

## **UK Policy on Leave of Absence**

The Company realises that sometimes employees will require a reasonable amount of time off work to deal with unexpected situations or sudden emergencies. This policy does not cover holiday, sickness leave and statutory entitlements, such as family and parental leave, trade union activities and leave associated with training.

Normally employees are expected to deal with personal matters in their own time or by using annual leave entitlement. When it is not feasible to do so then it will be at the manager's discretion as to whether they allow paid or unpaid leave. This will be decided upon on an individual basis. It is the employee's responsibility to manage their personal affairs and to avoid impacting on the working day.

### **Bereavement Leave**

If an employee experiences the death of a near relative (partner, own or partner's parent or guardian, own or partner's child, a sibling, or own grandparent), up to 3 days bereavement leave may be granted. This may be taken in full or part days and must be taken within 4 weeks of the death. Any time in excess of this should be discussed with the line manager but if it is required then it will be expected that annual leave or leave without pay is requested. Any other relative not defined as near will be considered on an individual basis. Leave to attend the funeral of a work colleague will be at the discretion of the line manager.

### **Nursing Leave**

The Company recognises that sometimes employee's near relatives will suffer from unexpected serious illnesses. If an employee is aware that time off to take care of a near relative will be required and such a case is not covered by another policy, it is expected that annual leave or leave without pay is requested. This should always be discussed with the line manager.

### **Time off for Medical Appointments**

Employees should endeavour to make appointments outside of work time or at the start or end of the working day or at lunch time in order to minimise disruption. However, the Company acknowledges that medical appointments cannot always be arranged outside of the working day. Time off will be granted at the discretion of the manager, and the Company reserves the right to request evidence of the appointment. If requests for leave occur continuously over a period of time, it is up to the line manager to investigate why.

### **Jury Service**

Upon summons to serve on a jury the Company will grant paid leave unless exemption from jury service is obtained. Documents must be given to the line manager and the maximum amount that may be claimed from the Court in relation to loss of earnings must be claimed. Pay will be made up to contractual earnings and payroll must be informed as early as possible. If employees are not required for jury service, it is expected that they report to work. A requirement to provide a witness statement will be treated under this part of the policy.

## **Reserve Forces**

If any employees are called upon to attend training related to their involvement with the Reserve Forces or are called upon to serve, the Company will grant unpaid leave. Notice should be given to the line manager as soon as possible and include details of the training/service and the expected amount of leave required. If, for any reason, the Company feels that it cannot sustain performance without an employee it reserves the right to appeal. Employees should claim loss of earnings from the forces.

## **Public Duties**

Employees who perform public duties, such as a Justice of the Peace, local councillor, school governor, etc, are permitted to take reasonable unpaid leave to perform their duties. The nature of the public duty should be discussed with the line manager to see how absence can be covered and agree a reasonable amount of time off. The public positions that have a legal entitlement to reasonable time off are covered in Section 50 of the Employment Rights Act 1996.

## **Trade Union Activities and Duties**

Officials or a recognised Trade Union have a statutory right to reasonable paid time off to carry out Trade Union duties in relation to Croda, and to undertake Trade Union training. In addition they are permitted to reasonable unpaid time off for Trade Union activities. A Trade Union official's line manager must be informed as soon as possible the purpose of such time off, the intended location, and the timing and duration of the required time off. The Company reserves the right to refuse on the grounds of reasonableness, but every effort will be made to accommodate such requests. The Company will, where resources permit, make available the necessary facilities for the Trade Union officials to perform their duties and communicate with their members, colleague lay officials and full time officials. Croda will not interfere with the legitimate duties and activities of Trade Union officials.

## **Family Leave**

Requests for leave for family reasons such as maternity, paternity and adoption are covered by separate legislation and, as such, are not covered by this Policy. Please refer to Human Resources for further details.

## **Compassionate Leave**

Compassionate leave, either with or without pay, will only be granted at the discretion of the Sector President and for reasons not already covered in this Policy.

If the Company discovers that employees are abusing the right to time off and are not using it for the reason intended then they may be subject to disciplinary action.

This policy will be applied in the same fair and consistent way to all employees. It will be reviewed and updated when necessary by Human Resources, and any new legislation will be incorporated appropriately.