

<b>Company Name:</b>	GPW Design Services Ltd
<b>Model Policy No.</b>	Policy 10007.1
<b>Model Policy Name:</b>	Miscellaneous Leave Policy
<b>Date:</b>	02/12/2016
<b>Version:</b>	1

## 1. Time Off For Dependents

1.1 You will be entitled to reasonable unpaid time off to deal specifically with an emergency involving a dependent. For the purposes of the policy, the definition of a “dependent” includes: spouse, child, parent or a person who lives with you in the same household otherwise than as an employee, tenant, lodger or boarder. The reasons for such leave should be severe and normally unexpected.

1.2 Under this policy you are entitled to take a reasonable amount of time off in order to:

- Provide assistance when a dependent falls ill, is injured or assaulted
- To make arrangements for the provision of care for an ill or injured dependent
- Where a dependent has died
- Where care arrangements for a dependent are unexpectedly disrupted.

1.3 GPW Design Services Ltd may give consideration to granting paid compassionate leave of up to three days in any of the circumstances mentioned above.

1.4 If you have to take time off work to deal with an emergency, you must notify a Director of GPW Design Services Ltd as soon as is reasonably practical, and in most cases on the day of the incident and where possible give an indication of how long you are likely to be absent. GPW Design Services Ltd reserves its right to refuse the right to time off if you fail to notify GPW Design Services Ltd with the reasons why you are absent.

## 2. Compassionate Leave

Compassionate leave may be granted at the discretion of the Managing Director for reasons such as death of a partner or, close relative, or arranging care for a close relative who is not a dependent. For the purposes of this policy a close relative is defined as spouse, partner, children, siblings, mother, father and grandparents. This leave will usually be paid up to a maximum of three days. If you require additional leave you may request this in writing and GPW Design Services Ltd will consider your request. Any additional leave will usually be unpaid.

### 3. Religious Holiday Leave

If you require time off to observe a religious festival GPW Design Services Ltd will at your request consider adjusting your working hours to enable you to take part in the religious observance or allow you time off work. GPW Design Services Ltd shall be under no obligation to either grant leave or adjust working hours if this is not reasonably possible. Any time off for religious observance, which is permitted by the Company, must be taken as part of your accrued statutory holiday entitlement. Any request for time off to observe a religious festival should be notified to GPW Design Services Ltd in writing as soon as possible.

### 4. Study / Training Leave

At the discretion of the GPW Design Services Ltd you may be permitted to take up to three days additional paid leave per calendar year in order to attend a course or further training. Time off will only be granted if the course or training furthers your skills or qualifications connected to your employment. This does not affect your right under The Right to Time Off for Study or Training Regulations 1999. For further information contact a Director.

### 5. Unpaid Leave

Unpaid leave will be permitted at the discretion of Managing Director.