Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF) Additional Leave and Absence Policy

October 2026

1.General principles
2.Time off in lieu
3.Medical and dental leave
4.Sickness absence and leave
5.Absence management
6.Compassionate leave
7.Emergency leave
8.Jury service
9.Membership of the Armed Forces reserves
10.Other public duties

1. General principles

1.1.Introduction

Llandaff DBF attaches the greatest importance to the health, safety and wellbeing of its employees, and values the contribution they make to its work. When any employee is unable to work for any reason, their contribution is missed.

Regular, punctual attendance is an implied term of every employee's contract of employment. Each employee must take responsibility for achieving and maintaining good attendance.

1.2. Unauthorised absence

Absence from normal duty without notification according to one of the procedures

below will be treated as unauthorised absence and dealt with under the disciplinary policy.

2. Time Off in Lieu (TOIL)

2.1. Hours of duty

Any hours of duty which employees are asked to undertake by Llandaff DBF that take place outside of their normal working hours can be taken off in lieu on an hour-for-hour basis, or accrued and taken as half or whole days.

2.2. Scheduling

The scheduling of this time off in lieu must be agreed in advance with an employee's line manager, either

2.2.1. on the day on which it will be incurred or within the same working week in which it is incurred, in which case it may be by informal agreement, or

2.2.2. used within two months

3. Medical and Dental Leave

3.1. Reasonable time off

Staff are allowed reasonable time off to attend medical appointments, subject to the approval of the line manager. Employees have no contractual or statutory right to be paid for absences relating to attendance at medical appointments and any payment of salary during attendance at such appointments is made at the absolute discretion of the LDBF.

4. Sickness absence and leave

4.1.Fair care

LDBF seeks to care for its employees with an appropriate and fairly administered sickness absence policy. The aim is to ensure that the reasons for sickness absence are understood in each case, investigated where necessary and that, where needed, measures are taken to assist those who have been absent by reason of sickness to return to work.

LDBF may vary the procedures set out in this policy, including any time limits, where needed.

4.2.Additional factors

LDBF is aware that sickness absence may be related to a number of specific factors, including life events such as pregnancy or menopause, or circumstances such as disability or particular medical conditions. At each stage of the sickness absence meetings procedure, particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work. Anyone who considers that there are additional factors such as these which affect their ability to undertake their work should inform their line manager.

4.3.Illness at work

If an employee is taken ill while at work, they should contact their line manager and ask for permission to leave work. Line managers should make arrangements for anyone who is unwell to be accompanied home and/or to receive medical treatment where necessary.

4.4.Illness out of work

If an employee cannot attend work because they have been taken ill, they should contact their line manager as soon as possible and no later than half an hour after the time they were expected to start work. Other than in the event of serious illness or injury, the call should be made by the employee personally. The following details should be provided:

- the nature of the illness including whether it relates to an injury sustained while at work
- the expected length of absence from work
- contact details if different than normal
- any outstanding or urgent work that requires attention.

4.5.Line managers responsibilities

Line managers should ensure that:

- any sickness absence that is notified to them is recorded on the leave planner and the Diocesan Secretary is notified
- arrangements are made, where necessary, to cover work and to inform colleagues

If an individual has reported that they are unwell or has left work after being taken ill they should expect to be contacted by their line manager who will want to enquire after their health and be advised, if possible, as to the employee's expected return date.

4.6.Notification after Absence

4.6.1. If an employee is absent for seven or fewer calendar days in a row they must complete a self-certification form on their return to work as well as recording their absence with their line manager. The information will be recorded on the employee's personal file for statutory sick pay recording.

4.6.2. If an employee is absent for more than seven calendar days in a row (including weekends and days off) in addition to completing the self-certification form, they must obtain a fitness for work statement from their GP stating the reason(s) for their absence. This should be forwarded to the employee's line manager as soon as possible.

4.6.3. All absences greater than seven calendar days must be covered by a fitness for work statement or statements. If the initial statement does not specify a precise necessary duration for absence, or after the period specified expires, a further fitness for work statement must be obtained for each week of continued absence.

4.6.4.If three or more separate periods of sickness absence take place within a (rolling) six-month period, an informal attendance review will take place, subject to the

discretion of the line manager.

