



## Attendance and Leave Policy

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### Policy Statement

UK Research and Innovation (UKRI) is committed to promoting employees' health and wellbeing and recognises the importance of employees being able to achieve an appropriate work-life balance by having adequate time away from work. To that end, UKRI's provisions for employees to take time off for annual leave, or for special leave to deal with family/domestic responsibilities, often exceed its obligations under employment legislation.

This policy sets out employees' annual and other leave entitlements and the associated approval and record-keeping arrangements. It also covers UKRI's approach to unauthorised absence and the attendance/working arrangements that will apply in the event of unexpected major disruption (e.g. arising from bad weather); and sets out the arrangements for unpaid leave for employees wishing to take a career break or sabbatical.

**Management Statement**

HR will provide guidance to line managers in supporting employees and to ensure employees and line managers understand the processes as set out within the Attendance and Leave Policy.

The Attendance and Leave Policy and Procedure (the ‘Attendance and Leave Policy’) has been agreed with the Trade Union Side and complies with statutory legislation.

**References**

- UKRI Working Location Policy
- UKRI Family Leave Policy
- UKRI Ways of Working Policy
- UKRI Sickness Absence Policy
- UKRI Pay and Reward Policy
- UKRI Managing Performance and Conduct Policy
- UKRI HR Policy Framework

Version Number	Status	Revision Date	Summary of Changes
Version 3.0	Complete	March 2024	Unpaid carer’s leave - employment law update. Text relating to the calculation of the annual leave accrual pay entitlement added.
Version 2.0	Complete	March 2020	Wording on reporting sickness in A5.1 refined, to include that employees should be following the process at para 3 of the Sickness Absence Policy.  B3.1 updated and a new B3.2 inserted.  References to ‘flexi-time credits’ inserted into E2.1- E3.4 to be consistent with published policy.  E6 and E7 have been deleted due to duplication (error in old policy).
Version 1.0	Complete	January 2020	New policy created

## Attendance and Leave

### 1. Principles

- 1.1 UKRI recognises that leave is an important part of an employee's working life and wellbeing, and that employees who regularly take leave are more productive and contribute to the achievement of organisational goals.
- 1.2 UKRI will ensure a fair and consistent approach is taken in supporting staff when balancing their work and domestic responsibilities.
- 1.3 UKRI expects employees to take their annual leave entitlement to ensure regular breaks from normal working duties.
- 1.4 UKRI is committed to ensuring that employees do not work excessive hours, and believes it is important for all employees to work reasonable hours and to take regular breaks.

### 2. Delegation

- 2.1 For information on the delegated authority, please refer to the UKRI HR Delegated Authority Framework.

### 3. Record Keeping

- 3.1 Employees wishing to book leave (including public and privilege days for employees not on full time hours) should discuss with their line manager and once agreed, record the time off through the relevant HR system.
- 3.2 Line Managers are responsible for ensuring any leave absence is recorded and approved on the relevant HR system.

### 4. Annual Leave

- 4.1 Full time employees are entitled to 30 working days annual leave each calendar year. In addition, they receive leave on eight public/bank holidays and 2.5 privilege days. This entitlement is pro-rated for employees working part-time hours. The leave year runs from 1st January to 31st December.
- 4.2 Up to 10 days unused leave can be carried forward into the next leave year (pro-rata for part-time employees not on full time hours - see [Appendix G](#) on calculating pro-rata entitlement).
- 4.3 See the detail in [Appendix A](#) for further information.

- From 01 April 2024, annual leave accrual pay entitlement for the following groups of employees will be calculated as 18.45% of actual hours worked in a pay period, which is usually a calendar month.
- Employees who work irregular hours.
- Part-time employees who, on 01 April 2024, were in their first year of employment.
- Part-time employees who began employment after 01 April 2024.

An example of how this entitlement is calculated can be found in [Appendix G](#).

- 4.4 An employee is an irregular hours employee if the number of paid hours that they work in

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each pay period during their contract term in that leave year is wholly or mostly variable. Employees who work irregular hours will receive a payment for their accrued annual leave for the hours which they work rounded up or down to the nearest hour. This payment will be equivalent in value to the holiday entitlement of all other UKRI employees.

### 5. Special Leave

- 5.1 Special leave supports employees dealing with caring responsibilities, family/domestic emergencies as well as other voluntary and public duties.
- 5.2 See the detail in [Appendix B](#) for further information.

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### 6. Working Time

- 6.1 Full-time employees are defined as those who are contracted to work a minimum of 37 hours per week (excluding rest breaks). For employees working at MRC Units and Institutes, contracted full-time hours are defined as 36 hours per week (excluding rest breaks). Part-time employees are defined as those who are contracted to work fewer than the full-time hours. Any employee who is redeployed from an MRC Unit or Institute will remain on their contracted hours.
- 6.2 All employees must take a rest break of at least 30 minutes, uninterrupted, during the working day when their working time on that day exceeds six hours (and for those under the age 18, where it exceeds 4.5 hours).
- 6.3 See the detail in [Appendix C](#) for further information.

### 7. Unauthorised or Unplanned Absence

- 7.1 UKRI has a duty of care to promote the health and safety of its employees; and line managers should initially treat unplanned absence as a cause for concern.
- 7.2 Employees are expected to attend work unless the absence is authorised (e.g. annual leave, maternity leave, special leave etc.).
- 7.3 Employees who are unable to attend work must inform their line manager (or nominated person) as soon as possible.
- 7.4 See the detail in [Appendix D](#) for further information and guidance on procedure.

### 8. Unexpected Major Disruption

- 8.1 Where employees are unable to attend their normal place of work owing to major disruption they should refer to the detail in [Appendix E](#).

