



# MANAGEMENT AVAILABILITY POLICY

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## Document Approvals

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## AMENDMENTS

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## **0.2 - SCOPE AND OBJECTIVES**

Exeter & Devon Airport Limited (EDAL) is committed to putting people first by ensuring the highest possible levels of support to staff and service to customers. This commitment requires continuity of management presence and availability. This policy outlines the approach to be taken to ensure this.

The policy applies to all managers and some senior staff.

## **0.3 – DOCUMENT CHANGE AND CONTROL**

Exeter Airport Limited undertakes all document changes and controls in line with the Document Management Governance Document CIMS/GT/01 which describes how all users prepare, reviews and issues procedural documentation that forms part of Exeter Airports CIMS.

# **MANAGEMENT AVAILABILITY PROCEDURES**

## **1.0 Types of Absence**

### **1.1 Annual leave**

Annual leave requests from managers will be considered in line with the guidance in section 3.0. Managers should complete a Leave Request Form – CIMS/HR/AL/1.1, which can be found on the forms page in the HR section of the intranet, and submit it to the HR assistant. The HR assistant will complete the allowance calculation and submit the form to the relevant director who will consider requests on a 'first come, first served' basis.

To avoid 'block booking' of leave managers are requested to submit leave requests not more than a year in advance of the start of the current leave year. In the event that the same dates are simultaneously requested by two managers of the same group, (that would result in the guidance in section 3.0 being broken), the principles of fairness will apply. For example, by consideration of dates authorised in previous years.

Absences due to public holidays must also be authorised by a director in the same way as annual leave. See the Annual Leave policy – CIMS/GT/AL/10.1 on the agreed policies page in the HR section of the intranet for more details. If no leave is authorised it is assumed that the public holiday has been worked.

An annual leave planner will be maintained by the personal assistant to directors and published on the intranet.

EDAL reserves the right to refuse annual leave on the basis that management cover may not be maintained.

### **1.2 Sickness absence**

Where applicable the long term sickness absence of other managers in the same group will be taken into account in the granting of annual leave or other authorised absence. There will be occasions when short notice sickness absence cannot be taken into account. In such situations the director will take a common sense decision about the cancellation of annual leave or attendance at off-site meetings etc.

### **1.3 Weekends/Days off**

Managers are requested to submit to the PA to the directors their availability for the following seven days. This information is collated into the management availability charts which is published via email on a weekly basis.

In the event of an emergency, it may be necessary for managers to attend the airport at short notice. Therefore managers also submit information about their proximity to the airport at weekends. Decisions about which managers will attend will be taken by directors based on proximity to the site.

Directors will review the management availability chart on a weekly basis to ensure that there is sufficient management cover.

#### 1.4 Other absence

Occasionally it will be necessary for managers to be absent from work for other reasons, such as off-site meetings or training. On such occasions permission will be sought from the director and, if granted, responsibilities normally held by the manager will be clearly delegated to another.

### 2.0 Procedure

- 2.1 Directors are responsible for the continuity of management cover. Non attendance by any manager in a particular group is acceptable for a day or two but not for more significant periods of time.
- 2.2 For annual leave requests, the manager should first review the annual leave planner on the intranet and discuss their request with their director. Once a manager is satisfied that their requested leave dates will not prevent the guidance in section 3.0 applying, they should complete a Leave Request Form – CIMS/HR/AL/1.1 and submit to their director. The director will consider the already authorised absences of other managers in the same group and accept or decline the request accordingly.
- 2.3 Managers should make arrangement to ensure that their departments function as normal in their absence. They must also ensure that there are sufficiently skilled senior staff available during their absence – either on site or by telephone.

### 3.0 Availability requirement

Name of Group	Guidance	Job Title
<b>DIRECTORS</b>	At least 1 to be available	Managing Director
		Operations Director
<b>OPERATIONS Terminal</b>	At least 1 to be available	Operations Director
		Terminal and Security Manager
<b>Terminal Support</b>	* 1 from each terminal area to be available when T & S Manager is on leave	Airport Duty Manager
		Passenger Services Duty Manager
		Security Duty Manager

<b>OPERATIONS Airside</b>	At least 2 to be available	Operations Director
* Operations Duty Manager to be available when Safety, Airfield and Compliance Manager on leave		Safety, Airfield & Compliance Manager
* Interim Deputy Senior Fire Officer to be available when Fire Services Manager on leave		Fire Services Manager
<b>OPERATIONS Support</b>	At least one from each department to be available	Refuelling & MT Manager
		Airport Services Manager
<b>OPERATIONS Air Traffic</b>	At least 1 to be available	Air Traffic Services Manager
		Senior Air Traffic Controller
		Senior Air Traffic Engineer
<b>COMMUNICATIONS</b>	At least 1 to be available	Managing Director
		Communications Manager
		Commercial Manager
<b>ENGINEERING</b>	At least 1 to be available	Engineering Manager
		AGL and Engineering Assistant
<b>HUMAN RESOURCES</b>	At least 1 to be available	HR Manager
		HR Officer
<b>FINANCE</b>	At least 1 to be available	Financial Controller
		Finance Manager
<b>OTHER</b>	As available	Exeter Corporate Aviation Manager