

Leave Policy

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Target Audience- who does the document apply to and <u>who should be using it</u> . - The target audience has the responsibility to ensure their compliance with this document by:	All employees directly employed by the Trust whether permanent, part-time or temporary (including fixed-term contract)		
	<ul style="list-style-type: none"> Ensuring any training required is attended and kept up to date. Ensuring any competencies required are maintained. Co-operating with the development and implementation of policies as part of their normal duties and responsibilities. 		
Special Cases	This document does not apply to Consultants and Speciality Doctors		
Accountable Director	Human Resources (HR) Director		
Author/originator – Any Comments on this document should be addressed to the author	Human Resources		
Division and Department	Corporate Services. Human Resources		
Implementation Lead	Human Resources		
If developed in partnership with another agency ratification details of the relevant agency	N/A		
Regulatory Position	<p>This Policy has been formulated to comply with relevant legislation e.g. Equality Act 2010 (Ref 8) and the Advisory, Conciliation, and Arbitration (ACAS) guidelines (Ref 2).</p> <p>Any breach of this policy that may be considered fraudulent will be reported to the Local Counter Fraud Specialist for investigation, and may result in criminal and/or disciplinary proceedings being commenced.</p>		
Review period. This document will be fully reviewed every three years in accordance with the Trust's agreed process for reviewing Trust -wide documents. Changes in practice, to statutory requirements, revised professional or clinical standards and/or local/national directives are to be made as and when the change is identified.			

Document Title: Leave Policy

Contents

1	Introduction & Purpose.....	4
1.1	Introduction & Purpose.....	4
1.2	Glossary/Definitions	4
2	Main Document Requirements.....	4
2.1	STAR Values and Leave	4
2.2	Leave.....	5
2.3	Annual Leave	5
2.3.1	Pay during Annual Leave	6
2.3.2	Annual Leave Entitlement	6
2.4	Bank Holiday Entitlement	6
2.5	Change of Entitlement during Leave Year (Long Service).....	7
2.6	Change of Contracted Hours.....	7
2.7	Leave Carry Over.....	7
2.8	Ill Health and Annual Leave	7
2.9	Entitlement on Leaving Employment	7
2.10	Recording and Authorisation	8
2.11	Medical Appointments.....	8
2.12	Dependant and Emergency Leave.....	8
2.12.1	Dependent Care Leave	9
2.12.2	Emergency Dependent Care Leave.....	9
2.12.3	Non-emergency Dependent Care Leave	9
2.13	Parental Leave.....	9
2.14	Compassionate Leave	10
2.16	Other Emergency Leave (Non dependant).....	11
2.17	Employment Breaks	11
2.17.1	Requesting an Employment Break	11
2.18	Unpaid Leave.....	11
2.19	Miscellaneous Leave.....	12
2.19.1	Reserve or Cadet Force Annual Training.....	12
2.19.2	Reservist Mobilisation.....	12
2.20	NHS Trust Governors	12
2.21	Jury Service	13
2.22	Trade Union Work.....	13
2.23	Other Public Duties	13
2.24	Volunteering Abroad	13
2.25	Forecasted Severe Weather	13
3	Monitoring Compliance and Effectiveness of Implementation.....	14
4	Duties and Responsibilities of Individuals and Groups	14

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Document Title: Leave Policy

4.1	Chief Executive	14
4.2	The Trust Board	14
4.3	Managers.....	15
4.4	Human Resources Department.....	15
4.5	Target Audience – As indicated on the Cover Page of this Document.....	15
4.6	For Subscribing Trade Unions Members	15
5	Further Reading, Consultation and Glossary.....	15
5.1	References, Further Reading and Links to Other Policies	15
5.2	Consultation Process	16
6	Equality Impact Assessment	16
Appendix A - STAGE 1: Initial Screening For Equality Impact Assessment.....		17

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Document Title: Leave Policy

1 Introduction & Purpose

1.1 Introduction & Purpose

Great Western Hospitals NHS Foundation Trust (the Trust) is committed to encouraging employees to maintain a work life balance, by supporting them to take their full leave entitlement for rest and relaxation. The Trust also wishes to allow reasonable time off for employees to deal with unforeseen circumstances, such as bereavement, and encourage them to exercise their statutory right to request parental leave.

