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Long – Term Absence Due to Unforeseen Circumstance

All employees are entitled to take a reasonable amount of unpaid time off during his/her working hours to deal with certain unforeseen situations. This is however dependent on the situation at hand and is at the discretion of Mr David.

Staff must give at least a month's notice when applying for a long term absence. A written request must be made, this needs to include the situation/reason and length of time needed. This will then be reviewed by Mr David. If needed Mr David may request a meeting to discuss the reason and length of leave requested to gain a better understanding of the circumstances.

If it is decided that the circumstance is not sufficient to warrant a long period of absence then this request will be rejected.

If it is granted the Business Manager and or owner will inform you of the acceptance and the time of period that has been offered.

When booking holiday, no more than 2 weeks can be booked at one time. A request must be made a month in advance so Mr David can have time to evaluate if this requested can be authorised.

Reviewed Jan 2019 by Mrs Sandhya