4.7.Sick pay

Full details are provided in staff contracts but in summary, if an employee is absent from work for more than seven days, they will be paid:

- Statutory Sick Pay (SSP) provided that they satisfy the relevant requirements; and
- Occupational Sick Pay as outlined below provided that they comply with LDBF procedures regarding sick leave and the sick pay policy.

Once an employee has completed three months continuous service with LDBF they will be entitled to receive payment for periods of absence during any 12-month period from the first day of absence on the following basis:

- their full salary (inclusive of any SSP due) for the first 3 months in any such absence; and
- half their salary (inclusive of any SSP due) for the next 3 months in any such absence

Once they have completed 5 years continuous service, the period at full salary increases to 6 months (half salary remains 3 months).

4.8.Return to work

4.8.1. Upon return to work employees will be expected to attend a return-to-work interview with their Line Manager. The purpose of this interview is to find out whether LDBF can assist the employee in their return and to advise them of work developments during their absence.

4.8.2. If an employee is returning to work following a lengthy period of absence then it is absolutely essential that rehabilitation back into the workplace is managed properly, not least to avoid further ill health. A longer interview will be conducted, at the end of which their line manager will complete a short report indicating what arrangements have been agreed between the line manager and the employee to accommodate their return. This may include one of the following recommendations:

- referral to an Occupational Health Service
- managerial support

- no further action

4.8.3. It is accepted that the nature of the illness may make it preferable for the interview to be conducted by a person of the same sex as the employee. In such circumstances appropriate arrangements will be made.

4.9.Occupational Health

4.9.1. Employees may be referred to an Occupational Health Service/Medical Adviser of the LDBF's choice at any time during their employment. This may be to ascertain an independent view as to their medical fitness to undertake particular duties or, if they have a condition which means that they are disabled under the Disability Discrimination Act. In such circumstances the LDBF must make reasonable adjustments to the work or workplace, and will require specialist advice in making these changes.

4.9.2. Referral to the Occupational Health Service/Medical Adviser will take place in full consultation with the employee.

4.9.3. If the Occupational Health Service/Medical Adviser prognosis of the employee's condition is good and a return to work is likely in the near future then suitable arrangements for their return to work will be made.

4.9.4. In some circumstances where the illness is exceptionally serious the employee may wish to terminate their employment sooner than might otherwise be the case. In other circumstances the recovery period may be protracted and discussion will take place with the individual employee as to whether it is appropriate to wait until occupational sickness payments have expired before a decision on continued employment is agreed.

4.9.5. In all circumstances where an employee is unable to continue in employment due to illness, each case will be referred to the LDBF for consideration of the individual's circumstances and the provisions available.

4.10.Terminal illness

4.10.1. For many people, a diagnosis of terminal illness may not mean immediately having to change patterns of activity or may mean making stepped or gradual changes. Employees may wish to continue to work as long as they feel able, whether in the same or a different pattern, and reasonable adjustments may be made in line with practice in relation to disability. Employees who have a terminal diagnosis should

discuss this with their line manager as soon as possible.

4.10.2. The LDBF is keen to support employees who are terminally ill, and it is anticipated that extensions to contractual sick pay where required will be considered favourably.

4.10.3. Once an employee informs the LDBF they have been diagnosed with a terminal illness, fitness for work statements are no longer required provided the LDBF remains informed of their condition and prognosis.

5. Absence Managment

5.1.Long term absence procedure

5.1.1. If absence extends beyond 28 days, the Diocesan Secretary and the Chair of the LDBF People Committee will decide the most appropriate way forward, as the varying nature of absences do not permit all cases to be treated in an identical way. The LDBF will give consideration to what is reasonable in terms of the nature of the illness and the expected period of recovery, taking into account appropriate medical advice.

5.1.2. A plan for keeping in touch during an employee's absence will be agreed with their line manager, tailored to their circumstances. There will be some circumstances (for example, reorganisations, redundancies, or job opportunities) which the employee will be updated about in addition to any agreed keeping in touch contact.

5.1.3. If the length of absence and return date can be predicted with some certainty, e.g. if the employee needs a routine operation, then suitable arrangements for their return to work will be made.

