

# Country FAQs - TIME MANAGEMENT - Absences

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If you don't find the answer to your question, please contact the HR support on [Digital Workplace](#)

- **What is special leave?**

A special leave is a period that covers work hours where the employee will be absent, previously conceded by the employer, and that does not fall under the usual types of leaves, ie. maternity leave, medical leave, etc. The granting of this leave will be as a result of management discretion and each case will be considered on its own merit without prejudice to past cases which may have arisen, or future cases which may arise. Special leaves can be: Court Appearances, Public Duties (Magistrate, JP), Territorial Army Training, Study Leave, Sabbatical Leave, Other domestic & family reasons not covered above.

- **Can I take extended Leave? How does it work?**

Syensqo may allow unpaid time off to employees requesting extended leave. Each request will be decided on its own merits. a) To qualify, employees must have completed at least 2 years continuous service with the Company. b) Employees will normally be eligible for one request for leave at 5 yearly intervals during their employment with the Company. c) The granting of such leave will be dependent upon: • The operational requirements of the business. • The acceptability of the employee's reasons for wanting extended leave. d) Unpaid leave will only be granted when the full entitlement to annual holidays has already been taken. Carry over of holidays from previous year can only be accrued for this reason if agreed in advance with the line manager. e) Normally no more than 3 weeks additional leave will be granted. f) Where employees have conflicting requests applicants will be treated on a "first come first served" basis, but in any event it would be unlikely to conflict with paragraph (b) above. g) Employees must provide details of their travel arrangements and an address where they can be contacted whilst away. h) All employees granted leave will be required to sign a document setting out the conditions, the date they are required to return and the fact that failure to return on the due date will be treated as unauthorised absence which could lead to disciplinary action. Employees will remain under contract during their absence and will continue to accrue continuous service but not holiday entitlement. Employees taking extended leave will be entitled to return to the jobs they left provided they return on or before the agreed date.

- **What are the Study Leave conditions in Interlox Ltd?**

Leave of absence will be granted for sitting final examinations for which the results count fully towards a Company sponsored course of study. This privilege is not to be counted as automatic and is subject to satisfactory performance of work and sight of examination timetable. The individual may take up to two days per examination, (including examination days) up to a maximum of 10 days on first attempt only, for final year examination at HNC, degree and professional qualification levels only. Half of any study leave granted must be deducted from the individual's holiday entitlement. e.g. 5 days study leave = 2½ days Company leave 2½ days own holiday entitlement For any second or subsequent attempt at examination, time off will be taken from the individual's holiday entitlement. Where final examinations are split between the last two years the total will be divided between these years if required i.e. 2nd Year 40% counts 3rd Year 60% counts Then a maximum of 4 & 6 days will be granted as per above Company/individual calculation. As a policy overtime will not be paid until 37.5 hours per week are worked. Study leave as approved by the business will count as a 7.5 hour working day. Overtime exempt people are expected to meet all requirements of job over and above study

- **Is time off granted for Public Duties (Territorial Army Training)?**

Time off for employees serving as Magistrates will be granted on the following basis: up to 5 days (10 half days) per annum will be granted as paid special leave by the Company. The remainder must be taken as leave without pay, holiday or the hours repaid by working additional hours.

- **I have to make a Court Appearance as a Witness, will I get time off?**

The Company has no obligation to pay for such an absence if this is for personal reasons. Employees must take holidays or time due in lieu where available.

- **I have to attend Jury service, will I get time off?**

Yes, paid time off. There is an obligation on all eligible employees to perform such service. A declaration received from the court should be submitted to the Personnel Department who will state that there will be no loss of earnings and that the juror should return to work if not required.

- **I am a Safety Representative and have to undergo a related activity, do I get time off to do so?**

Accredited representatives will be allowed to take reasonable paid time off as necessary to carry out their duties and to undergo training as authorised and agreed by the line manager.

- **I have to attend a Trade Union activity, do I get time off?**

Members are entitled to take reasonable unpaid time off work to take part in the activities of their union e.g. conferences. Line managers reserve the right to refuse time off to attend trade union activities providing a valid reason is offered. The unpaid time off must be recorded in HR e-services, representatives can have paid time off.

- **Will the company grant me time off for other specific activities?**

Yes, The Company will grant reasonable paid time off at a mutually agreed time to employees for the following purposes: Employee Representatives duties/training; Trade Union activities; Safety Representative duties/training; Jury Service. These activities should be recorded in HR e-services.

