



Annual Leave & Absence Procedure

Annual Leave Procedure

The following Process and Procedure is to be adhered to by all Barlows Fire & Security Employees.

All Annual Leave is to be booked using Timetastic. The Department will not accept any other method of Annual Leave request. This includes texts, emails or verbal.

Excluding exceptional circumstances, at least 2 weeks' notice should be given of any proposed date of Annual Leave, with no more than 2 weeks taken at any one time without prior agreement from the Director of Barlows Fire & Security.

When using Timetastic, please ensure you only use the 'Holiday Type' - Holiday Paid or Holiday Unpaid.

PLEASE NOTE: Timetastic only allows time to be booked off in Half or Full days. If you require time off for a Doctors Appointment/Dentist you MUST email Fireandsecurityabsence@barlowsuk.co.uk.

On Call

Any Engineer allocated to be On Call on a date/s Annual Leave has been requested must try to swap this with another Engineer.

Once the swap has been confirmed, the Engineer requesting the date/s swap MUST and notify the OOH Engineer.

If (for any reason) a swap is not successful, the Engineer requesting the swap MUST notify the OOH Engineer

Sickness & Absence Procedure

The following Process and Procedure is to be adhered to by all Barlows Fire & Security Employees.

To report any Sickness or Absence from Work you are required to adhere to the following process:

1. Email Fireandsecurityabsence@barlowsuk.co.uk to confirm your Absence no later than 07:00am. In your Absence Notification Email, you **MUST** include the following information:
 - A clear reason for your Absence (the nature of your illness, injury or circumstance)
 - An estimation of duration of Absence
 - Whether you would prefer the period of Absence to be Paid or Unpaid

Failure to provide instruction regarding Paid or Unpaid Absence will automatically result in Annual Leave deduction.

2. At 08:00am of each day Absent, you **MUST** telephone the Office Number – 03303110999 and confirm your Absence with a Manager. This is mandatory/required for each day, with the result logged and discussed as part of your Return-to-Work Interview.

To ensure that your Absence Notification is received and actioned, **DO NOT** report your Absence to individual members of the Fire & Security Department. This includes via email/text/phone call.

Under NO circumstances should you contact members of the department on their private/personal phones to report your period of Absence.

Any Absence that is not reported with a follow up Telephone Call, will be deemed as Unauthorised Leave and could result in further Formal Action.

Paid Absence

If you wish for your period of Absence to be paid, a deduction will be taken from your Annual Leave Allowance. If at the time of request, you have utilised your Annual Leave entitlement for the Year, the period of Absence will automatically be allocated as Unpaid

Unpaid Absence

All Barlows Fire & Security Employees are granted the allowance of 5 Unpaid Absence Days a Year. This includes both Annual Leave and Sickness & Absence.

Once the 5 Unpaid Absence allowance has been utilised, the period of Absence will be deducted from your remaining Annual Leave entitlement. If at the time of request, you have utilised your Annual Leave entitlement for the Year, the period of Absence will automatically be deducted from the following years Allowance.

Please Note: If an Unpaid Day is requested when an employee submits Overtime, the number of hours of absence will be taken from the Overtime accrued. For example, one Unpaid Day equates to 8.5 hours of Overtime deduction. Overtime can only be claimed once 42.5 hours have been worked for the week

The documented process should be adhered to for each day of Absence.

Note: DO NOT use Timetastic to log Sickness & Absence. This is for Office Use Only

Apprentice Assigned

If you have been allocated an Apprentice on your period of Absence, please refer to their name/s in your Absence Notification Email.

You MUST notify he/she that their allocated Engineer has been altered.

A member of the Fire & Security Department will inform the Apprentice of the allocation of a new Engineer

Apprentice Sickness & Absence

All Apprentices when reporting a period of Absence MUST also notify their allocated Engineer.

Apprentices due to attend College on a period of Absence MUST also notify their College Assessor that he/she will be absent.

Sick Notes & SSP

If/when your period of Absence duration extends to 7 Consecutive Days (5 Working Days), you will be required to produce a Doctors/Sick Note or a Self Cert. We can then process the request for SSP.

Return to Work

In order to ensure all Employees are fit to return to work after Absence, a Return-to-Work Interview will be completed by a relevant member of the Management Team. Due to the vast geographical locations of our Employees, a Return-to-Work Interview will be conducted by the one of the following Methods:

- Face to Face
- Telephone
- Video Meeting Platform

All details discussed in the Return-to-Work Interview will be recorded and stored in your individual Employee File.

As Department Process and Procedure, any Employee who hits the trigger of 3 Occurrences of Absence over a 12 Month Period, will be required to attend a Welfare Meeting chaired by either a member of the Senior Management Team or the Fire & Security Director, to discuss the Absences formally.