This policy provides a framework for guidance in managing an employee's annual leave, parental leave, emergency leave, dependant leave and leave for various public duties including Trade Union activity. Any templates referenced in this policy are available on the Human Resources (HR) intranet page under the Leave Toolkit.

1.2 Glossary/Definitions


The following terms and acronyms are used within the document:

F1	Foundation Year 1 Doctor
F2	Foundation Year 2 Doctor
HR	Human Resources
IVF	In Vitro Fertilisation
NHS	National Health Service
STR	Speciality Trainee Registrar

2 Main Document Requirements

2.1 STAR Values and Leave

The Trusts values are the foundation of everything it does; the way its employees act, the way its employees speak and the way its employees treat patients and their colleagues. These values underpin the Leave Policy, and represent the way in which this is used in practise. The table below outlines how each of the Trust STAR values relates to this policy:

	
<p>Service – We will put our customers first</p>	<ul style="list-style-type: none"> For all employees to take personal responsibility for the service they provide For all employees to utilise their leave entitlement, ensuring a proactive approach to maintaining a healthy work life balance
<p>Teamwork - We will work together</p>	<ul style="list-style-type: none"> For managers to ensure they apply the Leave Policy fairly and consistently For all employees to ensure they are familiar with this policy and that they adhere to the terms of this policy To consider colleagues and their requirements when requesting annual leave

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Document Title: Leave Policy

<p>Ambition – We will aspire to provide the best service</p>	<ul style="list-style-type: none"> • For managers to ensure that leave does not have a detrimental impact on the needs of the service • For employees to provide reasonable notice when requesting leave to ensure there is no adverse impact to the service
<p>Respect – We will act with integrity</p>	<ul style="list-style-type: none"> • For managers to ensure fair consideration of all reasonable requests for leave • For all employees to be open and honest, whilst maintaining confidentiality

2.2 Leave

The Trust wishes to support its employees in maintaining a work/life balance, through encouraging employees to take regular annual leave and allowing them reasonable time off to deal with dependants and unforeseen emergencies.

This policy outlines the different types of leave available, excluding sickness absence which is covered separately in the Absence Management (Sickness) Policy (Ref 5).

Employees must ensure that they adhere to the requirements outlined in this policy for requesting leave, and line managers should consider each request for leave fairly and consistently taking into account both the reason for the request and the needs of the service. It is advisable that line managers provide an explanation for declining any request for leave to ensure employees fully understand the rationale, and to try and prevent any feelings of unfairness or resentment amongst colleagues.

If an employee feels their manager did not consider their request fairly or consistently, they must raise this with their manager as soon as possible. If the issue remains unresolved, the employee may contact the Human Resources (HR) team for further guidance.

Maternity, paternity and adoption, and shared parental leave are covered in the Maternity Paternity and Adoption Policy (Ref 9) which is available on the Trust's intranet.

Any breach of this policy that may be considered fraudulent will be reported to the Local Counter Fraud Specialist for investigation, and may result in criminal and/or disciplinary proceedings being commenced. Any allegation of fraud that is upheld in relation to this policy may result in dismissal with or without notice. If an employee suspects fraud may be occurring in the workplace they can contact the Local Counter Fraud Specialist to discuss those concerns confidentially on 0203 3132866.

The **Leave toolkit**, available via the Intranet, contains further guidance for the implementation of this policy.

2.3 Annual Leave

The Trust's annual leave calendar year begins on the 1st April and runs until the 31st March. The leave year for junior doctors runs from the date that they start in post.

Employees are encouraged to take their annual leave proportionately throughout the year e.g. 25% before the end of June, 50% by the end of September, 75% by the end of December and the remaining 25% between January – March. Further information is available in the Trust Electronic Rostering Policy.

In exceptional circumstances the Trust reserves the right to cancel an employee's annual leave if allowing leave will cause a detrimental impact to the service provision. Reasonable notice and

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Document Title: Leave Policy

consultation with the employee will be given to cancel the leave which will be not be a shorter period of time than the length of the leave booked. The Trust reserves the right to request employees to take annual leave with reasonable notice.

