



Outstanding Education Solutions Ltd
OES027

Miscellaneous Leave Policy



Definitions;

Permanent OES Employees; work under a permanent contract of employment and are entitled to a set amount of holiday days as per their permanent contract.

Temporary agency workers; work under a Contract For Services and are not an employee of OES. Agency workers make themselves available for agency work at times that is suitable for the agency worker and can take time off as and when needed. Agency workers gets paid for the assignments that are completed.

1. Time Off For Dependants

1.1 Permanent OES employees and temporary agency workers will be entitled to reasonable unpaid time off to deal specifically with an emergency involving a dependent. For the purposes of the policy, the definition of a “dependent” includes: spouse, child, parent or a person who lives with you in the same household otherwise than as an employee, tenant, lodger or boarder. The reasons for such leave should be severe and normally unexpected.

1.2 Under this policy temporary agency workers entitled to take a reasonable amount of time off in order to:

- Provide assistance when a dependent falls ill, is injured or assaulted
- To make arrangements for the provision of care for an ill or injured dependent
- Where a dependent has died
- Where care arrangements for a dependent are unexpectedly disrupted.

1.2a Permanent OES Employees:

If you have to take time off work to deal with an emergency, you must notify Outstanding Education Solutions Ltd as soon as is reasonably practical, and in most cases on the day of the incident and where possible give an indication of how long you are likely to be absent.

Outstanding Education Solutions Ltd **may** give consideration to granting paid compassionate leave of up to 2 days in any of the circumstances mentioned above, this is not guaranteed. Outstanding Education Solutions Ltd reserves its right to refuse the right to time off if you fail to notify Outstanding Education Solutions Ltd with the reasons why you are absent.

Temporary Agency Workers:

If you have committed to a temporary assignment, short or longer term, and have to take time off work to deal with an emergency, you must notify Outstanding Education Solutions Ltd as soon as is reasonably practical, and in most cases on the day of the incident and where possible give an indication of how long you are likely to be absent, or are no longer available for work.

Agency workers only get paid for the days that are worked. Outstanding Education Solutions Ltd **may** give consideration to granting paid compassionate leave of up to 2 days in any of the circumstances mentioned above, this is not guaranteed.

2. Compassionate Leave

Compassionate leave may be granted at the discretion of Charlotte Taylor or Jemma Pattison for reasons such as death of a partner or, close relative, or arranging care for a close relative who is not a dependant. For the purposes of this policy a close relative is defined as spouse, partner, children, siblings, mother, father and grandparents. [This leave will usually be paid up to a maximum of 2 days.]



Permanent OES Employees:

If you require additional leave you may request this in writing and Outstanding Education Solutions Ltd will do all they can do to support this request. Any additional leave will be unpaid.

Temporary Agency Workers:

Agency workers only get paid for the days that are worked. The agency worker can take time off as and when needed for any reason including the reasons mentioned above. The agency worker has the flexibility to do this when required, and make themselves available again for work opportunities when it suits the agency worker.

3. Religious Holiday Leave

Temporary Agency Workers:

Agency workers only get paid for the days that are worked. If you are booked into an assignment which falls within a religious festival OES can request if your working hours can be adjusted by the school to accommodate this, this cannot be guaranteed. If you require time off to take part in a religious festival this can be arranged and will not be paid. Advance notice will need to be given of more than 24 hours to ensure suitable replacement cover can be found for the school you are due to work at on assignment.

Permanent OES Employees:

If you require time off to observe a religious festival Outstanding Education Solutions Ltd will at your request consider adjusting your working hours to enable you to take part in the religious observance. Outstanding Education Solutions Ltd shall be under no obligation to either grant leave for permanent staff or adjust working hours if this is not reasonably possible. Any time off for religious observance, which is permitted by the Company, must be taken as part of your accrued statutory holiday entitlement. Any request for time off to observe a religious festival should be notified to Outstanding Education Solutions Ltd in writing as soon as possible.

4. Study / Training Leave

Temporary Agency Workers:

Agency workers only get paid for the days that are worked. If you are booked into an assignment which falls on a day you require not to work due to a training opportunity advance notice will need to be given of more than 24 hours to ensure suitable replacement cover can be found for the school you are due to work at on assignment.

Permanent OES Employees:

At the discretion of the Outstanding Education Solutions Ltd you may be permitted to take up to 2 days additional paid leave per calendar year in order to attend a course or further training. Time off will only be granted if the course or training furthers your skills or qualifications connected to your employment. This does not affect your right under The Right to Time Off for Study or Training Regulations 1999. For further information contact Charlotte Taylor or Jemma Pattison

5. Unpaid Leave

Permanent OES Employees only:

Unpaid leave will be permitted at the discretion of Outstanding Education Solutions Ltd