- **Do I get time off for antenatal care?**

Yes, paid time off. You should inform your line manager and provide evidence of the appointment. If you're undergoing IVF treatment you will be entitled to paid time off for antenatal care only after the fertilised embryo has been implanted.

- **What are the responsibilities of the employee, manager and HR department on the Time off Work Policy?**

Employee: apply for any leave specified in this policy on the attached form and at the earliest reasonable opportunity; Understand the conditions of any request approved.

Manager: it is the responsibility of all line managers to ensure that: This policy is effectively implemented and understood by all employees; Any necessary pay adjustments are notified to BSC HR Administration; A copy of the time off request form is sent to the HR Department; They understand and explain the conditions of any request approved to the employee concerned.

HR Department: provide consistent advice to line management in accordance with this policy; File all records received in the individual's file

- **What are the objectives and scope of the Time off Work Policy?**

To recognise the various requests that employees may make in respect of time off work while in the employment of Interox and have a way of dealing with them fairly and consistently. It is the Company's policy to grant reasonable requests for time off in addition to holiday, maternity leave or dependant care subject to the operational needs of the business. The Company will also comply fully with legal requirements in respect of statutory time off work.

- **I have a medical appointment, can I take time off?**

Employers are not required by law to allow workers to attend medical appointments in work time. You can speak to your manager about this or use a holiday day to make the appointment.

- **I am on adoption leave, do I have the same holiday rights? Will I continue receiving my contractual benefits during my Ordinary Adoption Leave?**

While you are on adoption leave, both your contractual holiday entitlement and your 24 days statutory holiday entitlement under the Working Time Regulations continue to accrue. However, during your additional adoption leave, only your statutory holiday entitlement continue to accrue - unless your contract specifically states that contractual holiday entitlement also continues to accrue. Yes, your contractual benefits are still covered in this type of situation.

Please refer to the Ordinary Adoption policy [here](#).

Read more about Benefit Plans and programs @ [here](#).

- **What's the Return to work procedure?**

As you have a right to return to work in your old job, we will seek to avoid your being put into a position of potential redundancy whilst on leave. In accordance with statutory requirements, where job losses are unavoidable you will be given first consideration for any suitable alternative employment that may arise. At least two weeks before you are due to return to work, you will be invited for an informal meeting with the HR Manager in order to provide an opportunity for discussion of any material points concerning your return to work. These may include:

Updating you on developments at work;

Considering whether any retraining needs have arisen because of staleness or new technical or other developments. It is our aim to ensure that your leave does not put you at a disadvantage in relation to skills or other training needs;

Providing you with the opportunity of indicating whether you wish to be considered for flexible working arrangements; Providing you with an opportunity to discuss and explain any necessary and unavoidable changes to your work.

- **Is there Paternity Leave for adoption?**

Your co-adopter could have the right of up to 26 weeks' Additional Paternity Leave. This is in addition to the two weeks' Statutory Paternity Leave they could be entitled to. Additional Paternity Leave can be taken after 20 weeks after the child starts living with you. It must be completed before the child's first anniversary since living with you.

- **When can Adoption Leave start and how much is the Adoption Pay?**

Adoption leave can start from the date of the child's placement or from a fixed date which can be up to 14 days before the expected date of placement. The statutory scheme provides for 39 weeks pay at the Statutory Rate or 90% of your average weekly earnings if this is less than this rate.

- **When should I tell my manager I want to take Statutory Adoption Leave?**

You must inform HR that you want to take Statutory Adoption Leave within seven days of being told that you have been matched with a child for adoption. If it is not possible to tell within seven days, you must tell us as soon as possible. You must tell us: when you expect the child to be placed with you; when you want your Statutory Adoption Leave to start. You can change your Statutory Adoption Leave start date so long as you give your employer at least 28 days' notice. We will tell you within 28 days of receiving your notice, the date on which your Statutory Adoption Leave will end. This will be 52 weeks after it starts. You can return earlier than this as long as you give Interox eight weeks' notice.

- **Do I qualify for Statutory Adoption Leave? When can I take it and for how long?**

To qualify for Statutory Adoption Leave, you must be an employee of Interox be newly matched with a child by an adoption agency ('matched' means that the adoption agency gives you the details of the child they think is suitable for you to adopt) have worked continuously for your current employer for at least 26 weeks before the beginning of the week when you are matched with a child. You must give us documentary proof to show that you have the right to paid Statutory Adoption Leave. This is usually a matching certificate from your adoption agency. The adoption agency must be recognised in the UK. If you don't qualify for Statutory Adoption Leave, you could consider taking paid holiday, unpaid leave or Parental Leave. You will not qualify for Statutory Adoption Leave or Pay if you: arrange a private adoption, become a special guardian, adopt a stepchild or have a child through surrogacy. If you are adopting a child from overseas, then different rules apply.