2.3.1 Pay During Annual Leave

Pay during annual leave will include regularly paid supplements, including any recruitment and retention premia, payments for work outside of normal hours and high cost supplements. Pay during annual leave is calculated on the basis of what payment the individual would have received had they been at work on normal contracted hours.

2.3.2 Annual Leave Entitlement

Although entitlement to annual leave varies, the Working Time Directive (Ref 6) requires each employee to take at least 28 days annual leave per year including the eight public holidays (pro rata for part time employees). Annual leave entitlement for full time employees varies according to their length of service, as follows:

It is a joint responsibility between employees and their manager to ensure that their leave entitlement is correct for the current year. Any concerns regarding the wrong calculation of entitlement must be raised at the earliest opportunity and within that current leave year. The Trust will not back date untaken leave from any previous year.

All employees - excluding doctors and dentists:

Length Of Service	Annual Leave Entitlement per annum
On appointment	27 days plus bank holidays during specific leave year
After five years	29 days plus bank holidays during the specific leave year
After 10 years	33 days plus bank holidays during specific leave year

Training grade doctors and dentists:

Length Of Service	Annual Leave Entitlement per annum
Foundation Year 1 (F1) & Foundation Year 2 (F2) Specialist Trainee Registrar (StR) salary point 00-02 (core & speciality training)	27 days plus bank holidays during specific leave year
StR salary point 03 and above	32 days plus bank holidays during the specific leave year

*All part time employees annual leave entitlement (including bank holidays) will be pro rata.

2.4 Bank Holiday Entitlement

Employees are contractually entitled to eight bank holidays per year, and the calendar year entitlement will be dependent on where bank holidays fall within this prescribed period. Please note that confirmation of the number of bank holidays within each leave year can be found on the HR Toolkits 'Annual Leave Calculator'

A Bank/Public holiday is defined as the 24 hour period from midnight immediately before the Bank/Public holiday to midnight on the day of the Bank/Public holiday.

Where an employee works shifts over a seven day period, or in the circumstances of those working compressed or annualised hours, they will be provided with their entitlement to bank holidays calculated in hours at the beginning of the leave year.

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Document Title: Leave Policy

An employee who is absent due to sick leave or special leave will not accrue their bank holiday entitlement but will maintain their statutory leave entitlement of 28 days per annum pro rata.

2.5 Change of Entitlement during Leave Year (Long Service)

Employees whose annual leave entitlement increases part way through a leave year due to long service will have their new annual leave entitlement calculated on the number of completed month's service.

2.6 Change of Contracted Hours

If an employee alters their contracted hours through an agreed flexible working request, this will result in a re-calculation of their annual leave entitlement. This will be based on completed months of work. If it is changed part way through a month the calculation for that month is based on the weekly contracted hours that they predominately work in that month.

2.7 Leave Carry Over

- It is expected that within the calendar leave year, employees should be provided with the opportunity to take all their annual leave entitlement to ensure periods of rest and relaxation.
- In exceptional circumstances employees may be entitled to carry up to five days annual leave over to the following calendar year (pro-rata for part time employees). Any employee requesting to carry over annual leave must put their request in writing to their line manager no later than the 28th February of the relevant calendar year. Agreement must be sought from the line manager who will either authorise or decline this request, who will provide an explanation for declining. Failure to comply with this process may result in the loss of any untaken holiday.
- The Trust will communicate, on an annual basis, their strategy for outstanding leave, including the option to buy back annual leave. This is not an automatic entitlement and terms and conditions will vary year on year and all employees are encouraged to utilise their entitlement during the current leave year.
- Payment in lieu of untaken annual leave will not be made to employees whilst employed by the Trust. Any payment of annual leave will be made on termination of an employee's contract as a result of resignation or dismissal.
- Employee's moving internally between teams/Divisions will carry forward their remaining annual leave allowance for that holiday year. The amount of leave transferred must be agreed by the new line manager, and the Trust reserves the right to request employees to take annual leave during their notice period prior to the transfer.