### 9. Unexpected working arrangements

- 9.1 This guidance sets out UKRI's approach to unexpected work arrangements due to unavoidable situations such as travel disruption or adverse weather conditions.
- 9.2 Employees are encouraged to make all reasonable efforts to continue to work during these periods of disruption, either by working remotely (with whatever forward planning is necessary) or by travelling into work (provided each individual assesses this to be a safe option, taking account of official advice).

### 10. Career Breaks and Sabbaticals

- 10.1 UKRI is committed to supporting employees who wish to take a career break of up to five years to fulfil domestic responsibilities or take a one-year sabbatical to meet their individual development needs.
- 10.2 See the detail in [Appendix F](#) for further information.

Attendance and Leave  
**Appendix A – Annual Leave**

**A1. Annual Leave Entitlement**

- A1.3 Line managers should inform employees in good time that they risk losing some of their annual leave entitlement if they do not take it before the end of the leave year.
- A1.4 At line manager's discretion annual leave can be anticipated from the next leave year, up to a maximum of 10 days (pro-rata for part-time employees).
- A1.5 Accrual of annual leave continues during the following circumstances:
  - A1.5.1 paid/unpaid sick leave (For more information see the Sickness Absence Policy),
  - A1.5.2 paid/unpaid forms of family leave (for more information see the Family Leave Policy),
  - A1.5.3 special leave.
- A1.6 Requests for annual leave must be approved by the employee's line manager in advance of the leave being taken. Reasonable effort should be made to accommodate the employee's request, but line managers should consider organisational needs.
- A1.7 In exceptional circumstances, the UKRI Chief People Officer can cancel leave. Where not covered by insurance, any costs incurred by the employee as a result of cancelling leave will be met by UKRI.

**A2. Public and bank holidays**

- A2.1 Public and bank holidays must be taken on the following eight days in England and Wales:
  - A2.1.1 New Year's Day,
  - A2.1.2 Good Friday,
  - A2.1.3 Easter Monday,
  - A2.1.4 May Day,
  - A2.1.5 Spring Bank Holiday Monday,
  - A2.1.6 Late summer (August) Bank Holiday Monday,
  - A2.1.7 Christmas Day,
  - A2.1.8 Boxing Day.

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- A2.2 Employees based outside of England and Wales are entitled to the same number of public and bank holidays. The selection of these days is left to the Directors of the relevant UKRI sites but should be chosen relative to local holidays. Where there are more location-specific holidays required than can be covered with this balance, employees may be required to use some of their annual leave to cover the deficit. Such arrangements will be subject to consultation with local Trade Union Representatives.
- A2.3 Employees working part-time, those employed on a shift basis, those on compressed hours and those not working a standard five-day week are entitled to receive these holidays pro-rata on an hourly basis (please see [Appendix G](#) on Leave Calculations).

### A3. Privilege holidays

- A3.1 It is a matter for consultation with local Trade Union Representatives as to how the additional 2.5 privilege days are used.
- A3.2 Employees working part-time, those employed on a shift basis, those on compressed hours and those not working a standard five-day week are entitled to receive these holidays pro-rata on hourly basis (please see [Appendix G](#) on Leave Calculations).
- A3.3 Privilege holidays accrue during paid and unpaid family leave; however, untaken privilege holidays may not be carried forward to the following leave year. Privilege holidays do not accrue during periods of sick absence/special leave (paid or unpaid).
- A3.4 Employees whose leave is calculated in hours must book leave for any public or privilege holiday that falls on a day when they would normally work e.g. if an employee normally works Monday to Thursday they need to book only the hours they would work on those days and can ignore any public or privilege holidays that occur on Fridays.

### A4. Part Year Service

- A4.1 Annual leave accrues during the leave year. An employee serving for only part of a given year will, for that period, be entitled to a proportion of the full annual allowance of annual leave. The detailed calculations for this can be found in [Appendix G](#) on Leave Calculations.
- A4.2 Annual leave at the end of service:
- A4.2.1 All unused annual leave should be taken (where possible) before an employee leaves UKRI.
- A4.2.2 UKRI will make every effort to ensure that employees are able to take the annual leave due to them. Employees should not accumulate leave with the specific intention of having it converted to payment.
- A4.2.3 Where employees have exceeded their annual leave entitlement, they will have the cash equivalent deducted from their last month's pay. For more information on how this is calculated, please refer to the Pay and Reward policy.

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- A4.2.4 Employees who have been prevented by their management from taking remaining annual leave because of business need at the date of leaving will be paid the cash equivalent of the unused remaining leave. The application of the above principles in specific circumstances will be as follows:
- A4.2.5 Where there is sufficient notice of the last day of service (e.g. resignation, retirement, redundancy or end of fixed term appointment) payment will be made only for annual leave which employees are specifically prevented from taking by their management,
- A4.2.6 where an employee leaves before they have had the opportunity to take their annual leave entitlement owing to sickness, payment will be made for untaken leave,
- A4.2.7 in the event of an employee's death payment will be made for annual leave accrued and carried over but not taken. Where leave already taken exceeds the accrued allowance, the requirement to refund the cash equivalent of the excess will be waived.

## **A5. Sickness during periods of annual leave**

- A5.1 If an employee falls ill whilst on annual leave, they should report their sickness to their line manager, following the process at paragraph three of the UKRI Sickness Absence Policy as soon as practicable, and make arrangements to take their annual leave at another time.



