

6 CHAPTER SIX: ABSENCE FROM WORK

6.1 Introduction

All staff of Everyman's will be absent from work for:

Leave may take the form of:

- Annual holidays
- Personal reasons
- Partnership Development
- Furlough

Absence from work should be planned in advance as far as possible so that appropriate administrative arrangements can be made to cover bases during their absence.

Absence of any type should be requested on the Application for Leave (Form 6.1), and forwarded to HQ via the local Area Supervisor. He is responsible to arrange alternate staff, if required, and is to fax the Form to HQ for final approval and recording.

6.2 Annual Holidays

The purpose of annual holidays is to give refreshment. Annual Holidays are granted to enable staff to rest and relax. In order to ensure Recreation Leave is truly refreshing, it is preferred that staff do not combine Annual Holidays with Partnership Development. It is expected that all staff will take 4 weeks Annual Holidays each year.

New staff commencing early in a calendar year are to take holidays on a "pro rata" basis on July 1st (ie. commence Jan or Feb – take two week's Annual Holiday in July).

The financial payment for staff during Annual Holidays continues as though they were at work.

6.3 Other Absences

Other absences occur from time to time for various reasons.

- Unit Stand-down.

Unit Stand-down is granted at the discretion of the Rep's Unit Commanding Officer. Reps would normally take this time off with the Unit.

- Personal Absences.

On some occasions a REP will work different duty hours to those of his Unit. In such circumstances a REP can grant himself some time off. It is courteous for the REP to inform the CCOM or Local Area Supervisor in such circumstances.

- Extended absences

Any extended absence should be negotiated with the CCOM eg extended sickness of a spouse or child, birth of child. Normal financial payments will continue during this period provided Personal Support donations are sufficient to enable the payment.

6.4 Sickness and Injury

When a Representative becomes ill and needs to be absent from work they are to notify the CCOM or Local Area Supervisor accordingly.

In the case of injury or work-related illness, the CCOM is to be informed as soon as possible. A report of injury form (AC 573) is to be completed at the unit and a copy forward to HQ and retained on personnel file. The form is found on the DRN.

6.5 Partnership Development

Staff are expected to undertake a minimum of 10 day of Partnership Development each year.

6.6 Furlough

Full-time staff members will be granted six week's Furlough after six years' full-time service with Everyman's. This will be complimentary to Annual Holidays.

Furlough is to be used as a break from the routine of duty and is to include one 10-day Partnership Development program, preferably at the beginning or at the end of the period.