by your Manager or the Company, this is part of your standard hours.

Q: What is TOIL?

A: TOIL means 'time owed in lieu' which means that the company have gifted you hours because you could have worked over and above the hours expected of you in the working week. Ie: You have been Padded to a production and worked 33 hours in 3 days plus have

2 office shifts you will be gifted back hours that brings it back to your standard contracted hours.

For every coderdojo attended as a volunteer you will be given 1 full day back

Q: What about SharpFutures Graduations / Christmas Parties?

A: You will not receive any time back for attending Graduations or Christmas Parties as these are social events.