Attendance and Leave  
**Appendix B - Special Leave**

**B1. Overview**

Circumstance	Leave details
Family emergency	Special leave agreed with line manager.
Family/domestic incident	Unpaid leave can be agreed with line manager. See paragraph B4 for details.
Carer's leave	One week (pro rata) of unpaid leave in a rolling twelve month period for those with a caring responsibility for a dependant.
Bereavement	Two weeks paid leave in the event of the death of a child.  Leave is also available in the event of the death of an immediate family member (see paragraph B3).
Transfer and resettlement	Special leave with pay can be agreed with line manager (see paragraph B6).
Forces training	Paid special leave can be agreed with line manager (see paragraph 6.3).
Jury service	Special leave will be granted for the duration (see paragraph B6.5.1.1).
Volunteering for emergency services	Four days of special leave can be agreed with line manager (see paragraph B6.6).
Volunteering	A maximum of two paid days per year will be granted to employees who wish to undertake volunteering activities. (see para 6.9).
Public service	See paragraph B6.7

**B2.** Special leave provides leave to deal with caring/family/domestic emergencies as well as leave required for activities relating to transfers within UKRI, time for duties within the armed forces, jury service, unpaid voluntary public service, time for parliamentary elections, and work with non-statutory voluntary aid bodies.

For the purposes of special leave, a 'dependant' is normally a close relative but it also includes anyone who is reliant on the employee for care. Below is a list of examples of who may be considered a dependant of an employee. It is not exhaustive, and discretion is given to line managers to determine whether the nature of relationship is sufficient to warrant special leave:

- Spouse or partner,
- Child,
- Parent,
- Someone who lives in the same household as the employee,
- Someone who reasonably relies on the employee for care or assistance.

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- B2.1 Special Leave is normally short-term and is not intended to help with long-term domestic, family and caring needs, which may be more appropriately provided for by an application for parental leave or flexible working arrangements. Special leave is additional to the UKRI provision for Annual Leave, Family Leave, Career Breaks, and Sabbaticals and dependent on the circumstance can be paid or unpaid.
- B2.2 The policy defines or gives guidance on the number of days leave to deal with each circumstance. However, line managers are encouraged to look at each situation individually and, if required, to consult HR for advice.

### **B3. Paid leave to deal with family or domestic incidents**

- B3.1 Bereaved parents are entitled to two weeks paid leave in the event of the death of a child under the age of 18. This may be taken at any time within 56 weeks of bereavement.
- B3.2 Primary carers, comprising: adopters, foster parents and guardians, as well as those who may have taken responsibility for the child's care in the absence of parents, such as close relatives or family friends, have the same provisions as biological parents.
- B3.3 Paid leave may be given to deal with other unforeseen crises. The exact number of days is at the discretion of the line manager and depends upon individual circumstances. This would not usually be more than five days. Line managers may wish to seek advice from HR.

Below is a list of examples of unforeseen crises for which paid leave should normally be granted. It is not exhaustive and discretion is given to the line manager to determine whether the nature of circumstance warrants paid leave:

- death of a dependant and/or close relative or close friend, including attending the funeral,
- serious illness/injury involving an employee's dependant, which requires immediate emergency medical attention or serious illness/injury, requiring immediate short-term care at home when the employee is the only person who can provide such care,
- dealing with any emergency situation reasonably necessitating the employee's presence at home.

### **B4. Unpaid leave to deal with family or domestic incidents**

- B4.1 Employees may request a reasonable amount of unpaid leave to deal with unexpected situations.

### **B5. Process for taking leave to deal with family or domestic incidents**

- B5.1 Employees must contact their line manager to seek authorisation either in advance or as soon as it is reasonably practicable. They should explain the reason for their absence and how long they expect to be absent to deal with the specified incident.

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- B5.2 Approval may be given for employees to work additional hours, equivalent to the time taken off work, to deal with essential matters which cannot be accommodated outside normal working hours. This includes moving house, general repairs to housing, general domestic situations which can be planned for, and routine appointments which are made in advance.

## B6. Carer's leave

- B6.1 UKRI employees are entitled to one week (pro rata) of unpaid leave to give or arrange care for a dependant who has:
- a physical or mental illness or injury that means they're expected to need care for more than 3 months;
  - a disability (as defined in the Equality Act 2010);
  - care needs because of their old age.
- B6.2 The dependant does not have to be a family member, it can be anyone who relies on the UKRI employee for care.
- B6.3 Employees are entitled to carer's leave from their first day of employment with UKRI.
- B6.4 The leave can be taken as half days, full days, or a one working week (pro rata) block. Employees are encouraged to give as much notice as possible, noting the minimum notice period for any request is three full working days.

## B7. Other types of special leave

### B7.1 Transfer and Relocation

- B7.1.1 Special leave with pay may be granted to an employee who on transfer is entitled to reimbursement of removal expenses. Employees not entitled to reimbursement may be granted leave without pay or choose to take annual leave to cover the time. Details of entitlements during relocation are available from HR.

### B7.2 Benevolent Funds

- B7.2.1 Officials of Benevolent Funds associated with UKRI (and/or benevolent funds linked to predecessor organisations of UKRI) may be granted paid absence from work to attend meetings of officials of such funds.

### B7.3 Forces training

- B7.3.1 Employees who are members of the Volunteer Reserve Forces (Royal Naval Reserve, Royal Marines Reserve, Army Reserve (TA) or Royal Auxiliary Air Force) are eligible for paid special leave.
- B7.3.2 Employees may have up to ten days paid leave and five days unpaid leave for military training/service per year.
- B7.3.3 Employees must make their line manager aware of any special leave needed for military training/service and mobilisation as soon as possible.
- B7.3.4 Reservists who are mobilised will be granted unpaid leave, and full employment rights will be restored upon return from military service.
- B7.3.5 Members of, or instructors or officers in the cadet force (e.g. Air Training Corps, Sea Cadet Corps etc.) may be allowed special leave with pay for up to five days per year for attendance at camp or special instructional courses

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provided they are held under naval, military or air force auspices.

B7.4 Attendance in court in an official capacity should not be recorded as special leave as it is regarded as being on UKRI business. This may include:

B7.4.1 giving evidence in criminal and civil proceedings and in coroners' courts, or

B7.4.2 attending other outside bodies as witnesses or in other capacities.