Statutory Adoption Leave is 52 weeks. This is made up of 26 weeks of ordinary adoption leave, followed by 26 weeks of additional adoption leave. The employee is entitled to only one period of leave, per adoption, even if you are adopting more than one child.

- **Can I take time off for family assistance when it is not an emergency? What counts as an emergency?**

The right to take time off for family-related matters only covers emergencies, so it does not apply if you know about the event in advance. For example, if you want time off to take your child to the hospital in a week's time, this right would not apply, although you may be able to take it as Parental Leave instead or holiday.

An emergency could be any unexpected or sudden problem involving someone who depends on your help or care. For instance, when a dependant falls ill, if they have been injured or assaulted, having to deal with an unexpected disruption or breakdown of care arrangements for a dependant, or even an unexpected incident involving your child during school hours or the death of a dependant.

- **What is compassionate leave?**

Taken to mean paid leave for all manner of 'emotional and personal' reasons that are not related to the illness of the employee involved, but rather domestic emergencies or personal issues relating to their spouse, children or parents.

- **Can I get time off for Family Assistance? If so, when should I inform the company? How much time am I allowed to take?**

Yes, you have the right to unpaid time off work to deal with emergencies involving a 'dependant' - this could be your husband, wife, partner, child, parent, or anyone living in your household as a member of the family. A dependant may also be anyone who reasonably relies on you for help in an emergency, for example an elderly neighbour living alone who falls and breaks a leg and you are the closest on hand.

You should let your employer know as soon as you can, although you don't have to do it in writing or provide evidence. If you return to work before you have had the chance to contact your employer, you must still tell them why you were absent.

You are allowed 'reasonable' time off to deal with the emergency and make any arrangements that are needed. There's no set amount of time allowed to deal with an unexpected event involving a dependant - it will vary depending on what the event is but for most cases one or two days should be sufficient to deal with the problem. There's no limit to the number of times you can take time off for dependants, provided it's for real emergencies. If your employer feels that you are taking more time off than they can cope with, they should warn you of this. If you need to be off for longer than you thought to deal with something, contact your employer as soon as you can to let them know why and how long you might need. Try to give them these details in writing as soon as you can. Your employer may have a form they will need you to fill in.

- **What will happen during my leave?**

Arrangements will be made for cover of your workload, and you will be kept in touch with any important work development. In addition, we will ensure that you remain on circulation lists for internal memorandum and will be included in invitations to work-related social events as though you were still at work. We will try to ensure that Parental Leave does not cause any long-term disadvantage to you concerning your training needs and self-development. You are bound during Parental Leave period by your complied obligation to the company of good faith and specified terms relating to notice, disclosure of confidential information, acceptance of gifts and whether you are participating in any other business. The disciplinary and grievance procedures continue to apply, as does any entitlement to compensation for redundancy.

- **Can the company deny my Parental Leave request?**

If the operation of the business will be unduly disrupted by the Parental Leave, it may be postponed if absolutely necessary. You are not entitled to Parental Leave unless you have complied with the request by us to produce evidence of your entitlement. In certain circumstances, we are entitled to postpone a period of Parental Leave.

- **What will happen after I ask for Parental Leave?**

Arrangements will be made for you to meet with the HR Manager. This will be an informal interview, the purpose of which is to confirm that: You understand your rights to Parental Leave and the requirements to give appropriate notice (see below); The right to return to work is explained, together with any potential opportunities for flexible working; Arrangements for time off are known, and any possible health and safety concerns are aired; You know that the leave from work is unpaid.

- **I want to take Parental Leave, how should I inform the company? What evidence will be requested upon my Parental Leave request?**

Notice must be given 21 days before the date on which the leave is to begin and must specify your intention to take Parental Leave and respective dates. You may not take more than four week's leave for each child during a particular year. After giving notice you must comply with any request made by us to produce for our inspection evidence of our entitlement. Leave must be taken in blocks of one week. However, if the child qualifies for a disability living allowance, the leave can be taken as single days or multiples of a day.

The type of evidence that we may request should show your responsibility or expected responsibility for the child in respect of whom you propose to take Parental Leave. We may also request the child's date of birth, or in the case of a child who was placed with you for adoption, the date on which the placement began. In the case where your entitlement depends on whether the child is entitled to disability living allowance (i.e.: after the child's fifth birthday or for a period less than a week), the child's entitlement to that allowance. No request will be made by the company unless it is reasonable.

