

Flexible Benefits



Moving Day Additional Leave Policy

Policy No: HR 17

Annual Leave – moving day additional leave policy

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Document History			
Version	Date	Author	Note of revisions
V1	21/03/2016	L Thomasson	Initial Policy for implementation of this new flexible benefit

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Introduction

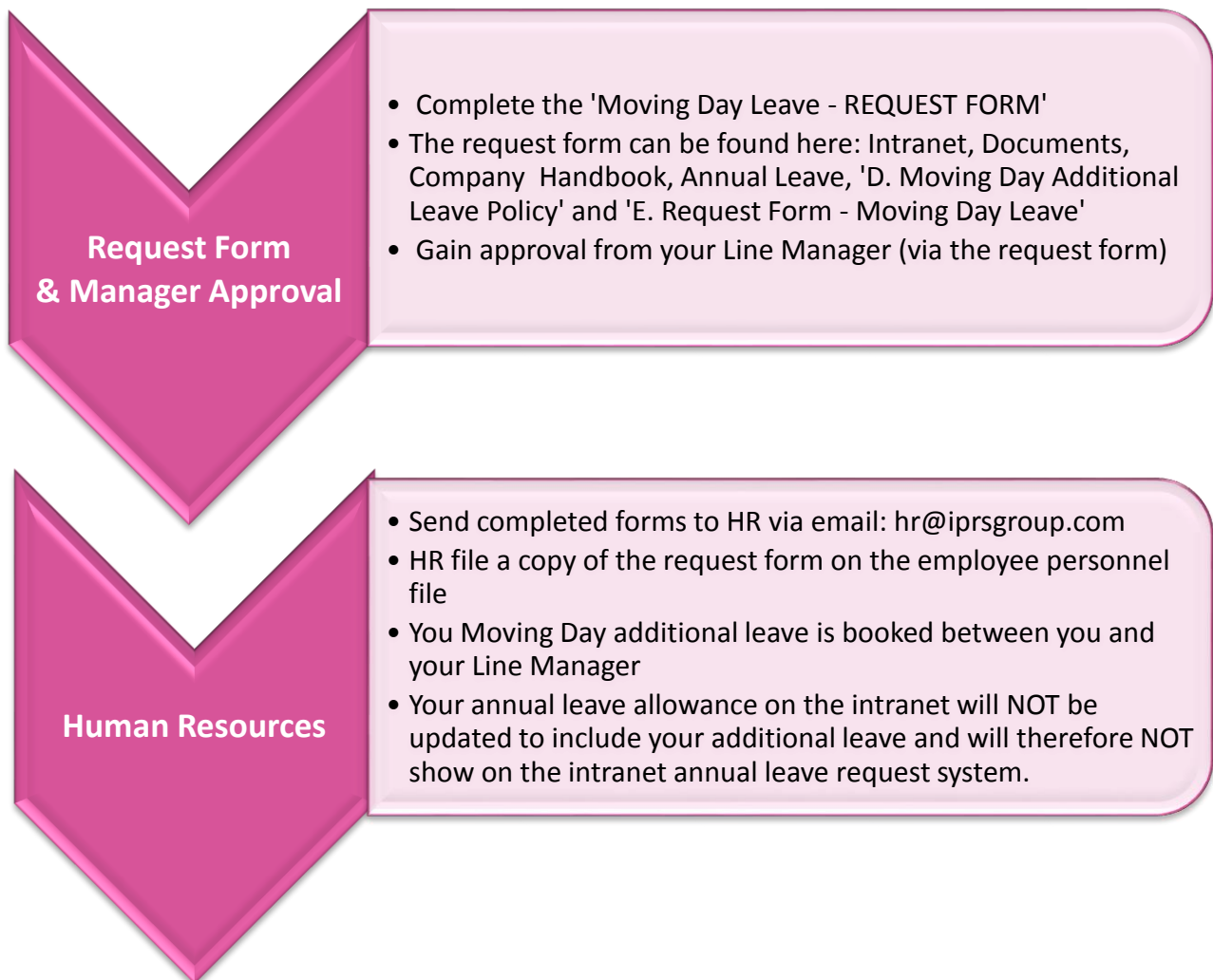
At IPRS Group we realise the need for our staff to achieve a sound work - life balance, and we are committed to supporting our staff in order to help them achieve a healthy balance between their work and personal lives. This is in the best interests of the IPRS Group and the well-being of individual staff. This policy outlines the option and process for taking an additional day's leave on, or around, your moving day. This builds upon the existing leave provisions available to employees.

The purpose of this policy is to provide staff with the opportunity to have additional flexibility with regards to annual leave entitlement during an important time in their life.

The opportunity to take an additional day's annual leave complements the other elements offered within the IPRS Group such as salary sacrifice for pensions, buying additional annual leave, childcare vouchers and other forms of leave such as parental leave. Further information on these can be accessed via the intranet (company handbook).

It is also separate from other forms of leave such as unpaid leave, compassionate leave and so forth.

Process



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Eligibility criteria

This benefit of being able to take an additional day’s annual leave for your moving day applies to IPRS Group staff members, excluding the following:

- Employees engaged on a fixed-term / temporary contract for less than 12 months.
- Employees engaged on contracts that do not contain fixed hours (referred to as ‘zero-hours’ or ‘variable hours’ contracts)
- Employees who have been with the company for less than 12 months

Terms and Conditions of use – *additional moving day leave flexible benefit*

- Members of staff who satisfy the eligibility criteria above, can apply to take an additional day’s leave on their moving day.
- The request to take a moving day’s leave can be made by a Request form which is then approved by their Line Manager and forwarded to HR via email.
- When a moving day’s leave request is agreed by their Line Manager, the additional day’s leave **MUST** be taken on their actual moving day, or where their moving day falls on a Saturday or Sunday, they may request an additional day of leave on the Monday or Friday closest to their moving day.
- Only 1 moving day’s leave can be requested and taken in any 12 month period.
- The company reserves the right to refuse requests based on business requirement, there is no appeal process.
- If an employee is absent from work due to illness when the booked additional leave is due to be taken then, providing they meet the requirements of the IPRS Group’s sickness procedures including production of a GP certificate, they can reclaim the leave. An alternative date to take the leave should be investigated as soon as possible after returning to work.
- IPRS Group have the right to alter or remove this scheme at any time.
- Because this moving day leave is offered over and above the legal minimum, IPRS Group don’t have to apply all the rules that apply to statutory leave.

If you need any guidance or have any questions please contact the HR team who are happy to assist.

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