B7.5 Attendance in court in a private capacity as a witness or juror

B7.5.1 The following provisions apply:

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- B7.5.1.1 special leave with pay will be granted to employees appearing as witnesses for the Crown in criminal proceedings or coroners' courts and to those necessarily absent for jury service. They may retain any travelling or subsistence expenses received from the court but should not claim from the court, or accept, any compensation for any loss of earnings,
- B7.5.1.2 an employee must notify their line manager immediately if they have been summoned for jury service unless they are clearly ineligible or disqualified (as explained on the summons) and has so notified the summoning officer. The line manager should notify HR,
- B7.5.1.3 special leave without pay may be granted to employees appearing as witnesses in civil proceedings. Travel and subsistence expenses will not be paid by UKRI, but the employee may claim and retain any travelling and subsistence expenses and, any compensation for loss of earnings or other sums payable by the Court or by a party to the action.

## B7.6 Volunteering Activities for Emergency Services

- B7.6.1 Line managers may grant four days paid special leave for participation in (or recovery from) the activities related to emergency voluntary aid bodies in any calendar year. These activities may involve taking time during the working day with little or no notice and if this is the case then the approval/notification process for each instance should be agreed with line managers. Participation in such activities in this manner is subject to the business need of the organisation and at the discretion of line managers.
- B7.6.2 Below is a non-exhaustive list of examples of what may be considered; discretion is given to the line manager to determine whether paid time off should be granted:
  - B7.6.2.1 Ambulance Services (e.g. Community first responders),
  - B7.6.2.2 Mountain Rescue Organisations,
  - B7.6.2.3 Royal National Lifeboat Institution (e.g. lifeboat crew),
  - B7.6.2.4 Fire Services (e.g. retained firefighters),
  - B7.6.2.5 Lowland search and rescue organisations,
  - B7.6.2.6 Police Service (e.g. special constables).

## B7.7 Voluntary public service with pay

- B7.7.1 Special leave with pay may be granted within specified limits for performing certain voluntary public services. The maximum amount of special leave with pay which may be allowed for any combination of unpaid voluntary public service in any leave year is 24 days. Special leave without pay may be granted after the permitted allocation of special leave with pay has been exhausted. Employees should neither claim nor accept attendance fees on any days for which they have been given special leave with pay. Examples include:

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- B7.7.1.1 Justice of the Peace (Maximum of 18 days paid),
- B7.7.1.2 member of a local authority committee (Maximum of six days paid),
- B7.7.1.3 board of managers or governors of a school (Maximum of four paid days),
- B7.7.1.4 member of a Visiting Committee to prisons, remand centres and Young Offender Institutions (Maximum of four paid days),
- B7.7.1.5 member of any statutory tribunal (Maximum of six paid days),
- B7.7.1.6 member of certain police, health, education, water and river authorities (Maximum of four paid days),
- B7.7.1.7 member of a Scottish water and sewerage authority or a Scottish Water Industry Consultative Committee. (Maximum of four paid days),
- B7.7.1.8 members of probation and court boards and to members of youth offender panels. (Maximum of four paid days),
- B7.7.1.9 Independent Prison Monitor (Maximum 22 days).

## B7.8 Parliamentary elections

- B7.8.1 An employee standing as a candidate for parliament will be granted one month's special leave with pay at the period of the election. An employee who wishes to serve as a political agent to a candidate (or to a bona fide prospective candidate) in a parliamentary election may be allowed up to six weeks special leave with pay.

## B7.9 Volunteering

- B7.9.1 UKRI will encourage and support volunteering activities which:
  - B7.9.1.1 enhance the employee's personal learning and development by helping to develop and build a range of skills and abilities that they can bring back to the workplace or,
  - B7.9.1.2 have a link to the work of UKRI or where UKRI has an expertise that can be usefully passed onto the voluntary sector or,
  - B7.9.1.3 develop and strengthen links with the local community by sharing the knowledge, skills and abilities of employees with community activities, programmes and organisations.

## B7.10 Applying for Special Leave for Volunteering Activities

- B7.10.1 A maximum of two paid days per year will be granted to employees who wish to undertake volunteering activities.
- B7.10.2 Applications should state:
  - B7.10.2.1 the voluntary activity and organisation the employee wishes to contribute to,

## Attendance and Leave

B7.10.2.2 the nature of their contribution and how it meets the principles of this guidance,

B7.10.2.3 time being requested.

B7.10.3 All special leave must be authorised in advance by the line manager, who must consider all reasonable requests.

B7.10.4 When making the request employees must demonstrate that it will not impact on their work schedule, other work-related responsibilities, create the need for overtime, or cause conflicts with other employee's schedules.

B7.10.5 Insurance, Health and Safety

B7.10.5.1 Employees should ensure that the volunteering activity is covered by the appropriate public/employers liability insurance and that they receive appropriate health and safety training.

## B7.11 Time off for Trade Union Activities

B7.11.1 Trade Union Representatives should refer to the UKRI Recognition Agreement for details of time off available for them to undertake their work.

Attendance and Leave  
**Appendix C - Working Time**

**C1. Standard Hours**

- C1.1 Standard hours are the hours of work, expressed weekly, that basic pay is calculated to cover. They are generally worked over a five-day week. Standard hours for full time employees are 37 hours net (i.e. not including breaks), except for:
- C1.1.1 UKRI employees working at MRC institutes and Units who are contracted to work 36 hours per week,
  - C1.1.2 Innovate UK employees who are contracted to work 37.5 hours per week,
- C1.2 Part-time employees are defined as those whose standard hours, expressed weekly, as set out in their contract of employment, are less than full-time standard hours.
- C1.3 It is the line manager's responsibility to limit working time to an average of not more than 48 hours per week over any 17-week period. Employees wishing to work more than this must contact HR.
- C1.4 In addition, young workers (those under 18 years of age), have a right to:
- C1.4.1 at least two consecutive days off per week,
  - C1.4.2 daily rest break of 12 consecutive hours (usually the break between finishing work one day and starting work the next),
  - C1.4.3 a 30-minute break if their working time lasts more than 4.5 hours,
  - C1.4.4 a limit of eight hours of work per day and 40 hours of work per week.

