



The Victoria Inn - Threemilestone  
The Victoria Inn - Roche  
The Norway Inn – Perranarworthal

**"A warm welcome with pub grub - at our tables or delivered to yours"**

## **OTHER LEAVE POLICY**

### **Policy**

Leave, which may be paid or unpaid, may be granted in additional circumstances, at your manager's discretion. Each request will be examined and decided upon its merits. Any leave that is granted should not be taken as a precedent for other cases and shall not give rise to any contractual obligation.

An employee who wishes to take time off for other reasons must inform his or her Manager of the reasons for the absence as soon as is reasonably practicable.

### **Types of other leave and how it is handled in Inn Cornwall Limited**

#### ***Medical and Dental Appointments***

All medical and dental appointments, including hospital, physiotherapy and specialist appointments should be arranged outside working hours. If this is not possible employees must seek agreement from their Manager for time off to attend appointments. Employees will be expected to make the time up, within 5 working days, for any working time they are required to take for medical and dental appointments.

#### ***Jury Service***

In the event of the employee being called up for jury service, he/she should contact their line manager at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days, but may be longer. The employee should provide their line manager with a copy of the court summons and any other relevant documentation.

The employee agrees, where the Inn Cornwall Limited considers that his/her absence on jury service may cause substantial injury to its business, to make an application for excusal or deferral in respect of the jury service, as appropriate. Where the employer considers that this applies, the employee should not submit such an application for excusal or deferral before the employer has provided him/her with a letter (and any other relevant evidence) to support the application.



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The time off for jury service will be unpaid. The employee will receive, with his/her jury summons, a Certificate of Loss of Earnings or Benefit, which the employee can complete and submit to HM Courts and Tribunals service (HMCTS) to receive reimbursement, up to a limit, for loss of earnings incurred due to being absent from work due to jury service.]

If the employee's services are not required for any part or whole court day he/she will be expected to return to work for the remainder of the working day and will be paid for any time worked.

### ***Public Duties***

Where an employee holds a public office or public position, it is the Inn Cornwall Limited's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for any such time off by working additional hours at another time.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties for the Inn Cornwall Limited, the Inn Cornwall Limited has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of his/her annual holiday entitlement for this purpose.

Employees should provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

Time off for public duties will normally be unpaid.

\* The Employment Rights Act 1996 makes no provision for payment of normal wages or salary to an employee who takes time off for public duties, however, employees may complain to an Employment Tribunal if their employer has refused to permit them to take reasonable time off for public duties.

### ***Territorial Army (TA) leave***

TA members are required to attend compulsory annual two week training activities. The company will normally allow 1 week authorised unpaid additional leave. The employee will be required to make up the rest of the leave through their own holiday entitlement.

All TA leave must be notified to the Manager at the earliest opportunity. If the company is not provided with sufficient notice of TA leave, or work levels mean that the company is not able to grant additional absence without the employee making up the time, the employee will be informed by their Manager and discussions will take place to cover the period of absence.

### ***Compassionate leave***

Please see Inn Cornwall Limited's separate policy covering compassionate leave.



### ***Donating blood***

The company expects employees to give blood in their own time, i.e.; come in late/leave early and make up the time on the day of donation.

### ***Other leave***

Holidays for religious or national observances must be taken from employee's normal holiday entitlement.

### ***Additional leave***

If employees need to have time off in addition to their annual holiday, they may be allowed to take additional leave at the discretion of their Manager. Employees should discuss this with their Manager at the earliest opportunity. Payment during authorised additional leave will not be made. Whilst on additional leave, all benefits will cease.

*Policy updated March 2021*

*Mark Holden – Company Director*



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