**VEEVE Absence from Work Policy**

Policy statement

This policy sets out the procedures within Veeve that should be followed when considering annual leave and when other time off from work is required.

Public/Bank Holidays

You are entitled to the current eight statutory UK public/bank holidays. These are New Year’s Day; Good Friday; Easter Monday; May Day Bank Holiday Monday; Spring Bank Holiday Monday; Late Summer Bank Holiday Monday; Christmas Day; Boxing Day.

These will be pro-rated for part time Employees.

Given the nature of Veeve’s business, it may sometimes be necessary for you to work on bank/public holidays and you will receive time off in lieu for those hours worked, subject to your Line Managers approval. Any lieu days or time must be taken within 30 days.

Annual Leave

The annual holiday year runs from 1st January – 31st December. The holiday entitlement for full time employees is 20 days for the complete holiday year.

Holiday entitlements for part time members of staff are calculated pro-rata to the full time entitlement.

All holiday arrangements must be approved in advance by your Line Manager. Except in exceptional circumstances, no more than two weeks holiday may be taken at any one time.

Holiday requests will be granted on a 'first-come, first-served' basis. If, due to previously authorised holiday for another member of staff, the business of the Company would be unduly disrupted by you taking holiday as requested, your request may be refused. If leave is still taken under these circumstances, it will be treated as an unauthorised absence and you may be liable to disciplinary proceedings. It is advisable therefore, that you do not make any firm travel arrangements until your request has been agreed by your Line Manager.

You must give as much notice as possible and, in any event, at least one week before you take leave of five days or more. For leave of shorter duration, three working days' notice is normally required; but managers can use their discretion in this regard. Leave must be taken in whole days or half days.

If you take holiday during your probationary period, we reserve the right to extend your probationary period by the same.

Annual leave entitlement will continue to accrue during maternity leave, paternity leave and adoption leave. For the avoidance of doubt, please note that you will not be able to take annual leave whilst on maternity/adoption leave, and that accrued annual leave should be used in advance of your maternity leave start date where possible. Annual leave entitlement will cease to accrue in all other cases where you are absent from work for a continuous period in excess of 6 months. However, you may apply to take annual leave during long-term sick leave.

Unpaid leave will normally only be considered in exceptional circumstances and if you have no annual holiday entitlement remaining. Only minimum holiday entitlement (as defined under the Working Time Regulations) will accrue during unpaid leave, except in specific circumstances such as Parental Leave.

Apportioning Leave Entitlement

The following procedure applies in calculating leave entitlement where you join or leave part way through the calendar year or work part time:-

You will receive a certain number of days annual leave entitlement for each month or part month worked. Fractions of days resulting from the calculation may, at the Company’s discretion, be rounded up to the nearest half day.

Your annual leave entitlement is calculated on a pro-rata basis using the number of days or hours worked in an ordinary week. For clarification of your own holiday entitlement, please discuss with a member of the HR department.

Carrying Annual Leave Forward

A minimum of 28 days, including public/bank holidays, (or pro-rata if you work part time) annual leave needs to be taken in any one holiday year, and holiday cannot be paid in lieu unless you are leaving the Company's employment. We will encourage you to take the minimum requirement of leave to comply with the requirements of the Working Time Regulations.

Your annual leave entitlement must be taken within the relevant holiday year and may not be carried forward into the following year except in special circumstances (such as maternity leave or long term sickness absence) and with the prior approval of your Line Manager. Needless to say, we strongly encourage employees to use their holiday entitlement for their own wellbeing.

Cancellation of Leave

With the agreement of your Line Manager, any leave previously approved may be cancelled and such entitlement taken at a later date, subject to business needs and the usual ‘first come first served’ principle of booking holiday outlined above.