2.8 Ill Health and Annual Leave

For guidance on ill health during periods of annual leave, please refer to the Absence Management (Sickness) Policy (Ref 5).

2.9 Entitlement on Leaving Employment

- If an employee leaving employment of the Trust has any remaining unused holiday entitlement the Trust may require the employee to take some or all of it during their notice period.
- Any request for annual leave during an employees' notice period will be considered, however the Trust reserves the right to refuse this request on reasonable grounds, which may include a requirement for the employee to complete any work prior to leaving or to facilitate an effective handover of work.
- Annual leave is accrued in whole months of employment; an employee leaving part way through a month will only accrue their statutory leave entitlement for that month. Refer to the Gov.UK Holiday Calculator (ref 13) to calculate the statutory entitlement.

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Document Title: Leave Policy

- If an employee leaving employment of the Trust has taken more than their leave entitlement the Trust will deduct the excess from their final salary payment. Alternatively line managers may authorise the employee working additional shifts during their notice period to repay any excess annual leave taken.

2.10 Recording and Authorisation

- It is important that managers implement a local reporting procedure to record leave taken accurately and appropriately for their service area.
- Employees are required to provide reasonable notice of a request for annual leave. In line with the Trust Electronic Rostering Policy, this must be with at least four weeks' notice in advance of the start of the roster. It is line manager discretion as to whether they are able approve requests with less notice, and in conjunction with considerations mentioned in the below point.
- Managers may decline a request for annual leave in the event that an individual's annual leave entitlement has been exhausted or if allowing the employee to take the requested period of leave would cause detriment to the service. However it is encouraged that managers discuss alternative options with employees, i.e. unpaid leave or suggesting an alternative date for annual leave to be taken. In the circumstance that a request is refused, confirmation of this should be put in writing to the employee.
- Managers must record annual leave taken in order to ensure that leave granted is commensurate to the entitlement of the employee and in accordance with this policy.
- Local arrangements will be put in place for leave during the Christmas and New Year period to ensure appropriate staffing levels. This may include a rotational system or consideration of requests on a 'first come, first served' basis.
- It is the line manager's responsibility to ensure employees are aware of these arrangements during local induction to the ward/department. Any local arrangement must be applied fairly and consistently to all employees.

2.11 Medical Appointments

- Routine medical appointments are classed as regular visits to the Dentist or a General Practitioner, and may also include, but are not limited to, regular Physiotherapy, Counselling or Chiropractor appointments.
- These appointments should not be within working hours unless it is unavoidable. Where it is unavoidable, medical appointments should be at the beginning or the end of the working day.
- Appointments that are not deemed to be routine, such as ad-hoc hospital appointments, and therefore cannot be arranged outside of working time, should be honoured by management where possible, to allow the individual to attend.
- An employee may be requested by their line manager to make up the time on another occasion, or alternatively a manager can authorise annual leave, unpaid leave, and time in lieu or a combination of these. These appointments would not be paid.
- If on-going medical appointments are required for an underlying medical condition, classed a disability for the purposes of the Equality Act 2010 (Ref 7), advice should be sought from Occupational Health and HR. Allowing time off to attend these appointments may be a reasonable adjustment and these will be managed on a case by case basis dependant on the circumstances.
- For guidance on antenatal appointments please refer to the Maternity, Paternity and Adoption Policy.

2.12 Dependant and Emergency Leave

This section outlines other options for leave, which can be authorised by management.

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2.12.1 Dependent Care Leave

For the purpose of this policy, 'Dependent's' are defined as a husband, wife, partner, child, parent or a person who reasonably relies upon their help in an emergency.

On their return to work, following any dependant or Emergency Leave, employees will be required to complete the Dependant/Emergency Leave form to ensure accurate records are maintained. This form should be kept on the individuals file. A copy of such form can be found on the Attendance Toolkit on the Trust Intranet.

Requests for Emergency and Non-Emergency Dependant Leave must be reasonable, and should the amount of unpaid leave taken in a rolling 12 months becomes excessive the absence will be managed under the Absence Management (Sickness) Policy process for short term absence.