- **My child is adopted, am I entitled standard Parental Leave rights?**

Yes, parents of adopted children are entitled to the same rights as parents of biological children.

- **When can I take Parental Leave?**

If you have been in our employment continuously for one year, you are entitled to Parental Leave, provided you expect to have responsibility for a child. Parental Leave must generally be taken before the child's fifth birthday. Therefore, the child must be under five years old or, if disabled, less than 18 years old. This leave is made up of a maximum of 13 weeks for each child. Parents of disabled children have the right to take up to 18 weeks. The company does not pay this for this leave.

- **I want to take Ordinary Paternity Leave, how much notice should I give and when can I start?**

Before the 15th week before EWC, unless this is not reasonably practicable. You will need to inform the HR Department in writing including the following information: The week the baby is expected; Whether you wish to take one or two weeks leave; When you want the leave to start. You must inform the HR Department as soon as is reasonably practicable after the child's birth, of the date on which the child was born. If you have given notice of your intention to take Paternity Leave and wish to change the date on which you wish to begin your Paternity Leave, you must provide written confirmation to the HR Department within 28 days before the new period of leave is due to start.

You can choose to start your leave:

- From the date of the child's birth (whether this is earlier or later than expected);
- On a chosen day after the date of the child's birth (whether this is earlier or later than expected);
- From a chosen date which is later than the first day of the EWC.

You can choose to take either one week or two consecutive week's Paternity Leave. Paternity Leave must be taken; If the child is born before the EWC Within 56 days of that date or Within 56 days of the actual date of birth of the child

- **Do I qualify for Ordinary Statutory Paternity Leave?**

You will be eligible for Paternity Leave and pay if you: Are the father of the child or the mother's husband or partner. Have worked for Interlox Ltd for a minimum of 26 weeks by the notification week (end of the 15th week before EWC). Have or expect to have responsibility for the upbringing of the child if you are the father or expect to have the main responsibility for the upbringing of the child if you are the mother's husband or partner but not the child's father. Have given the correct notice.

- **My partner is pregnant, do I get time off for antenatal appointments?**

No, you do not have a legal right to time off to accompany your partner to antenatal appointments. The right to paid time off only applies to pregnant employees.

- **What is Keep in Touch?**

Employees on Maternity or Adoption Leave can attend work for up to 10 days during the statutory leave period without affecting the leave. Keeping in touch days will be paid full.

- **If I had a stillbirth, am I still entitled to Maternity Leave?**

Yes, If you suffer a stillbirth you have the right to maternity leave. (The definition of stillbirth is the birth of a child either living or dead, after 24 weeks of pregnancy).

- **What is the difference between Statutory Maternity Leave, Compulsory Maternity Leave and Additional Maternity Leave?**

Statutory Maternity Leave: It is the combination of 26 weeks of Ordinary Maternity Leave and 26 weeks of Additional Maternity.

Compulsory Maternity Leave: It is compulsory leave in a period of 2 weeks immediately after giving birth. This is part of Ordinary Maternity Leave.

Additional Maternity Leave: Additional Maternity Leave is for a period of a further 26 weeks after OML, it is irrespective of length of service or the number of hours worked each week.

- **When can I take Ordinary Maternity leave and for how long?**

Ordinary Maternity leave cannot commence earlier than the 11th week before EWC, but you can elect to work up to the date your baby is born. Leave will start automatically if you are absent from work owing to a pregnancy related illness in the 4 weeks before EWC. Its duration is 39 weeks.

- **What is the notice required before taking Statutory Maternity Leave?**

You must notify the HR Department by the end of the 15th week before EWC. This notification must be in writing and contain the following: Confirmation that you are pregnant; The expected week that your baby is due; When you would like your maternity leave to start. Your employer might ask for a copy of form MAT B1, the maternity certificate, which says when the baby's due. Your doctor or midwife will give you a copy of the MAT B1 form after you have been pregnant for 21 weeks. They cannot give this to you any earlier. After informing your employer that you want to take Statutory Maternity Leave, they should write to you within 28 days. They should confirm your Statutory Maternity Leave and give you the date your Statutory Maternity Leave will end.

- **How much time off am I entitled to if I am pregnant?**

Employees are entitled to 52 weeks Statutory Maternity Leave. [Syensqo 360 Assessment for Leaders](#)

- **What is the scope of the Maternity Leave Policy?**

Syensqo Interlox Ltd policy is to comply with both the letter and the spirit of the law on maternity rights. To this end its aim is to inform all female employees of their entitlement to statutory maternity rights and to ensure that these rights are understood by all employees who qualify.

