



**SONIC HEALTHCARE
UK**

Staff Policy

Sonic Healthcare UK - Special Leave Policy

Version 1



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1 Introduction

The Company has the discretion to grant special leave, with or without payment, in urgent and exceptional circumstances. Application should be made to your Line Manager, and then passed for approval by a director.

The main features of dependant care leave are as follows:

1. You are entitled to take a reasonable amount of time off during working hours if it is necessary to deal with the following matters
 - To provide assistance when a dependant falls ill, gives birth or is injured.
 - To make arrangements to provide care for a dependant who is ill or injured.
 - As a result of the death of a dependant;
 - Because of the unexpected disruption or termination of arrangements for the care of a dependant;
 - To deal with an incident that involves your child and this occurs unexpectedly when the child is at school or nursery.
2. Your entitlement starts on the first day of your employment. You do not have to be employed with the Company for a minimum period.
3. The range of persons who count as dependants is limited. They include:
 - Your wife, husband, non-married partner (including same sex partner), child, parent or other family member who lives in your house but not your tenant, lodger or employee;
 - Any other person who relies on you for assistance in the circumstances set out in paragraph 1 above. This definition is flexible, but it is not intended to cover (for example) neighbours who need a helping hand occasionally, nor to deal with domestic emergencies such as a water leak or a sick pet.
4. There is no specific amount of time that you are entitled to take off, other than that it should be “reasonable” in the circumstances. The Company’s expectation is that any time off would only be one or two days.
5. There are no specific notice requirements for informing the Company that you wish to take time off, but you do have to notify the Company as soon as reasonably practicable (although this does not have to be in writing).

6. Dependant care leave is unpaid (including in relation to pension contributions) unless the Company reaches a special arrangement with you.

In addition to your legal entitlements, leave of absence for Civil and Public duties may be granted at the discretion of the Company.

Doctors etc appointments

You should endeavour to ensure that any doctor, dental or similar appointments are made outside of working hours as far as possible.

2 Document Approval

Document Approvals are recorded within the document record card within Sonic Healthcare UKs electronic quality management system (e-QMS).

Approved documents will be marked as active in the footer of the document. Documents that are not marked approved are not considered controlled. Printed copies are not permitted.

Records of approval and reference copies of procedures are available from HR@tdlpathology.com.

3 Change Details

Change Request number	Change Detail	Implemented in Version Number
N/A	N/A	N/A