**Leave Management Policy**

**Leave Entitlement during pregnancy**

During pregnancy of a child the father is entitled to one or two weeks of paid leave if you have been working for the company for more than half a year. Whereas, a woman is allowed up to 8 weeks of paid leave. However, a similar case is a couple might be able to get paid days off work if they look to adopt a child.

**Sickness**

The employee is allowed to take days off ill however, if they take off more than 7 days off in a row even if this includes the weekend then they are required to give a sick note from a doctor as proof. As an employer you must make alterations to the work space if the employee returns to work disabled. These are counted as sick pay and do not count towards holiday entitlement. If the employee is off work for more than 4 weeks then it is considered long term sickness and as a resort the employer can dismiss the employee if they are not able to return to work within a suitable time.

**Holiday leave**

All employees are entitled to 5.6 weeks of holiday. During this time, they are paid holiday pay. However, if they only work part time and only work 2 days a week they will get 5.6\*2 of holiday pay or 11.2 days of holiday. Bank holidays do not count towards holiday paid leave. If there is issue with transport to and from work then a employee must take this as one of their paid holidays.

**Time off for public Duties**

An employee can get time off to perform public duties however, is all dependent on what is agreed on with the employer and how long the services may take. More so it all depends on whether the employer chooses to pay the employee or not when they take this service.