

Other Types of Leave Policy and Procedure

Introduction

Within this suite of policies and procedures you will find guidance on how Metaverse VR (MVR) will support you in the following scenarios:

1. Compassionate Leave – Loss of a close family member
2. Extended Leave for Personal Reasons – Unexpected life events requiring time off work
3. Leave for Jury Service – Support and treatment of Jury Service
4. Armed Forces Reservist – Support if you are a Reservist in the Armed Forces
5. Volunteering – Support for employees who choose to volunteer

1. Compassionate Leave Policy

Purpose

This policy sets out MVR's stance on employee entitlements to compassionate leave. We appreciate you may go through difficult situations in your personal life where you may need support from us and we are committed to support you wherever possible, if such circumstances arise.

Death of a Close Family Member

In the event of the death of a close family member, you are entitled to 2 days compassionate leave on full pay. You are entitled to this from the 1st day of your employment. Leave of more than 2 days will be granted solely at the discretion of your line manager.

If you experience the loss of a child, you are entitled to take 2 weeks' parental bereavement leave. Please read our separate policy on Parental Bereavement Leave for more information on this entitlement.

Other Compassionate Leave

If you lose someone other than a close family member, any compassionate leave will be at the discretion of your line manager.

Requesting Compassionate Leave

Please speak to your line manager to request compassionate leave as soon as possible, who will be able to confirm the amount of leave to be given and the payment arrangements in respect of this leave. Your line manager is responsible for informing payroll regarding your leave and payment arrangements.

Please note: You do not automatically have a right to take extended compassionate leave by taking unpaid leave.

Unpaid Leave

You retain your right to take time off for dependants in order to deal with an unforeseen emergency involving a dependant, including when a dependant dies.

Appeals

If your request for compassionate leave is refused, you may lodge an appeal in writing to your line manager's manager. All appeals will be dealt with within a maximum of 5 working days.

Making Unfounded Requests

If it is discovered you have abused the policy by making false or inaccurate requests for compassionate leave, this will be regarded as an act of misconduct, and disciplinary action may be taken.

2. Extended Leave for Personal Reasons Policy

Purpose

MVR understands you may experience significant and unexpected life events requiring extended time off of work. We are committed to ensuring you are supported, wherever possible, if such circumstances arise.

This policy applies to all employees who have a minimum of 1 years' service.

Time off Work

All requests for extended leave for personal reasons will be considered under this policy and a decision to permit leave is at the discretion of your line manager in the first instance. Decisions will be made on the basis of your personal circumstances and whether the leave is considered necessary.

Pay

Pay for periods of extended leave is entirely discretionary, and will depend on the unique circumstances of each individual and the likely duration of the leave period required.

Requesting Time off Work

All requests for time off work for personal reasons should be made to your line manager. Please explain the reason for your request and indicate how much time you think you may need to take off.

Taking Time off Work

If we can accommodate a request for time off for personal reasons, we will confirm this in writing including the expected date of return.

Please inform your line manager as soon as you can if you think you will be unable to return to work on the expected date of return.

If you fail to return to work after a period of extended absence and are unable to provide a reasonable explanation, you will be in breach of our policy and may be subject to disciplinary action.

Refusal of a Request

We will not unreasonably refuse a request for time off work for personal reasons and every request will be considered on its own merits and in as fair and consistent a manner as possible. We will always explain the reason for declining a leave request in writing.

If you believe your request for time off for personal reasons was unreasonably denied please raise this with your line manager's manager. If you are still not satisfied with the outcome, please follow the steps outlined within the Grievance Policy and Procedure which can be found on our Sharepoint.

3. Time Off Work for Jury Service

Scope and Purpose

If you are registered to vote and aged between 18 and 76 you may be called for Jury Service. Jury Service usually lasts for 10 days but can be more or less.

MVR understands you should carry out Jury Service when you are issued a jury summons form, unless a delay is necessary.

This section sets out how we will support you during a period of Jury Service.

Your Entitlements

If you have been called for Jury Service, you are entitled to time off work for this purpose.

You will receive your basic pay for up to 10 days spent on Jury Service. Any period beyond 10 days will normally be unpaid.

Procedure

When you receive your jury summons please notify your line manager immediately to give full details of the dates and times of your absence.

In some situations, we may take the view your absence will cause too much disruption and therefore cannot be accommodated. If this happens, you will be asked to request to be excused or to defer your Jury Service.

Your Responsibilities

You are expected to keep your line manager informed should there be any changes to your jury duty, such as the dates being changed or you are released early. If you are informed you are not needed for Jury Service during working hours then you should return to work wherever practicable.

If we have reasonable grounds to believe you have acted in such a way that could be considered a breach of this policy then we will consider taking disciplinary action.