2.12.2 Emergency Dependent Care Leave

Emergency dependent care leave would only apply to unplanned for unforeseen situations, and would usually be limited to one or two consecutive days to allow the employee to deal with the immediate crisis and put longer term plans in place where required.

In this circumstance, line managers may authorise up to 22.5 hours pro rata, in a rolling 12 months, paid leave for employees. This should only be authorised as a last resort after exhausting other options first (e.g. annual leave, home-working where appropriate, allowing the employee to make the time up). In exceptional circumstances, Emergency Leave can be extended by a further 15 hours pro rata, subject to authorisation from the Divisional Director or equivalent. A maximum of 37.5 hours pro rata can be authorised in a rolling 12 months.

2.12.3 Non-emergency Dependent Care Leave

If an employee requires time off work to deal with a dependant and this was planned or foreseen (e.g. taking a child to a planned Doctor's appointment) this would not be classed as an emergency. An employee requiring time off in these circumstances will be required to use annual leave, which would need to be requested in the usual way. Alternatively, unpaid leave can be requested in these circumstances, and any employee wishing to take unpaid leave must contact their line manager who will consider whether the request can be accommodated. Employees may also be allowed to make the time up in these situations with prior authorisation from their line manager.

2.13 Parental Leave

Parental Leave should not be confused with Shared Parental Leave. For advice on Shared Parental Leave, please refer to the Trusts Shared Parental Leave Policy (Ref 10).

A parent (with more than one year's service in the NHS) named on the child's birth certificate, or adoption certificate, or with legal parental responsibility, has a right to take a total of up to 18 weeks unpaid parental leave per child during their employment with the Trust, up to each child's 18th Birthday.

The leave must be taken in blocks of one week up to a maximum of four weeks at a time per year, per child until the total entitlement is used. The leave can be taken in days if the child has a disability.

All requests for this leave must be made in writing and provided to their line manager, giving 21 days' notice of their intention to take parental leave.

A manager can postpone the request for parental leave if authorising the absence would cause "undue disruption" to their service by writing to the employee within seven days of the request. Where managers are required to postpone a request for Parental Leave, they should review requests within six months to ensure employees are able to take their entitlement if they still wish to do so.

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2.14 Compassionate Leave

The Trust understands that bereavement is a difficult time for employees and is committed in supporting employees through this period. Managers can authorise the following paid leave:

If a death involves an immediate or close family member (normally defined as parents, [including in-laws], grandparents, dependants, spouse / partner and siblings):

- up to 4 weeks (150 hours) pro rata for part time staff, without reference to any compassionate leave taken in a rolling 12 month period, which can be applied more than once

If a death involves a close relative (normally defined as niece, nephew, aunt/uncle, or immediate relative of a partner):

- up to 3 days (22.5 hours) pro rata for part time staff, paid leave within a rolling 12 month period

We recognise that in modern life many staff are part of blended or extended families so this leave will also apply to step-family members.

Further time off may be granted at the discretion of the manager, which may be taken as annual or unpaid leave.

2.15 Child Bereavement Leave

Where an employee experiences the death of a child, all bereaved parents will be entitled to two weeks' occupational child bereavement pay which will include any entitlement to statutory parental bereavement pay. Where both parents of a deceased child work within the Trust, the entitlements apply to both members of staff. Parents will be entitled to receive pay, calculated on the basis of what the individual would have received if had he/she been at work. This would normally be based on the previous three months at work or any other reference period that may be locally agreed.

A bereaved parent is anyone who had responsibility as one of the primary carers for a child who is now deceased. This includes adoptive parents, legal guardians, individuals who are fostering to adopt, and any other parent/child relationship that the Trust deems to be reasonable. This may include grandparents who have had caring responsibilities for a child, or instances where someone other than the biological parent is the primary carer (this could be the case where the parents of the child have separated). There is no requirement for the child to be under the age of 18.

Parents who experience a still birth from the 24th week of pregnancy will be eligible for these provisions, and will subsequently still be eligible for the provisions set out above. Bereavement leave and pay may be extended to members of staff, by local arrangement, in these circumstances where they were hoping to become parents under surrogacy arrangements.