5.1.4. Otherwise, referral to the Occupational Health Service/Medical Adviser will take place in full consultation with the employee. Referral will normally be considered where sickness extends beyond 28 days or for frequent/regular absences.

5.1.5. If the Occupational Health Service/Medical Adviser's prognosis of the employee's condition is good and a return to work is likely in the near future then suitable arrangements for the return to work will be made.

5.1.6. If the employee is deemed to be unfit to return to their normal duties, consideration will be given to redeployment alternatives or adjustment to their existing role before considering termination of employment.

5.1.7. If it is recommended that an employee should retire from the LDBF on the grounds of ill health, this will be discussed with them.

5.1.8. If it is recommended that an employee should retire from the LDBF on the grounds of ill health, and they refuse to accept this, then they will need to recognise that the ultimate outcome of this process could be dismissal from the employment of the LDBF on the grounds of incapability.

5.2.Frequent short-term absence procedure

Llandaff DBF will always seek to work with employees on finding solutions to any situation causing frequent absences, including reasonable adjustments to their working patterns, flexibility around personal issues, and support from occupational health professionals where necessary.

LDBF also recognises that health related absence may result from a disability or due to pregnancy, and particular consideration will be given to whether absence is related to these factors at each stage of the procedure, as well as what additional support may be necessary in these cases.

Where a concerning pattern of absence is emerging, the line manager, in consultation with the Diocesan Secretary and the Chair of the LDBF People Committee will request the employee to attend an informal review meeting.

5.2.1.Informal review

5.2.1.1. This review will discuss the employee's health and related absence, and their line manager will consider whether occupational health advice is required at this stage to help understand any underlying health conditions and how a sustained return to work or improved level of attendance may be achieved.

5.2.1.2. The discussion will be supportive and is intended to fully understand the reason(s) for absence; the immediate health needs; the prognosis for return to work and/or improved levels of attendance; and what support may be provided to facilitate a return to work and/or reduce the prospect of further absence.

5.2.1.3. The line manager will also consider the employee's full service and attendance record in judging whether further action is required or not.

5.2.1.4.A written record of the meeting will be provided, giving details of any required

action. If, as a result of the meeting, it is concluded that the absences are not a cause for concern, this will be clearly stated in the record, and no further action will be taken.

5.2.1.5. If the absences are a cause for concern, a review period of 3 months will be set. During this time, the employee's attendance will be monitored by their line manager and the Diocesan Secretary. A date for a formal review meeting will be agreed.

5.2.1.6. The review period and acceptable level of future attendance should be informed by medical advice. During the review period, the line manager should update the employee on their progress against the expected and acceptable levels of attendance.

5.2.2.First formal review meeting

5.2.2.1. This review will discuss the employee's attendance during the review period and explore the reasons for continued absence.

5.2.2.2. If attendance has improved to an acceptable level, the review process will cease.

5.2.2.3. Where absences are a continued cause for concern, the employee will be reminded of the previous discussion and informed that their level of sickness absence remains unacceptable. The line manager will take into account any medical information that has been provided during the review period and whether there is any assistance the LDBF can provide which may lead to an improvement in attendance.

5.2.2.4. The discussion will consider how to further facilitate improved health and wellbeing enabling a return to work and/or improved attendance.

5.2.2.5. The discussion will also cover any problems encountered during the review period and any medical advice received during the review period.

5.2.2.6. The review will also decide whether any further actions are required, and if so, what these actions will be.

5.2.2.7. The review will inform the employee of the possible consequences of their continued failure to bring their attendance to an acceptable level.

5.2.2.8. The line manager may wish to seek advice from the Diocesan Secretary and the Chair of the LDBF People Committee and a representative may be present at the review meeting. Employees have the right to be accompanied at this meeting by either

a trades union representative or a work colleague.

5.2.2.9.A further review period, normally of 3 months, will be set and a date agreed for a further review meeting. During this time, the line manager will monitor attendance.

5.2.2.10. The employee will receive a written record of the meeting, giving details of any required action and warning them of the possible consequences of failing to improve attendance. If, as a result of the meeting, it is concluded that attendance has improved to an acceptable level, this will be clearly stated in the record.

