



LEAVE POLICY - UK

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DOCUMENT CONTROL

DOCUMENT NAME	Leave Policy - UK
ABSTRACT	This document details the Leave Policy – guidelines for the management and employees in UK
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AUTHORISATION

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VERSION HISTORY

VERSION	DATE	PREPARED BY	CHANGES & REASONS FOR CHANGE
Draft 1.0	02/10/2020	Natalie K	
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1. PURPOSE & SCOPE

The purpose of the policy is to define the leave entitlement and procedures of Invenio in UK.

2. SCOPE & COVERAGE

The provisions of this policy will govern all employees in UK, unless specified otherwise. All references/clarifications/questions regarding interpretation of any provision can be made to the HR Manager. The Company's decisions on all such matters shall be final and binding on the employee. All references to the masculine gender are intended to include, depending on the context, feminine gender also. Leave is subject to approval of the reporting manager and needs to be applied and processed in the HRMS.

3. DEFINITIONS

- Leave Year: Year in which leaves are allotted, the leave year in UK runs from January 01 to December 31 of the year.
- Pro-rate credit: Leave accrual will be prorated based on the date of joining.
- Working Days: Monday to Friday would be considered as working days or a schedule determined by project schedule.
- Leave; This refers to one full day of normal working hours
- Manager: This refers to the individual to whom employee reports
- LOP: Loss of Pay

4. PUBLIC HOLIDAYS

- Employees are entitled to public / National holidays. These are in addition to the Annual Leave entitlement.
- The list of public or bank holidays may change every year. The applicable list of holidays for the Leave Year will be published on the HR Management System and on the SharePoint.
- If a public or bank holiday occurs within the Annual Leave period, it will not be counted as part of the Annual Leave Entitlement.

- If a public or bank holiday occurs on a weekend, no additional ‘Work Off’ day will be provided to the employee”.

One may be required to work on any statutory or public holidays at the absolute discretion of the Company, in which case he/she will receive a day off in lieu to be taken at a time at the discretion of the Company and agreed in advance. If this is not possible reporting manager will authorise one day’s compensation to be paid in the closest payroll date to the day worked. It is the Company who will make the decision as to which option is available.

5. ANNUAL LEAVE

Annual leave provides an opportunity to the employee to take a break from work and spend time on personal as well as leisure activities with family and friends.

All holidays must be agreed in advance with reporting manager. To stand the best chance of getting the dates one wants, holidays must be booked as early as possible. Employee will not be permitted to take more than 2 weeks’ holiday at one time, unless agreed by reporting manager. All holidays must be taken at times convenient to the Company and adequate cover on all departments must always be ensured. The Company reserves the right to require employees on long-term sick leave to take holiday.

Annual Leave entitlement

- All employees are entitled to an annual leave of 20 days per year (or whatever is specified in the employment contract), this will be prorated based on the date of joining.
- The company reserves the right to require employees to take annual leave at specified times.

Annual Leave Carry forward

- Employees must avail all annual leaves during the leave year. If the employee is not able to avail annual leave during the leave year, a maximum of 5 days can be carried forward and used before 31 March of the following calendar year. If unutilized, the same will lapse.
- On termination or retirement of employment, employees shall be entitled to salary in lieu of any accrued but unutilized leave, including the carry forward leave of the previous year.

Leave Encashment

Leave Entitlement accrued for every employee can be encashed as follows:

- Encashment of Annual leave is entitled only during the time of separation or retirement and is limited to unused leave accrued during the current calendar year.

Leaves more than leave entitlements

- Any leave availed more than the employee's leave entitlement shall be treated as days without pay namely Loss of Pay days. The deduction from monthly salary for such LOP days shall be calculated as set out in the policy.
- Leave without pay is granted to an employee in exceptional personal circumstances when no other kind of leave is admissible/ available.
- All requests for LOP days must be approved by the respective manager and shall be done so on case by case basis. Unapproved LOP leave can be taken up for a disciplinary action as per applicable rules.

Leaves during notice period

- In the event of employment terminating during the holiday year, one may be required to take any holidays accrued but not taken in that holiday year during his/her notice period. Should there be insufficient time during notice period for one to use up all of the holiday accrued and due, the outstanding balance will be paid in lieu as part of final termination pay.
- In the event of employment terminating during the holiday year and one has taken holidays in excess of the number of days accrued and due to him/her, at the effective date of termination of employment, company reserve the right to recover a sum equal to the amount of excess holidays taken by making a deduction from final pay. Employee will be notified of such at the time in writing.