Leaving the Company

On leaving the Company, we reserve the right to require you to take any unused holiday during your notice period. Any unused leave will be paid into your final pay. The amount payable to you will be the number of annual leave days accrued to date but not yet taken, multiplied by your daily rate of basic salary (and subject to statutory deductions for Income Tax and National Insurance).If you leave the Company having taken annual leave in excess of your accrued entitlement, we will deduct the appropriate amount from your final pay.

**OTHER TYPES OF ABSENCE**

1: Inclement Weather

Veeve’s policy on inclement weather is that, if you are unable to get to work, you should contact your Line Manager to inform them of this, and take the day as holiday or unpaid leave, to be booked on your return. This applies only where weather conditions are severe and there is independent advice from the relevant authorities not to travel in particular areas. The exception to this applies to those individuals who are able in the normal course of events to work from home, in which case they should do so, after consulting with their Line Manager.

It goes without saying that, subject to the above, every effort should be made to get to work, and the Company may decide to take disciplinary action against those who it has grounds to suspect of exploiting the situation unreasonably.

2: Compassionate Leave

Compassionate leave may be granted at the discretion of your Line Manager. Circumstances that may justify such leave include the serious illness, death or funeral of a close relative.

Definitions of a ‘close’ relative include spouse, civil partner, child, parent or a person living in the employee’s household as part of the family. Your request should be made in the first instance to your Line Manager, and each request will be considered on an individual basis.

There is no contractual entitlement to pay for absences relating to compassionate leave and it is at the absolute discretion of the Company.

The number of days allowed will depend on the circumstances, and these should be discussed with your Line Manager. However, the Company will consider each case sympathetically.

3: Medical and Dental Appointments

Whenever possible, appointments with the doctor, dentist or hospital should be arranged for the beginning or end of the day, and the time made up. Where this is not possible, and an appointment will take you out of the office for half a day, this should be agreed with your Line Manager. In this instance, you will be given the opportunity to make up the time or it will be treated as half a day deduction from your Company sick pay. This will not affect your holiday entitlement.

Your Line Manager may wish to see evidence of the appointment, such as an official card for dental and hospital appointments, before the absence is approved.

With the exception of ante-natal appointments, there is no contractual entitlement to remuneration for absences relating to attendance at medical appointments. Payment of salary during attendance at such appointments is at the absolute discretion of the Company.

4: Public Duties

Where voluntary work associated with local government and public or professional bodies encroaches on working hours you must first obtain permission from your Line Manager. Individual circumstances determine the amount of time off allowed, but time totalling one working day per month should be regarded as the maximum, the exception being for those involved in industry work. In return, the Company has the right to expect some flexibility from you in ensuring that your job is performed satisfactorily.

You will not suffer loss of basic salary for time spent on approved service during working hours, but any compensation payment for loss of earnings must be paid to the Company in return for continuation of your salary.

Travelling and subsistence allowances are normally paid by the authority, body or council concerned and should be retained by you. The Company will not normally reimburse such expenses to you unless the body for which you have been working is of direct relevance to the Company's business.

No paid leave is granted for candidates for local or national elections.

5: Jury Service/Acting as a Witness

If you are required to attend Court as a witness or serve on a jury, you must inform your Line Manager immediately.

You may be required to attend Court every day during the period of jury service. However, it may be possible for the Court to release you, either for whole days or half days, during that period and you must report for work on those days/half days when you are not required to be at Court.

You may be entitled to payments from the Court to compensate for partial loss of earnings and a form will be sent with the Jury Summons asking for details. Please pass this to your Line Manager for completion.

When your period of jury service is completed and you receive payment from the Court, please advise your Line Manager of the amount received. An equivalent deduction will be made from your salary when the allowance is paid.

The Company does not pay or accept responsibility for any expenses or subsistence allowance. You should reclaim these directly from the Court.

6: Territorial and Auxiliary Forces

Time off work must be taken as part of annual leave or, if your entitlement is exhausted, as unpaid leave. Your Line Manager has the right to refuse permission if the request is deemed to conflict with the demands of the business or with other employees’ holidays.