**C2. Rest Breaks**

- C2.1 All employees, whether full time or part time, should take an uninterrupted break of at least 30 minutes during the working day when daily working time is more than six hours, to ensure they do not work continuously for more than six hours. Such rest breaks are excluded from the standard hours outlined above.

**C3. Arrangement of the Working Week**

- C3.1 Within the standard arrangement of a five-day working week, specific sites determine the pattern of attendance of their employees such that over a period the total hours worked equal standard hours. Employees will be made aware of any additional local arrangements.

**C4. Requirements for Overtime Working and Shift Working**

- C4.1 Employees may be requested to work additional hours, including at weekends, as outlined in their employment contract. Employees who work more than full-time standard hours are entitled to additional paid rest breaks of 30 minutes if the excess hours total at least three, but less than six, on any day; and of one hour if the excess hours exceed six. Employees may also be required to undertake either regular or occasional shift working. Arrangements for shift working, overtime and the allowances payable are set out in the UKRI Pay and Reward policies.



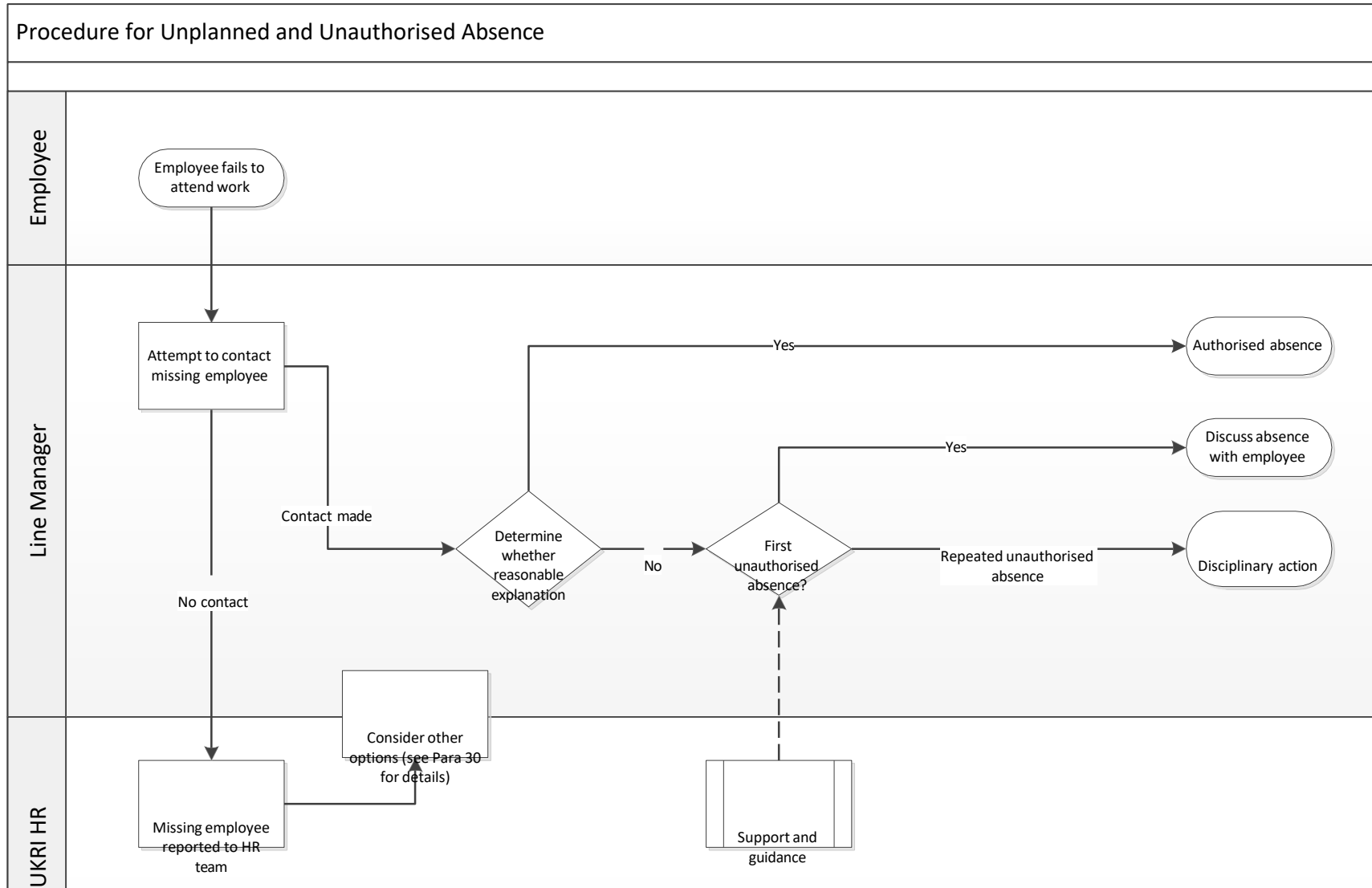
**Appendix D - Unauthorised or Unplanned Absence Detail****D1. Reporting procedure for employees**

- D1.1 Absences from work should usually be authorised in advance. Where an employee is unexpectedly absent from work they should notify their line manager. For sickness absence please refer to the Sickness Absence Policy.
- D1.2 UKRI has a general duty of care to promote the health and safety of its employees; initially unplanned absence should be treated as a cause for concern. Where necessary, such absences should be brought to the attention of the absent employee's line manager or nominated person by the employee's colleagues. Having become aware of an employee's unplanned absence, the line manager should follow the procedure in section two below. Once it has been established that the individual is safe but that notification procedures have not been adhered to without good reason, unplanned absence will be treated as unauthorised.
- D1.3 There is no obligation for UKRI to pay an employee during a period of unauthorised absence and disciplinary action may be taken. Please see the Disciplinary procedure in the UKRI Managing Performance and Conduct policy for further information.

