

## Duvet Day Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

### 1 Introduction

- 1.1 This policy sets out the organisation's rules in relation to "duvet days".
- 1.2 A duvet day is a day that you may take off work without providing advance notice.
- 1.3 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### 2 Scope

- 2.1 This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

### 3 Your entitlement

- 3.1 You are entitled to take 1 duvet day each holiday year, or a pro rata equivalent if you work part-time. Unless your contract provides otherwise, the holiday year runs from January to December.
- 3.2 You must have a minimum of 2 year's continuous service with the organisation to be eligible to benefit from this policy.

### 4 Duvet days and holiday entitlement

- 4.1 Duvet days form part of your annual holiday entitlement. You are not entitled to any additional days of holiday as a result of this policy.

### 5 Taking a duvet day

- 5.1 You must inform your line manager by telephone at least 1 hour before you are due to start work that you wish to take a duvet day. However, it is helpful if you can give as much notice as possible so that we are able to plan for your absence.

### 6 Exceptions

- 6.1 Duvet days are not permitted on specific days and times of the year. Any such days and times will be noted in the annual leave section of your contract of employment.
- 6.2 We expect you to exercise reasonable common sense when choosing to take a duvet day. For example, you must not take a duvet day if you have a client or customer meeting or an important deadline that you need to meet.
- 6.3 We reserve the right to refuse your request to take a duvet day if this is likely to inconvenience your colleagues or cause operational difficulties.

### 7 Review

- 7.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

## 8 Definitions

- 8.1 The Foundry ("we", "us", "our")
- 8.2 The Employee ("you", "your")

### Document control box

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