

OUTLINE PROGRAMME

Employee Absence and Leave

1 Maternity and Adoption

- a. Rights to attend appointments
- b. Maternity and adoption leave
- c. Maternity and adoption pay
- d. Additional maternity and adoption leave
- e. Returning to work
- f. Accruing holiday
- g. Parental leave entitlement
- h. Sex discrimination/Indirect sex discrimination
- i. New legislation 2007/2008

2 Paternity Leave

- a. Who is entitled to paternity leave?
- b. How long may they take?
- c. What payment is made?
- d. Parental leave
- e. New legislation 2007/2008

3 Flexible Working

- a. Who is entitled to apply?
- b. Can I say 'no'?
- c. Is it permanent?
- d. What steps must be taken?
- e. New legislation 2006/2007

4 Parental Leave and Dependant Care Leave

- a. What is the difference?
- b. Who is entitled to parental leave?
- c. How long is it and when is it taken?
- d. Dependant care leave
 - i. Who?
 - ii. What?
 - iii. When?
 - iv. Why?
 - v. How?

5 Sickness and Absence

- a. Managing policies and procedures
- b. Statutory sick pay
 - i. Withholding
 - ii. Waiting days
 - iii. Self certification
 - iv. Periods of incapacity for work
- c. Company sick pay
- d. Long term sickness absence
- e. Medical retirement
- f. Disability discrimination
- g. Unauthorised absence



GHA (Cornwall) Ltd

**Employment Law &
H R Management Advice**

**IT and Business Skills
Training and Consultancy**

Grosvenor House
Fore Street
St Stephen-in-Brannel
St Austell
Cornwall
PL26 7NN

Tel: 01726 824574

Fax: 01726 823247

Mob: 07767 896226

Email:

Training@ghacornwall.co.uk
Employmentlaw@ghacornwall.co.uk

www.ghacornwall.co.uk

Regulated by the Ministry of Justice in
respect of claims management activities



28 September, 2008
Grosvenor House Associates (Cornwall) Limited
Registered in England No: 2430897
VAT Registration No: 526 9530 30

\\Gha100\gha\Web Development\GHAWebSite1\Zero Site Resources\Course Outlines\HR and Employment Law\ELAL0824.doc