Bereaved parents do not have to take the two weeks of leave in a continuous block. The employee should agree with their manager the leave they wish to take. Taking child bereavement leave is an individual choice, it is not compulsory for the employee to take child bereavement leave.

Bereaved parents may request to take child bereavement leave at any point up to 56 weeks following the death of the child. Should the parent wish to take child bereavement leave immediately following the death of a child they shall be able to do so upon informing their manager that they will be absent from work for this purpose. Should the parent wish to take child bereavement leave at another time, after the initial period following the death, they should give their manager reasonable notice of their intention to take the leave at this time.

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Document Title: Leave Policy

The method for informing the manager of a child bereavement should follow locally agreed processes. Bereaved parents will at no point be required to produce the child's Death Certificate, or any other official documents, in order to access child bereavement leave or pay. The employer may ask for a written declaration from the employee, within a reasonable timeframe, in order to satisfy statutory requirements.

2.16 Other Emergency Leave (Non dependant)

Emergency Leave may be requested where an employee requires time off work in unforeseen circumstances which may include the following;

- Car breakdown or accident.
- Public transport failure.
- Damage to an employee's home (e.g. burglary or flooding).
- One cycle of In Vitro Fertilisation (IVF) treatment.

An employee who needs to take Emergency Leave must contact their line manager as soon as is reasonably practical to advise them of their request and to gain authorisation.

In this circumstance, line managers may authorise up to 22.5 hours pro rata, in a rolling 12 months, paid leave for employees. This should only be authorised as a last resort after exhausting other options first (e.g. annual leave, home-working where appropriate, allowing the employee to make the time up). In exceptional circumstances, Emergency Leave can be extended by a further 15 hours pro rata, subject to authorisation from the Divisional Director or equivalent. A maximum of 37.5 hours pro rata can be authorised in a rolling 12 months.

2.17 Employment Breaks

2.17.1 Requesting an Employment Break

If an employee has a minimum of 12 months continuous service, they are entitled to request an employment break.

The Trust will consider requests for unpaid employment breaks between three months and five years to allow an employee to meet a family commitment and or/personal requirements.

During employment breaks an employee is responsible for ensuring they retain the skills that the Trust can reasonable expect them to have on their return to work.

Any employee undertaking an employment break will not be allowed to undertake paid work with another employer; this includes working on the Trust Bank. Any employee wishing to undertake unpaid work to broaden their experience must obtain written authority from the Trust before doing so.

Please refer to the **Employment Break Guidance** document (Ref 11) for further details on process and terms and conditions.

2.18 Unpaid Leave

Employees who would like to take unpaid leave which is up to 10 days in duration (pro rata) are encouraged to apply for unpaid leave via the Unpaid Leave Application Form providing prior notice from the desired period of leave, which can be found in the **Attendance toolkit** via the Trust Intranet. Any employees who do not require replacement headcount to cover their period of unpaid leave will be eligible to apply for this. Management must only approve such requests upon receipt of the application form and must provide evidence that the role can be fulfilled without implications for service delivery or

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Document Title: Leave Policy

the need for replacement headcount in any capacity, for example Bank, Agency or Fixed Term Contracts. A maximum of 10 days (pro rata) can be requested in a rolling 12 month period.

2.19 Miscellaneous Leave

2.19.1 Reserve or Cadet Force Annual Training

Leave is authorised if the employee gives at least six weeks' notice in writing of their requirement for leave.

- If the Armed Forces does not pay the employee, they are granted up to two weeks (75 hours pro rata) per year to specifically to enable them to attend their two week annual training camp or undertake training to achieve their annual Certificate of Efficiency (COE). Please refer to the Armed Forces Reservists and Veterans Policy.
- The manager can request evidence of the requirement to attend training.

2.19.2 Reservist Mobilisation

An employee must inform their manager as soon as they receive their call-out notice of mobilisation and must provide the manager with evidence of this. The Trust has the right apply to delay or cancel the mobilisation if leave would cause serious harm to the needs of the Service. Time off for mobilisation duty will be unpaid.