5.2.3.Second formal review meeting

5.2.3.1. This meeting will review the employee's attendance during the review period, discuss any problems encountered during the review period and seek resolution.

5.2.3.2. If attendance has improved to an acceptable level, the review process will cease.

5.2.3.3. Where absences are a continued cause for concern, the employee will be reminded of the previous discussion and informed that their level of sickness absence remains unacceptable. The line manager will take into account any medical information that has been provided during the review period and whether there is any assistance the LDBF can provide which may lead to an improvement in attendance.

5.2.3.4. If it is clear that the LDBF has exhausted all its options in relation to the support it is able to offer and the employee's attendance has not improved, the line manager will give the employee one final opportunity to improve their attendance. A written warning will be issued indicating that a lack of further improvement may result in dismissal based on the grounds of capability.

5.2.3.5. The line manager may wish to seek advice from the Diocesan Secretary and the Chair of the LDBF People Committee and a representative may be present at the review meeting. Employees will have the right to be accompanied at this meeting by either a trades union representative or a work colleague.

5.2.3.6.A final review period, normally of 3 months, will be set and a date agreed for a final review meeting.

5.2.3.7. The employee will receive a written record of the meeting, giving details of any required action and any warning given. If, as a result of the meeting, it is concluded that attendance has improved to an acceptable level, this will be clearly stated in the record.

5.2.4.Final formal review meeting

5.2.4.1. This meeting will provide a final review of attendance during the review period and decide on the consequences.

5.2.4.2. The employee will be informed in advance of the purpose of the meeting and that an outcome of the meeting may be the termination of their employment.

5.2.4.3. The employee will be provided in advance with copies of any documentation or evidence which will be considered during the meeting.

5.2.4.4. The Chair of the LDBF People Committee will be present at the meeting and the employee will have the right to be accompanied at this meeting by either a trades union representative or a work colleague.

5.2.4.5. If attendance has improved to an acceptable level, the review process will cease.

5.2.4.6. If attendance has not improved to an acceptable level, the review will decide from the following possible outcomes:

- further reasonable adjustments to the working conditions of the employee's current role
- implementation of a further rehabilitation plan
- searching for suitable alternative employment within the Diocese
- adjourning the meeting and reconvening at a later date if further enquiry is necessary before a decision can be reached
- terminating employment on the grounds of ill health retirement subject to contractual notice
- terminating employment on the grounds of incapacity and/or continuing absence levels subject to contractual notice

5.2.5.Recurrence

If at any point during this procedure attendance improves and then subsequently deteriorates within a 12-month period, the LDBF may decide to recommence the above procedure from the point it originally ceased.

5.3.Appeals

In the event of a dismissal, the employee may appeal in writing to the Diocesan Secretary, stating the reasons for the appeal, within five working days of the receipt of the dismissal letter. The appeal will be heard in accordance with the LDBF's disciplinary appeals procedure.

6. Compassionate Leave

6.1.Purpose

The aim of compassionate leave is to provide a considerate response (at the LDBF's ultimate discretion) in cases of urgent distress, and any requests for such leave will be looked at sensitively. Examples of such situations would include:

- When a member of staff suffers a bereavement due to the death of a spouse, a close relative, or someone with whom the member of staff had a close continuing relationship.
- When a member of staff suffers a traumatic experience or a domestic catastrophe, such as a household fire.

6.2.Circumstances and pay

Individual circumstances should be discussed with the line manager. As a guide, up to five days off with pay may be taken as Compassionate Leave. Further paid time off as Compassionate Leave may be granted at the discretion of the leadership team.

Any payment of salary during compassionate leave for any other circumstances is made at the absolute discretion of the LDBF.

7. Emergency Leave

All employees, regardless of length of service, are entitled to take a reasonable amount of unpaid time off work to deal with emergencies involving dependants.

7.1.Circumstances when time off can be taken

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted.
- to make arrangements for the provision of care for a dependant who is ill or injured.
- when a dependant dies.
- when the arrangements for the care of a dependant are unexpectedly disrupted or terminated.
- to deal with an unexpected incident involving the employee's child during school hours.