4) Employment of Armed Forces Reservist

Purpose and Scope

MVR recognises members of the Armed Forces, including regular and volunteer Reservists and Veterans, commit a great sacrifice and work hard to fulfil their duties.

We are committed to providing Reservists with the same opportunities for employment as other individuals. As part of this commitment, we aim to provide support to all Reservist employees who have a commitment to train regularly and may be mobilised.

Interview and Selection

We operate a fair recruitment and selection process to ensure all applicants, including those who are Reservists, veterans or family members, are on an equal footing and does not place such individuals at an unfair disadvantage.

Job applications from Reservists are welcomed by MVR and no application will be automatically or otherwise rejected because the applicant indicates they are a Reservist.

Notification

Upon commencement of employment, please provide details to your line manager of your Reservist status and the specific force you belong to.

Please also ensure you notify the Ministry of Defence of MVR's details as your employer and grant permission to the Ministry to communicate directly with us. This arrangement allows necessary communication regarding your obligations, benefits and rights as a Reservist, including any details of annual training commitments.

Training

We understand a key commitment of the Reservist forces is to undergo annual training. We also recognise such training provides benefits for you and potentially our organisation, especially through the development and maintenance of further skills and capabilities required for the Reservist role.

To ensure you are supported in your training commitments, MVR will provide you with an additional period of 5 days paid leave in each holiday leave year. This leave can only be used for Reservist training obligations and there is no right to carry over any leave not used for this purpose.

Please give your line manager as much notice as possible of any training commitments to ensure sufficient time is available to plan how to accommodate this.

Mobilisation of our Employees

Mobilisation is the act of Reservists being called into full time service for a period of time depending on the nature and scale of the ongoing military operation.

MVR will usually be directly notified of mobilisation of their Reservist employees by the Ministry of Defence submitting call-out papers, however these may be sent directly to you. If you receive call-out papers, please submit these to your line manager as soon as possible. In exceptional circumstances where we believe there would be serious harm to our operations as a result of your call-out, we will seek exemption, deferral or revocation. In these circumstances, we will discuss this with you.

In most cases, you will be released from your duties in order to mobilise. Before this release occurs, your line manager will arrange a meeting to discuss, and agree, the arrangements in place for the period of mobilisation covering, but not limited to:

- cover of work duties
- return of MVR equipment
- keeping in touch arrangements
- taking annual leave as part of the mobilisation requirement.

During periods of mobilisation, you will not be entitled to your normal salary payments, instead you will be paid by the Ministry of Defence and you will be able to apply for additional benefits if the basic salary you receive is lower than your normal salary.

Any contractual benefits you are entitled to during your employment will be suspended during the period of mobilisation.

Your period of continuous service with MVR will not be broken by the period of mobilization, however this period will not count towards your total length of service.

Returning to Work – Employee's Obligations

Your requested return to work date must fall within the 6-week period starting from the last day of your military service.

At a minimum, you must send a written request to return to work no later than the 3rd Monday after the last day of military service. This written request should be sent to your line manager via email.

MVR's Obligations and Support

We will support you to return to your previous role wherever possible, or to a suitable alternative role with the same terms and conditions. This return will take place within the 6-week period starting from the last day of your military service.

On your 1st day back, your line manager will hold a return to work meeting with you, during which you will discuss and agree the support you need to reintegrate you into the workplace. Further training or updates may be needed and will be provided in a timely manner.

We recognise the experiences faced by you as a Reservist may place you under additional strain. If you are experiencing difficulties during your employment, please speak to your line manager who will seek to provide appropriate support on these occasions.

MVR provides all employees with access to wellbeing and support services through Aviva. The service can be accessed by accessing aviva.co.uk/business/workplace-wellbeing/wellbeing/wellbeing-solutions/

5. Volunteering

Purpose and Scope

MVR's Volunteering Policy sets out our position on supporting you to become involved in volunteering projects and take an active part in the local community.

Please discuss your employment status with your charity or body, to ensure they are aware of the need for flexibility in organising any volunteer rota, to take into account existing commitments to MVR during your normal (contractual) working hours.

Time Off to Volunteer

Please email your line manager if you wish to become a volunteer. In support of your application you should provide a copy of any confirmation from the charity to show you have been accepted as a volunteer. If a shift roster has been provided to you, this should also be included, or shared separately once received.

We will support you to book up to 2 paid days per year to volunteer, including team volunteering away days. If your volunteering commitments require you to need more than 2 days leave, you may request the additional time from your annual leave entitlement. The annual leave request will be considered in line with our normal process for authorising annual leave requests.

Please be aware we may need to reject requests for time off, either volunteering leave or holiday, if your request cannot be accommodated due to business reasons.