After an employee has completed their service they are entitled to a period of leave, an employee will not be able to return to work during their period of leave without the permission of their Commanding Officer or Demobilisation Centre. An employee must not be forced to return to work before their period of leave has ended. The employee must inform their manager in writing that they are able to return to work. This should be done as soon as possible, but no later than the third Monday after their last day of service.

An employee has the right to return to the same job on the same terms and conditions before mobilisation. If the job no longer exists the employee will be entitled to a similar alternative.

2.19.3 Retained fire Fighters

The Trust acknowledges that employees may hold other public retained positions which could require the individual to respond to an emergency call-out. Permission to attend a call-out must be sought on every occasion from an employee's line manager and consideration must be given to the impact of the Service and how it is affected. This may include, but is not limited to an employee not being available for a shift as they have attended an emergency call-out earlier in the day. Time off to attend a call-out will be recorded as unpaid leave.

2.20 NHS Trust Governors

Paid leave is authorised to allow an employee who is a Trust governor to attend meetings and the Trust expects them to notify their line manager in advance of the meetings.

- The manager will authorise payment of up to 10 hours per year (pro rata) for time spent on duties outside of normal working hours.
- As with all types of leave, managers retain the right to refuse a request for leave on the grounds of the service needs.

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2.21 Jury Service

In order for the employee to take time off to attend jury service and for the leave to be authorised the employee must give a copy of their letter confirming their jury service to their line manager. In most circumstances this time off will be approved but it may be possible if the employee's absence would adversely affect service delivery that the employee could be asked to request a deferment.

A "Certificate of Loss of Earnings" will be given to the employee, by the court, when they first attend court. The employee should forward this to the payroll department who will complete this form and return it to the employee to send off as part of their claim for loss of earning and expenses once they have completed jury service. The employee will need to provide evidence to payroll that they have been paid after they have completed jury service and the payroll department will then deduct the amount paid to them by the courts less any expenses the employee is entitled to from the employee's wages.

2.22 Trade Union Work

The Trust allows paid time away from the workplace to conduct union activities. The Trust works in partnership with Trade Unions and its representatives. The Trust recognises the important role they play, supporting its employees in the Trust. The Trust encourages employees to become Trade Union representatives and values their contribution. Managers will support employees to undertake union activities. Please refer to the locally agreed Facilities Agreement for guidance on reasonable amount of leave to undertake Trade Union activities.

The employee must gain their manager's agreement in advance of taking time away from the workplace; time spent on union duties must be accurately recorded and reported on a quarterly basis.

2.23 Other Public Duties

Reasonable unpaid leave allows an employee to complete public duties such as School Governors, Justice of the Peace, Prison visitor, and Member of a Police Authority;

- An employee invited or elected to serve in a public capacity must discuss their intention with their line manager, to allow early consideration of any implications regarding their work and any potential conflicts of interest.
- The Trust recognise the time required to complete these duties may vary but the employee must work with their line manager to plan and ensure absence does not interfere with the achievement of service, work or Trust objectives.

2.24 Volunteering Abroad

The Trust recognises its responsibility to support and improve world health. The Trust see it as an important role for those that wish to 'give something back' The Trust feels that by sharing its clinical expertise and knowledge it can help to improve the lives of others. It is also recognised that this will develop what is already a multi-disciplinary approach and provide an appreciation for the standard of clinical care the NHS provides in the UK.

The Trust is keen to enable those employees who would like to support such causes, by allowing management discretion to authorise paid leave in these circumstances. In the first instance employees wishing to take leave should be discuss this with their line manager and the Trust will strive to accommodate any reasonable request.

2.25 Forecasted Severe Weather

When travel is difficult, the Trust recognises that some people make huge efforts to attend work. Therefore, if it is impossible for an employee to attend work due to weather conditions that affect them

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directly or indirectly, line managers may authorise working from home, allow the employee to pay the hours back at a different time, take annual leave or unpaid leave. This will be dependent on the job they do and any remaining entitlement they have for annual leave.

In the event of severe weather which is not forecasted, this will be classed as Emergency Leave and the same principles as in section 6.4 of this policy would apply.