**D2. Procedure for line managers**

Line Managers must use their discretion in establishing the whereabouts of a member of staff who is unexpectedly absent from work. For example, if not reporting an absence is out of character for that individual, a line manager may consider using various and additional forms of contact to ensure that the member of staff is not in any danger. As per the procedure below, the HR team should be informed if reasonable effort to contact the employee is unsuccessful. There is no obligation for UKRI to pay an employee during a period of unauthorised absence and disciplinary action may be taken. Please see the Disciplinary procedure in the UKRI Performance and Conduct policy for further information.

- D2.1 Where an individual fails to attend work as expected and does not contact their line manager, the line manager must attempt to contact the individual. The line manager should try to establish the reason for the absence and failure to follow notification procedures. If the line manager is unable to contact the individual directly they should notify the emergency contact (available from HR).
- D2.2 If a reasonable explanation is given, it may be appropriate to record the absence as authorised.
- D2.3 Where it is established that the individual is safe but proper absence notification and certification procedures have not been followed without good reason, the absence will be treated as unauthorised. The absence may then be unpaid and disciplinary action may be instigated. Please see the Disciplinary procedure in the UKRI Performance and Conduct policy for further information.
- D2.4 If the line manager is unable to contact either the individual or their emergency contact a letter must be sent regarding the absence and possible consequences. This will of course require some discretion on the part of the line manager. For example, it may be appropriate to contact the emergency services if they are particularly worried about the safety of an individual.



**Appendix E – Guidance on working arrangements in the event of major disruption****E1. Overview**

- E1.1 Major disruption can take the form of adverse weather conditions, travel disruption, building closures etc.
- E1.2 Employees are encouraged to make all reasonable efforts to continue to work during these periods of disruption, either by working from home (with whatever forward planning is necessary) or by travelling into work (provided everyone assesses this to be a safe option, taking account of official advice).
- E1.3 For employees who are unable to continue to work either from home or by travelling into work then UKRI will share the burden of lost time with them.

**E2. Partial Attendance on site (whether regular place of work or visiting an alternative site)**

- E2.1 Employees who arrive on site late due to major disruption, and/or attend site but leave early with their line manager's permission will be granted paid time (or a flexi-time credit where applicable) for any journey time that is more than one hour longer than the normal home to work journey time (the journey time has to be one hour longer than normal before the excess time can be claimed). Paid time off for the balance of a normal working day and the flexi-time credit (where applicable) will be granted to employees who attended site but left early.
- E2.2 Employees who attend site and leave site early under management instruction will be granted paid time off and a flexi-time credit (where applicable) for the balance of a normal working day.

**E3. Non-attendance on site**

- E3.1 Employees who attempted to reach their site but were unable to do so will be granted paid time off and a flexi-time credit (where applicable) for any journey time that is more than one hour longer than their normal home-to-work journey time (the journey time has to be one hour longer than normal before the excess time can be claimed). Time spent working from home will be paid and a flexi-time credit will be granted. If the time which an employee spends working from home is less than their normal working hours then this residual time must be covered by either taking leave or working additional hours.
- E3.2 For employees who did not attempt to reach their site then consideration must be given as to whether the employee can work from home. If they can work from home then they should agree this with their line manager. Time spent working will be paid. However, if the time which an employee spends working from home is less than their normal working hours then this residual time must be covered by either taking leave or working additional hours.
- E3.3 Employees who can work from home but choose not to do so must cover this time by taking leave.
- E3.4 For employees who cannot work from home because of the type of work they undertake UKRI will share the burden of the lost time with them. The employee will be required to take half the time as either leave or work additional hours. UKRI will grant paid leave for the residual time and a flexi-time credit where applicable, subject to their line manager agreeing that they could not work from home.

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E3.5 Employees who can work from home, even when required to look after a child or children due to school closure(s), should agree this with their line manager. Time spent working will be paid but any residual time must be covered by using either leave or working additional hours.

E3.6 Employees unable to work from home because they had to look after a child or children due to school closure(s) have the option to take the time as either leave or work additional hours. If disruption continues beyond one day, then they are expected to make every effort to make alternative arrangements to enable attendance on site the following day or to work from home (if now made possible).

#### **E4. Site Closure**

E4.1 In the event of site closure(s), employees are encouraged to work from home or another site if practicable and safe to do so. All employees will receive paid time off for the period that their site is closed.

#### **E5. Line manager approval**

E5.1 Any employees undertaking different working arrangements due to major disruption should notify their immediate line manager (or nominated person) ideally in advance but usually within one hour of their normal start time and thereafter as agreed, to advise on working arrangements and the anticipated duration of these arrangements.

E5.2 Where special leave, annual leave or unpaid leave is taken to cover absences due to major disruption, then the necessary record-keeping on the relevant system must be done.

## Appendix F - Career Breaks and Sabbaticals

### F1. Overview

- F1.1 Employees may wish to apply for an extended period of absence from work for personal reasons (career break) or professional/developmental reasons (sabbatical). More information on each of these is set out below.
- F1.2 Career breaks and sabbaticals are at the discretion of management and should be discussed with line management and/or HR.
- F1.3 Applications for career breaks and sabbaticals should be discussed with the line manager, in consultation with HR. Authorisation is required from a Director.

