

## **VIAMED Ltd**

### **Company Personnel Manual**

#### **Section 1. Absence from Work**

The following are the main categories regarding absence from work. For individual details, see the relevant section shown below:

Care for Dependants	Section: 2
Due to Sickness	Section: 3
Holiday Entitlement	Section: 4
Maternity Rights	Section: 5
Parental Leave	Section: 6
Paternity Leave	Section: 7

This document outlines general expectations and procedures for absence from work, including reporting, authorisation, and pay considerations.

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#### **Jury Service and Public Duties**

Employees who are summoned for jury service must notify their line manager and HR as soon as possible and provide a copy of the jury summons.

The Company will not normally pay employees during jury service. However, employees can claim loss of earnings from the court, and the necessary form will be provided upon request. If the employee is released from jury service for part of the day, they are expected to return to work where reasonable to do so.

Absences for other public duties—such as serving as a magistrate, school governor, or undertaking reservist training—will be considered on a case-by-case basis. Time off may be unpaid unless otherwise agreed in advance.

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#### **Time Off for Training or Study**

The Company encourages continuous learning and development.

Employees undertaking mandatory job-related training will be given paid time off to attend such sessions.

For voluntary or external training requests, employees may apply in writing to their line manager, outlining the purpose and relevance to their role. Time off for non-mandatory training or study is at the discretion of management and may be granted as paid or unpaid leave.

Although the statutory right to request time off for training applies only to organisations with 250 or more employees, the Company may consider such requests where operationally feasible.

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## **Other Absence and Procedures**

Any other absence from work is at the discretion of management and is unpaid unless otherwise agreed in advance.

Unauthorised absence or job abandonment will be dealt with under the Company's disciplinary procedures.

Details of any unauthorised absence will be recorded in Intrastats and on the employee's personnel file.

Any relevant absences will be reflected in the next pay period.

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## **Working from Home – Power Cut or Equipment Failure**

If a member of staff is working from home and experiences a power cut or another issue that prevents them from working (e.g. computer failure or workspace problems), Viamed Group of Companies allows a **two-hour grace period** for the issue to be resolved or for the employee to attend the office.

Any time beyond the two-hour window must be made up or taken as unpaid leave.

In the case of a **planned power cut**, staff are expected to make advance arrangements to work from the office during the disruption.