

A LITTLE LIFETIME FOUNDATION

EMPLOYEE HANDBOOK (Drafted by Claire Doolan)

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1. Organisation Development

1.1 Introductory Statement

This handbook is designed to acquaint you with A Little Lifetime Foundation and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook.

No employee handbook can anticipate and circumstance or question about policy. As A Little Lifetime Foundation continues to grow, the need may arise and A Little Lifetime Foundation reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

1.2 Location

Head Office:
18 Orion Business Campus
Rosemount Business Park,
Ballycoolin,
Dublin 15.

1.3 History of A Little Lifetime Foundation

2. The Employment

2.1

2.2 Conflict of Interest

2.3 Performance Evaluation

Supervisors (members of the board) and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognise strengths, and discuss positive, purposeful approaches for meeting goals.

At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year the employer and employee may refer to this document to track progress made towards objectives, highlight areas of concern and indicate challenges identified along the way.

3. Employee Benefits

3.1 Annual Leave

Annual leave (also called *holidays from work*) is paid time off work. All employees are entitled to annual leave, including full-time, part-time, temporary and casual workers.

Most employees are entitled to 4 weeks' annual leave each year. This is set out in the Organisation of Working Time Act, 1997 and is known as your *statutory entitlement*. Your annual leave entitlement depends on how much time you have worked in a *leave year*. The leave year runs from January to December.

Calculating your annual leave:

There are **3 ways** to calculate your annual leave entitlement. You can use whichever method gives you the *greater* (biggest) entitlement:

Method 1

If you have worked at least 1,365 hours in a *leave year* (see above), you are entitled to the maximum of 4 working weeks' paid annual leave.

You cannot use this method if you changed employment during the leave year.

Method 2

Calculate 1/3 of a working week for each calendar month in which you worked at least 117 hours.

Method 3

Calculate 8% of the hours you worked in the leave year, subject to a maximum of 4 working weeks.

If you are sick while you are on annual leave, you should get a medical certificate from your GP (doctor) as soon as possible to cover the days you were sick. Give the medical certificate to your supervisor as soon as you return to work. This way, the *sick days* will not count as annual leave, and you can take your annual leave at a later date.

3.2 Sick Leave

In general, you have no legal right to be paid while you are on sick leave from work, but this is due to change from 2022 – see 'Upcoming changes' below.

A Little Lifetime Foundation do not pay sick leave benefit. If you cannot work because you are sick or injured, and you have enough PRSI contributions, you can apply to the Department of Social Protection (DSP) for a payment called Illness Benefit. If you do not have enough PRSI contributions, you should contact the DSP's representative (who used to be called the community welfare officer) at your local health centre. They will assess your situation.

Upcoming changes

The Government has announced a new Statutory Sick Pay Scheme. The draft scheme will introduce:

- **Paid sick leave** for up to 3 sick days in 2022. This is planned to increase to 5 days in 2023, 7 days in 2024 and 10 days in 2025.
- A rate of payment for statutory sick leave of 70% of normal wages to be paid by employers (up to a maximum €110 per day).
- A right for workers to take a complaint to the WRC where they are not provided with a company sick pay scheme.

To be entitled to paid sick leave under the new scheme, you must be working for your employer for at least 6 months. You will also need to be certified by a GP as unfit to work.

Legislation to bring the changes into effect is expected by the end of 2021.

3.3 Maternity Leave

If you become pregnant while you are in employment, you have the right to take 26 weeks' maternity leave. You can take this time off work from full-time, casual or part-time employment, no matter how long you have been working for A Little Lifetime Foundation.

If you have enough social insurance (PRSI) contributions, you are entitled to Maternity Benefit (including self-employed). You also have the right to take up to 16 weeks' additional maternity leave, but it is not covered by Maternity Benefit. You must take at least 2 weeks' maternity leave before your baby is due, and at least 4 weeks after the baby is born.

The legislation laws covering this leave are the Maternity Protection Acts 1994 and 2004.

A Little Lifetime Foundation do not pay employees who are on maternity leave. You may be able to get Maternity Benefit from the Department of Social Protection (DSP) if you have enough PRSI contributions.

3.4 Parental Leave

Parental leave entitles parents to take unpaid leave from work to spend time looking after their children. You can take up to 26 weeks' parental leave for each eligible child before their 12th birthday. In general, you must have been working for your employer for at least a year to get the full amount of parental leave. You must give your employer at least 6 weeks' notice before taking parental leave.

You must meet certain criteria to be eligible to take parental leave. You must:

- Be a *relevant parent* – a parent, the adoptive parent or a person acting in loco parentis (this means acting as a parent to the child)
- Take the leave before your child's 12th birthday (16th birthday for a child with a disability)
- Give at least 6 weeks' notice to your employer
- Unless your employer agrees, take the leave in the way set out in the legislation, either one continuous period or blocks of at least 6 weeks or in discussion with A Little Lifetime Foundation, if may be broken into working day.