Career breaks	Sabbaticals
A career break is an agreed period of unpaid leave of up to five years, while maintaining contact with UKRI. Career breaks are not intended for those wishing to move to a role outside of UKRI for a short period to develop their career or to undertake training.	Sabbaticals are defined as the unpaid absence of a UKRI employee for up to 12 months to pursue their wider career development objectives e.g. to develop their professional expertise and enrich their overall development. UKRI recognises a shared responsibility, in partnership with employees, to assist in their development. Discussions about individual development form part of the annual Performance and Development Review (APDR) exercise.
UKRI may terminate the career break/ sabbatical if the employee is found to be working for another employer without consent or due to a change of circumstances on the part of the employee which may prohibit their return to work on the pre-arranged date.	

### F2. Eligibility

Career break	Sabbaticals
Employees will normally be eligible for only one career break during their employment.	There is no limit to the number of sabbaticals an employee can apply for, but these are subject to management discretion.

### F3. Practical arrangements

Career Break	Sabbaticals
<b>Length of time</b>	
<p>The start and end dates of the career break will be agreed in advance. The maximum period is five years. Where a career break follows maternity/adoption/maternity support leave, an employee may take their full entitlement of paid and unpaid maternity leave followed by up to five years' unpaid leave.</p> <p>If an employee has a baby/becomes a parent whilst on a career break they will not be eligible for contractual maternity/adoption/maternity support leave or pay.</p> <p>A request from an individual who wishes to return to work prematurely will be considered, taking into account the reasons and the need to be fair and</p>	<p>A sabbatical will be no longer than one year, at the end of which the employee may return to their previous position (if it is still available) or a reasonable suitable alternative. Only in very exceptional circumstances may an extension to this be agreed.</p> <p>All requests for a sabbatical period will be considered against UKRI's working needs and will not automatically be approved.</p>



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<p>equitable in the treatment of any temporary replacement.</p> <p>Where a career break is agreed for less than five years, the employee may ask for the unpaid leave period to be extended, for example where new domestic responsibilities apply.</p>	
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Employees taking a career break/sabbatical will be required to agree in writing to the cessation of salary and other contractual benefits for the full duration of the unpaid absence.

**Keeping in Touch**

<p>UKRI and the employee will commit to keep in touch during the career break to enable the employee to maintain familiarity with UKRI's work and to help ease their eventual return to work. To this end, HR and line management will agree a contact person for the employee and send appropriate literature so that the employee is kept up-to-date on developments/vacancies/news within the organisation.</p> <p>Employees on career breaks may be asked to undertake up to 10 days' work (either in their normal place of work or at home) or training each year (or the equivalent number of working hours on a part-time basis), paid at their usual daily rate, so that skill levels and confidence are maintained. UKRI may contribute towards any extra costs incurred of caring for dependants during any attendance at work or for training.</p> <p>For more general 'keeping-in-touch' activities, the individual will not receive any pay, but may claim travel costs.</p> <p>The individual will be required to attend a meeting with their line manager and a representative from HR to discuss their return to work.</p>	<p>Employees who enter into a sabbatical arrangement will be expected to keep in touch with UKRI and respond to reasonable requests for advice and guidance in their area of expertise as appropriate.</p> <p>For more general 'keeping-in-touch' activities, the individual will not receive any pay, but may claim travel costs.</p>
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**Return to Work**

<p>Employees taking a career break will normally return to a suitable job at their substantive pay band on their return. Where this is not possible, the UKRI redundancy procedure may be implemented.</p> <p>Employees on career breaks will be notified of job opportunities in the three months leading up to their return to work.</p> <p>Where a return to work date has not already been agreed, employees must give at least 12 weeks' notice of their intended date of return.</p>	<p>Arrangements for an employee's return to work will normally be agreed at the outset of the sabbatical.</p> <p>Where a sabbatical is for 12 months or less, the employee will normally return to the post they were in before. Allowances paid to the individual prior to their sabbatical will be resumed where eligibility for payment is retained.</p>
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The line manager will consider whether it is possible or necessary to arrange for a special period of retraining or re-familiarisation on return to work.

An employee who does not return to work at the agreed end date of the career break or sabbatical will be subject to the provisions of the relevant policy (e.g. disciplinary) which may result in termination of employment.

Upon return, the terms and conditions applied will be those enjoyed by employees in that band and the rate of pay will take account of any general increases to pay ranges which took effect during the career break or sabbaticals. Any further increases applied to employees that result in pay movement up the pay ranges will

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not take place during a period of a career break or sabbatical. This does not preclude variation in the work pattern on return (e.g. part-time), which would be separate to the career break/sabbatical arrangement.

### F4. Effects on terms and conditions

F4.1 When an employee is granted a career break or sabbatical, the period of absence will be regarded as a period of extended unpaid leave. It will not be regarded as creating a break in continuous service for the purposes of statutory provisions. However, the period of absence will not count towards any contractual service-related benefits e.g. pensions, performance pay, sickness absence provisions, maternity/maternity support/ adoption provisions, annual leave and redundancy payments. For these purposes, service before the break will be aggregated with service after the career break.

F4.2 During their career break/sabbatical the employee will be subject to UKRI's policies such as those on notice periods, redundancy, code of conduct etc.

F4.3 The detailed effects of an unpaid career break/sabbatical on various conditions of service are as follows:

#### F4.3.1 Statutory provisions:

F4.3.1.1 Continuity of service is maintained in relation to unfair dismissal and redundancy rights. In addition, statutory annual leave continues to accrue but the employee will not be entitled to take/claim payment for statutory annual leave during the period of unpaid absence. They will, however, be entitled to take the statutory annual leave accrued in the leave year in which they return to paid employment with UKRI (or, if greater, the pro-rated contractual annual leave [and public & privilege holiday] entitlement for the leave year in which they return).