- **I've been off work due to long time illness, can my employer dismiss me?**

Before making a decision we must consider: If working part-time or flexible hours would help your return to work; If there will be a full recovery or if a return to the same work is not possible; If you could return if some assistance was given; If alternative, lighter or less stressful work is available, with re-training if necessary; If you feel you have been unfairly dismissed due to long-term sickness you can have your case heard with an Employment Tribunal. Employers can dismiss someone on long-term illness as a last resort.

- **What's the company Policy on declared Public Holidays?**

The Company allows a maximum of 8 days in each year. These days are: Christmas Day, Boxing Day, New Years day, Good Friday, Easter Monday, May Day holiday, Whitsun bank holiday, and August bank holiday. If you work on a declared holiday you will receive a declared holiday payment for each hour worked on that day, in addition to your normal salary. If an individual works any of the declared holidays, then he/she will receive the appropriate premium payment.

- **When does the contractual holiday year start? If I'm new in the company, from when can I start taking Holidays?**

The contractual holiday year for all employees runs from 1st January - 31st December each year. You are immediately given the right to take holidays when joining a company. HR will provide you with the number of holidays to which you are entitled.

- **What are the responsibilities of the individual, the line Manager and HR Department on the Holiday Policy?**

**Employee:** It is the responsibility of individuals to request leave prior to taking it and to record it effectively within the systems provided.

**Manager:** it is the responsibility of line managers to approve or decline authority speedily and to explain any rationale for the refusal of any leave application.

**HR Department:** It is the responsibility of the HR Department to ensure that this policy reflects regulatory and company requirements, and that appropriate systems for the requesting and recording of holiday and other leave are maintained.

- **What are the objectives and scope of the Holiday Policy?**

Holiday entitlement is an important element of the compensation package and recognises the benefit of an appropriate work life balance. We therefore seek to encourage all employees to use their holiday entitlement to the full, whilst emphasising the need for management approval to the timing of leave days, and the accurate recording of leave taken in Employee Self Service.

All employees, including temporary employees have a contractual holiday entitlement. Part time workers have a pro rata holiday entitlement based on the percentage time they work. This policy applies to all employees based at Warrington site, and may be referenced in the case of agency or other workers who are legally entitled to this benefit.

- **What happens when I return to work after a Long illness?**

Once you return to work from long-term sickness, we will put in place a getting back to work programme. This might involve: shortening hours or offering flexible hours catching up on any new developments within the organisation training on new equipment or new processes/procedures a friendly chat about what's been going on at work.

- **Will I still be paid if I'm off during a long term illness?**

If you're sick for less than 6 months, you will be paid by the company. After 6 months, you must apply for Group Income Protection insurance for payment. The company will notify the insurers after 4 weeks absence and the company will request an appointment with occupational health.

- **What do I have to do if I have been off sick for more than 7 days?**

If you have been off work sick for more than seven days, you will need to get a Statement of Fitness to Work (fit note) from your GP or the doctor that treated you in hospital. Your manager is responsible for recording your absence in HR e-services and you will have to do a back to work interview.

- **Who should I contact if I'm sick and can't make it to work?**

You should contact Warrington's Security on: 01925 643225. Ask to be transferred to your Line Manager - leave a message if unavailable. There must be a daily contact with Security and the Line Manager for the first 7 days of absence.

- **What are the responsibilities on the Absence Policy (employee's responsibilities)? What are the objectives and scope of this policy?**

Gate Office: It is the responsibility of the Gate Office to ensure that all absence is recorded and passed to HR absence notification telephone calls are transferred to the individual's line manager.

Employee: It is the responsibility of the employee to ensure that : they maintain contact with their manager and inform him/her of their likely return to work date they return to work promptly in good health, or if not yet in full health under guidance, possibly on restricted duties. all sickness absence is reported and recorded the necessary forms are completed and sent to HR.

This procedure is to be followed by employees who are absent from work due to sickness, and by the Gate Office in order to ensure that their absence is understood and recorded by their line manager, to facilitate any cover required, the return to work of the employee, and the recording of the absence. It is the Company's intention to monitor and control sickness absence for all employees. This policy will enable employees and their managers to manage employee health and absence effectively.

- **What are the employee's representation duties/training?**

Employee Representation duties/training - Elected representatives of recognised trade unions will be allowed reasonable paid time off to meet their defined duties and responsibilities and to undergo training for those duties. Other employees elected to officially represent employees are not covered by statutory time off provisions but will be given the same opportunity to meet their obligations as appropriate. Definition: Relevant job related activities or representation of colleagues.