



Leave Entitlement Guide

Business in the Community

There are two different types of leave for employees in the UK. The first group is **Statutory Leave**, which means it is a legal entitlement. This would be:

- Annual Leave
- Bank Holidays and Special Leave in lieu of Bank Holidays
- Sickness Leave
- Maternity Leave
- Adoption Leave
- Shared Parental Leave
- Paternity and Partner Leave
- Parental Leave
- Emergency Dependents Leave
- Jury Service Leave
- Magistrate Leave

The second type of leave is additional or discretionary leave which means BITC is not legally required to offer them, but we are pleased to do so. They are requested as **'Special Leave'**:

- Study Leave
- Moving Day Leave
- Bereavement/Compassionate Leave
- Volunteering leave
- Sabbatical Leave and Career Breaks
- Unpaid Leave
- Public Duty Leave

This document fully explains the entitlement and eligibility for each one.





Annual Leave

Annual Leave at Business in the Community starts at 25 days per annum FTE.

In the January after completion of your 5th year, you will receive an additional day to your entitlement, and this will increase each year until you reach the end of your 10th year of service and 30 days per annum entitlement FTE. This is paid at full pay.

Bank Holidays

If you work full time you will be able to take all your statutory entitlement.

If you work part-time, you will receive an entitlement pro-rata of the days. If there are days within the entitlement that fall outside of your working pattern, i.e. you are not able to take them in the usual way, you will be entitled to take as a day of special leave in lieu of bank holiday. This is at full pay.

For example:

If you work 3 days per week, you will receive 3/5 of the BH entitlement. This is 4.8 (rounded up to 5) days. If your working days are Monday to Thursday and 5 BHs fall during that period then you take them as normal. If only 4 fall during your working week, you are entitled to 1-day entitlement in lieu of the bank holiday. This should be taken as near to the bank holiday as possible, you may not store in lieu days and take in a block.

Please note: Days in lieu are not added to your HRnet annual leave entitlement, so it is your responsibility to ensure that you request any days that remain untaken.

Sickness Leave

Employees are entitled to up to 28 weeks sickness leave, paid at the statutory rate. BITC may enhance this payment in relation to length of service. Please refer to the Ill Health and Absence Management Policy for full sickness leave payment details.

Maternity Leave

All employees that give birth to a child are entitled to up to 52 weeks maternity leave. The first two weeks are compulsory. At Business in the Community we offer an enhanced occupational maternity pay rate if you have been employed with us for one year before the start of your maternity leave. Please refer to the maternity policy for full details.

Adoption Leave

All employees that adopt a child and meet the eligibility criteria, are entitled to up to 52 weeks adoption leave. This leave will be paid in the same way as maternity leave, if you meet the same eligibility criteria. Please refer to our Adoption Leave Policy for full details.





Shared Parental Leave

All employees that are a parent to, or have a legal responsibility for a child and meet the eligibility criteria are entitled to up to 50 weeks of Shared Parental Leave (SPL). We pay shared parental pay at the statutory rate. In some cases, we may offer an enhanced occupational pay rate if you meet the eligibility criteria. Eligibility to Shared Parental Pay is complex, please refer to our Shared Parental Leave Policy for full details.

Paternity and Partner Leave

All employees who have a partner having a baby, adopting a child or having a baby through a surrogacy and meet the eligibility criteria are entitled to up to two weeks Paternity or Partner Leave paid at full pay. Please refer to the policy for full details.

Parental Leave

All employees named on a birth certificate or adoption certificate for a child under 18 years are entitled to take up to 4 weeks per annum of unpaid parental leave. This may be taken together or separately as long as it is taken in minimum blocks of 1 week. Please speak to HR.

Emergency Dependents Leave

All employees with a dependant are entitled to request reasonable unpaid time from work to enable them to deal with an emergency or unexpected situation with anyone who is dependant on them, including not only children but parents, siblings, partner etc. Emergency dependents' leave is not for pre-planned events or for ongoing care of someone who is sick: it is intended for short term emergency situations. You will be paid at full rate up to a maximum of 1 working week per calendar year. After this it will be unpaid. Speak to your line manager and HR if you are unsure of your entitlement.

Jury Service Leave

All employees that are called for jury service are entitled to the time to perform those duties as required by the court. Business in the Community will enhance the court allowance payment to your full salary. Speak to HR in the first instance.

Magistrate Leave

Employees that perform magistrate duties are entitled to at least 13 unpaid days, or 26 unpaid half-days a year to carry out these duties. Magistrate queries are to be directed to magistrateshrteam@judiciary.gsi.gov.uk in the first instance, and leave requests are to be done via email through your line manager and HR.





Additional or Discretionary Leave

This type of leave is not manually requested on HRnet, you will need to speak to your manager and HR for it to be approved and added. Please note, this leave is approved at your managers discretion and dependant upon business needs at the time.

Study Leave

All employees are entitled to apply for up to 5 paid days study leave. Please refer to the support for study or training policy.

Moving Day Leave

All employees that have been at BITC for more than 6 months are entitled to a paid day of leave when moving to a new place to live. This is to a maximum of 1 day per year.

Bereavement Leave

Also known as compassionate leave, all employees are entitled to a period of 3 days paid leave after suffering the loss of a partner, immediate family member or dependant. The loss of a non-immediate family member or close friend would mean an employee would be entitled to 1 day paid leave to attend a funeral, gathering or memorial etc.

Please speak to your manager or HR in the first instance.

Volunteering leave

All employees are entitled to apply for up to 2 paid days per annum to enable them to volunteer in their community. Please refer to the Community Engagement Policy for full details.

Public Duty Leave

If you hold a public position such as counsellor, school governor or member of a Local Authority or other public body, you are entitled to reasonable unpaid leave to perform these duties. Please speak to HR in the first instance.

Sabbatical Leave and Career Breaks

All employees that have worked at BITC for five years or more can apply for an unpaid career break or sabbatical. Send the request to your line manager and HR Business Partner. Please note that acceptance is dependent on business needs.





Unpaid Leave

In exceptional circumstances employees may need time off which can't be covered by annual leave or any of the other kinds of leave set out in this guide. In this case, you may be able to apply for unpaid leave.

Please speak to your manager and HR Adviser or Business Partner.

