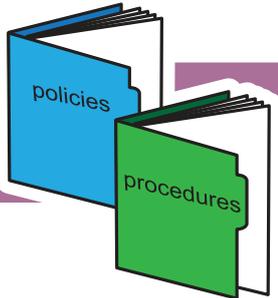




policies and procedures

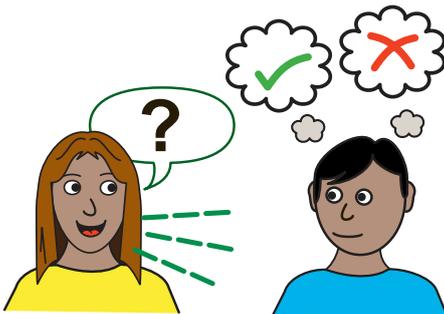


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

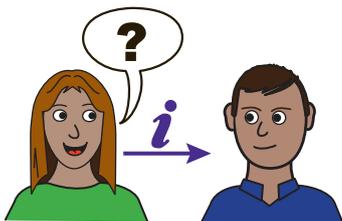


The policies and procedures also tell us what to do if something goes wrong.

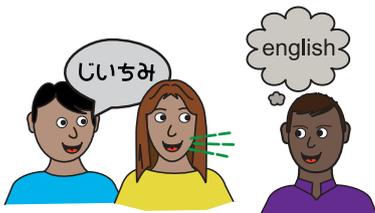


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



A dependent is anyone who relies on you for their care e.g. your children.

This policy explains your entitlement to take time off to look after your dependents.

Pyramid will pay staff for up to four days per calendar year for emergency absences due to dependents. You may need to take more than four days but further absences will be unpaid.

You will be asked to discuss alternative working arrangements with your line-manager if you regularly need to take time off.

In an emergency

As an employee you're allowed time off to deal with an emergency involving a dependent. Examples of emergency situations include: sudden illness or injury; child-minder not turning up; school closure.

Tell your line manager and a member of the office team as soon as possible if you need time off. If it's an emergency, you may not be able to do this before you leave work but you should let them know as soon as possible.

There are no set rules about how long you can take off in an emergency because each situation is different. Your line-manager will discuss the circumstances with you and make an agreement.

There are no limits on how often you take time off for emergencies but your line-manager will want to talk to you if they think it is affecting your work.

If you want to take extra time off after an emergency situation has been resolved then you can

- take parental leave if entitled (see below)
- take annual leave
- take unpaid leave (with agreement from your line manager)
- take time off in lieu (with agreement from your line manager)



Non-emergencies

Wherever possible, you should schedule appointments for your dependents outside of your normal working hours. However sometimes that may not be possible. For example, if a hospital sends you a fixed appointment.

Let your line-manager and a member of the office team know as soon as possible if you will have to take time off for such an appointment. Time off for non-emergencies should only be taken if there is no possible alternative.

If you want to take time off for a non-emergency then you can

- take parental leave if entitled (see below)
- take annual leave
- take unpaid leave (with agreement from your line manager)
- take time off in lieu (with agreement from your line manager)

Parental leave

Parental leave is a statutory entitlement for all parents (or those with parental responsibility for a child). Parental leave entitles you to take up to 18 weeks of unpaid leave from the time your child is born/adopted up to his/her 18th birthday.

You need to have been with your employer for at least 12 months to qualify. If you change jobs, any leave taken with your previous employer still counts towards your total entitlement.

You can take up to four weeks of parental leave in a year (counted January - December).

You must give 21 days' notice if you intend to take parental leave of three days or more.