

## **IRL COMPANY POLICY - ABSENCE, LEAVE & HOLIDAYS**

### **Purpose of this Policy**

This policy provides information on absence or leave for all staff of the “Company”, International Rugby League (IRL). It complements other documents such as your Employment Contract and should be read in conjunction with them. All constitute essential elements of the working relationship between the Company and yourself.

Whilst it is not our intention to formulate excessive and unnecessary regulations, it is important that where rules do exist they are clearly understood and observed.

### **1. ABSENCE OR LEAVE**

#### **1.1 Notification of Sickness or Injury**

- (i) If you are unable to work because of sickness or injury you must inform your direct report as soon as possible on the first day of absence, giving the reason for absence and the expected date of return to work if known. Notification will be expected prior to scheduled start of work that day.
- (ii) Should your sickness or injury persist for more than seven days, you must obtain a medical certificate from your doctor and sent it to your direct report. You will be required to continue to provide such certificates for your full period of absence.
- (iii) It is your responsibility to keep the Company regularly informed of matters as appropriate in the case of continuing absence.
- (iv) Please note that failure to notify your direct report of absence in the manner required could jeopardise your eligibility for sick pay.
- (v) With all health problems, the Company reserves the right to call for a medical report from a doctor or medical specialist of its choosing and permission may also be sought to contact your own doctor for a written report in appropriate circumstances.
- (vi) Whilst the Company would wish to be understanding of any health problems an employee might have, excessive or prolonged absence could result in the contract becoming unworkable and lead to termination of the working arrangement.

#### **1.2 Time Off In Lieu (TOIL)**

From time to time employees may be required to work longer hours to accommodate a pressing work issue, attend meetings or represent the organisation outside of their usual working hours.

Time off in lieu of paid overtime will be offered as an option to employees who are required to work hours beyond their normal contractually agreed weekly hours. This arrangement is designed to ensure that an employee is



not working excessive hours and to ensure work/life balance. It is not expected that time in lieu will be a standard or regular occurrence. Time in lieu can be accrued and taken only with the prior approval of the CEO or your direct report. If individuals choose to work overtime to complete work without prior approval then they will not be eligible to make a request for time in lieu and will need to discuss the matter with their direct report. The CEO shall ensure that the use of time in lieu is not excessive. Time off in lieu will be at a ratio of one hour worked to one hour time in lieu. No more than two days a month can be taken as time in lieu and it must be approved by your direct report. Staff must fill out a 'Time in Lieu Form' and lodge it with their direct report.

### **1.3 Time Off for Public Duties**

Should you be required to attend court as a juror, witness or defendant, you should inform your direct report in the first instance and confirm matters through reference to any notifications received. You will not normally be compensated by the Company in these circumstances but should be able to make claim to the court for any loss of earnings incurred by completion of a certificate signed by the Company. Before proposal for or acceptance of any public role such as school governor, magistrate etc you should consult with a Director.

### **1.4 Visit to Doctor or Dentist**

If you wish to make an appointment with your doctor or dentist, please try to do so outside your scheduled working hours. Where circumstances prevent this, please consult your immediate direct report before making the appointment.

### **1.5 Holiday Entitlement**

Paid holiday entitlement is indicated in your Employment Contract. The holiday year runs from 1 January to 31 December and holiday accrues proportionately for each completed month worked within it. Holiday cannot be carried over to the following holiday year and all arrangements for leave should take into account 'busy periods' of activity and be agreed suitably in advance with your direct report. A holiday request form will need to be completed for all holiday absences and whilst we will normally try to accommodate individual preferences, this may not always be possible particularly where inadequate notice is given.



## **1.6 Sick Pay**

All employees with a minimum of one year's satisfactory service are entitled to receive full payment for the first three days of absence in any one calendar year due to sickness or injury. Thereafter or in other circumstances, Statutory Sick Pay (SSP) will be applied subject to earnings level.

## **1.7 Time Off to Care for Dependents**

The Employment Relations Act 1999 allows employees a short period of unpaid time off work to deal with unexpected or sudden problems with dependants and to make any necessary longer-term arrangements, when they arise. Although such incidents will be of an emergency nature, it is essential that the Company is informed as soon as reasonably practicable of any associated absence together with the reasons for it and an indication of when return to work is expected.

## **1.8 Compassionate Leave**

In addition to the statutory right to Dependant Leave to which all employees are entitled, the Company may on occasion as appropriate grant special paid leave for personal reasons of an urgent nature. Any such requests should be raised in the first instance with your direct report.

**1.9** This Policy has been prepared consistent with English law and standard practices for English companies. Where IRL Employees are based in other jurisdictions such that local employment law applies then that law will apply to the extent of any conflict with the provisions of this Policy. This policy shall be reviewed from time to time, but should any new law (or new interpretations of existing laws) take effect which are inconsistent with this Policy, then that law (or interpretation) will be deemed to apply to the extent of any inconsistency.