7.2.Definition of a Dependant

- the employee's spouse or partner, their children, or their parents
- a person who lives in the same household as the employee, as a member of family, for example an elderly aunt or grandparent who lives in the household. It does not include tenants or boarders living in the family home or an employee such as a live in housekeeper.
- in cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance.

7.3.Length of Absence

Employees are entitled to take a reasonable amount of time off during working hours in order to take action which is necessary to deal with the emergency. In most cases one or two days will be sufficient to deal with the immediate issues and sort out any necessary longer-term arrangements.

7.4.Notification Requirements

The right is for any unforeseen matters. If employees know in advance that they are going to need time off, they should ask for annual leave in the usual way. If the reason for the leave relates to the employee's child, then they may apply for Parental Leave (see Parental Leave Policy for eligibility details).

Employees must inform the Line Manager (or the Diocesan Secretary in his/her absence) of the reason for the absence as soon as reasonably practicable and, unless they have already returned to work, how long they expect to be away.

7.5.Number of Requests

There is no limit to the number of times employees can take time off under this right, provided that, on each occasion, the time off is 'reasonable' and 'necessary' to deal with the emergency and that they comply with the notification requirements.

Employees are not entitled to take unlimited time off work in respect of a child or adult dependant with a recurring illness. Once it is known a child or adult dependant suffers from an underlying medical condition, which is likely to cause him/her to suffer regular relapses, the right to time off for dependants does not apply. It is no longer unforeseen. In these circumstances employees would only be permitted time off to make longer-term arrangements for care. Employees may apply for Parental Leave (see Parental Leave Policy for eligibility details) or exercise their Statutory Right to Request Flexible Working.

7.6.Payment

There is no statutory entitlement to paid Dependency Leave. Any paid leave is at the discretion of the LDBF

8. Jury Service

8.1.Notification

If an employee is called to attend a court or tribunal as a witness or a jury member, they must notify their line manager or the Diocesan Secretary immediately and forward a copy of the summons. Employees are not automatically exempt from jury service by reason of their duties, however if it is considered that their absence would seriously

affect the Diocese's operation, the LDBF will draw that to their attention.

8.2.Deferral

Individuals may apply to the appropriate court officer for excusal from or deferral of their obligation to attend for jury service. Employees should inform their line manager of the court officer's decision and forward a copy to the HR department for their personal file.

8.3.Pay

8.3.1. When employees are absent for jury service, they may be granted up to two weeks' pay, less Juror's Loss of Earnings Allowance.

8.3.2. In the event that a period of jury duty extends beyond two weeks, the LDBF People Committee at their absolute discretion reserves the right to offer further pay support, less Juror's Loss of Earnings Allowance.

8.3.3. Any payment of salary by the LDBF during this period is done so at its absolute discretion and will be subject to the deduction of any monies received from the court in respect of loss of earnings.

8.3.4. Individuals must claim the Juror's Loss of Earnings Allowance at the court of attendance and give details to their line manager immediately on their return so that their salary can be adjusted.

8.4.Non-requirement

If on any day on which an employee attends court they are told that their services are not required, they must then return to work and report to their Line Manager or the Diocesan Secretary before starting work.

9. Membership of the Armed Forces reserves

For staff who are members of the armed forces reserves, up to two weeks paid time off work will normally be granted to carry out their duties. The LDBF expects employees to use their paid annual leave first before applying for further time off.

Otherwise, any further time off relating to membership of the reserved armed forces will only be granted at the absolute discretion of the LDBF and employees have no contractual or statutory right to be paid for this leave. Any payment of salary made by

the LDBF in such circumstances is done so in its absolute discretion. If employees wish to apply for this type of leave, they should apply in writing to the Diocesan Secretary stating the period of leave requested and the reasons for it.

10. Keeping the DBF informed

Employees should inform their Line Manager on taking up such public duties or on appointment where they are already engaged in such activities. The employee and their Line Manager can then agree what level of commitment to public duties can reasonably be sustained by the role requirements and practical issues such as notice requirements in the event of absences.

In the event that the line manager and/or Diocesan Secretary feel unable to release an employee to perform public duties, then this should be discussed with the Chair of the LDBF People Committee.

END OF POLICY

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