#### F4.3.2 Contractual provisions:

F4.3.2.1 A 'stop the clock' principle is operated so that, whilst not accruing contractual benefits, those benefits already accumulated before the career break/sabbatical are preserved and built upon when the individual returns to paid employment. In particular:

F4.3.2.1.1 Pensions: the period of unpaid absence neither qualifies nor reckons for pension purposes. Employees who are thinking about taking a career break/sabbatical are advised to consult their pension provider about the implications for their pension entitlements.

F4.3.2.1.2 Performance pay: where applicable, annual performance review assessments before a period of unpaid absence will be taken into account in considering eligibility for performance pay within the terms of the appropriate pay agreements. However, the period of absence will not be treated as service for performance pay purposes.

F4.3.2.1.3 Sick Absence: the period of unpaid absence does not count towards re-qualifying for paid sick absence under the '1 year in 4' rule. The maximum amount of paid sick absence allowed is 12 months in any period of 4 years.

F4.3.2.1.4 Redundancy: as noted above, continuity of service is maintained for statutory redundancy purposes. However, the career

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break/sabbatical does not count as reckonable service when calculating contractual compensation payments to employees who leave UKRI's employment on redundancy grounds (whether voluntarily or compulsorily). Employees on a career break/sabbatical would be subject to the same redundancy arrangements as other staff e.g. in the event of a general call for redundancy volunteers.

- F4.3.2.1.5 Maternity/Maternity Support/Adoption Leave: employees are not eligible for contractual maternity etc. leave/pay while they are on a career break/sabbatical.



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**Appendix G - Leave Calculations**

**G1. Annual leave calculation for employees not on full time hours:**

$$\frac{\text{Hours worked per week}}{\text{full time hours per week}} \times \text{full time annual leave entitlement (in days)} \times \text{full time hours in a standard day}$$

= your personal entitlement (rounded up to the nearest hour)

$$\frac{\text{Hours worked per week}}{37 \text{ hours}} \times 30 \text{ days} \times 7.4 \text{ hours} = \text{your personal entitlement (rounded up to the nearest hour)}$$

**G2. Public and Privilege (P&P) days:**

$$\frac{\text{Hours worked per week}}{\text{full time hours per week}} \times \text{full time P\&P entitlement (annual in days)} \times \text{full time hours in a standard day}$$

= your personal P&P entitlement (rounded up to the nearest hour)

$$\frac{\text{Hours worked per week}}{37 \text{ hours}} \times 10.5 \text{ days} \times 7.4 \text{ hours} = \text{your personal P\&P entitlement (rounded up to the nearest hour)}$$

**Example One:**

An employee who works 20 hours (four hours per day, five days per week) will be entitled to the following annual leave allowance:

$$\frac{20}{37} \times 30 \times 7.4 = 120 \text{ hours per year}$$

They will also receive the following public and privilege holiday allowance:

$$\frac{20}{37} \times 10.5 \times 7.4 = 42 \text{ hours per year}$$

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### Example Two:

An employee who works a full 7.4 hours per day on Monday, five hours on Tuesday, zero hours on Wednesday, five hours on Thursday and four hours on Friday would be entitled to the following annual leave allowance:

$$\frac{21.4}{37} \times 30 \times 7.4 = 128.4 \text{ hours per year}$$

They will also receive the following public & privilege holiday allowance:

$$\frac{21.4}{37} \times 10.5 \times 7.4 = 44.94 \text{ hours per year}$$

The total leave allowance will therefore be  $128.40 + 44.94 = 173.34$  (rounded up to 174 hours per year).

### G3. Part Year Service

Service leave entitlement\* = Annual Leave entitlement  $\times \frac{\text{number of weeks available to work**}}{\text{total number of weeks in a year}}$

$$\text{Part-year service leave entitlement} = 30 \text{ days} \times \frac{\text{number of weeks available to work}}{52 \text{ weeks}}$$

### Example:

A full-time employee joining on the 7th working week of the leave year (and therefore working 46 weeks of the year) would have their part year leave entitlement calculated as:

$$30 \times \frac{46}{52} = 26.53 = 27 \text{ days}$$

For part-time workers and those working compressed hours, the calculation will be worked out in hours using the same formula as above, but with their leave entitlement expressed in hours.

### Example:

Someone working 20 hours a week for 46 weeks of the leave year would have their part year leave entitlement calculated as:

$$\text{Annual leave entitlement: } 30 \times \frac{20}{37} \times 7.4 = 119.95 = 120 \text{ hours}$$

$$\text{Part-Year service entitlement: } 120 \times \frac{46}{52} = 106.15 = 107 \text{ hours}$$

**G4. Annual Leave Accrual Calculation for irregular hours employees, part-time employees who on 01 April 2024 were in their first year of employment and Part-time employees who began employment after 01 April 2024.**

**Example:**

An irregular hours employee worked 68 hours in February. This employee will accrue 12.546 hours of annual leave (18.45% of 68 hours) for this pay period.

This is calculated as follows:

1. Divide the hours worked in pay period by 100.

$$68 \div 100 = 0.68$$

2. Multiply the answer to Step 1 by 18.45%.

$$0.68 \times 18.45\% = 12.55^{***}$$

**Example:**

A part-time employee who works 18 hours per week and in a particular month their hours totaled 77 hours. This employee will accrue 14.21 hours of annual leave (18.45% of 77 hours) for this pay period.

This is calculated as follows:

3. Divide the hours worked in pay period by 100.

$$77 \div 100 = 0.77$$

4. Multiply the answer to Step 1 by 18.45%.

$$0.68 \times 18.45\% = 14.21^{***}$$



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\* Rounded up to the nearest half day

\*\* Rounded up to the next week

\*\*\* Rounded to two decimal places