3 Monitoring Compliance and Effectiveness of Implementation

The arrangements for monitoring compliance are outlined in the table below: -

Measurable policy objectives	Monitoring / audit method	Monitoring responsibility (individual / group /committee)	Frequency of monitoring	Reporting arrangements (committee / group to which monitoring results are presented)	What action will be taken if gaps are identified?
Review emergency and dependent paid leave request	Reports	Payroll/HR	Quarterly	Present to Divisional meetings	Discuss concerns with Head of HR and Divisional Directors
Review emergency and dependent unpaid leave request	Reports	Payroll/HR	Quarterly	Present to Divisional meetings	Discuss concerns with Head of HR and Divisional Directors
Audit the process for authorising leave	Audit	ER Team	Quarterly	Present to Divisional meetings	Discuss concerns with Head of HR and Divisional directors

4 Duties and Responsibilities of Individuals and Groups

4.1 Chief Executive

The Chief Executive is ultimately responsible for the implementation of this document.

4.2 The Trust Board

The Trust Board will:

- Allow employees to take their annual leave entitlement enabling rest and relaxation away from the workplace.
- Support employees to take reasonable time off to deal with emergencies.

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- Recognise the importance of supporting employees to share learning and develop their knowledge and skills by allowing reasonable time off to pursue these initiatives.

4.3 Managers

Managers will:

- Ensure a locally agreed process is in place for requesting leave that is fair and consistent, whilst meeting the needs of the business.
- Encourage employees to take their annual leave entitlement and manage it appropriately throughout the calendar year.
- Will inform the Finance department of agreement to carry over annual leave to the next financial year.

4.4 Human Resources Department

The Human Resources Department will:

- Provide guidance and advice on this policy to all employees within the Trust.
- Monitor and review trends.
- Review the effectiveness of this policy.

4.5 Target Audience – As indicated on the Cover Page of this Document

The target audience has the responsibility to ensure their compliance with this document by:

- Ensuring any training required is attended and kept up to date.
- Ensuring any competencies required are maintained.
- Co-operating with the development and implementation of policies as part of their normal duties and responsibilities.
- Ensuring that the correct process is adhered to in relation to leave requests; submitting requests in writing where necessary, and allowing sufficient notice, as stated in this policy.
- Taking a proactive approach in ensuring that they use their leave entitlement throughout the calendar year.

4.6 For Subscribing Trade Unions Members

Trade Union members will:

- Represent employees.
- Provide support and guidance to employees.
- Work in partnership with the Trust to support an open and honest culture.
- Review the effectiveness of the policy and feedback to the Trust where appropriate.

5 Further Reading, Consultation and Glossary

5.1 References, Further Reading and Links to Other Policies

The following is a list of other policies, procedural documents or guidance documents (internal or external) which employees should refer to for further details:

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Ref. No.	Document Title	Document Location
1	Attendance & Leave Toolkits	Trust Intranet
2	ACAS guidance	www.acas.org.uk
3	STAR Values	Trust Intranet
4	Counter Fraud Policy	Trust Intranet
5	Absence Management (Sickness) Policy	Trust Intranet
6	Working Time Directive	www.hse.gov.uk
7	Equality Act 2010	www.legislation.gov
8	NHS Terms and Conditions of Service Handbook (Agenda for Change)	www.nhsemployers.org
9	Maternity Paternity and Adoption Leave Policy	Trust Intranet
10	Shared Parental Leave Policy	Trust Intranet
11	Employment Break Guidance	Trust Intranet (Leave Toolkit)
12	Electronic Rostering Policy	Trust Intranet
13	Gov.UK	https://www.gov.uk/calculate-your-holiday-entitlement

5.2 Consultation Process

The following is a list of consultees in formulating this document and the date that they approved the document:

Job Title / Department	Date Consultee Agreed Document Contents
Human Resources Department	04/10/2019
End User – Head of Informatics	07/10/2019
End User – Senior Sister, Outpatients	11/10/2019
End User – Head of Facilities	04/10/2019

6 Equality Impact Assessment

An Equality Impact Assessment (EIA) has been completed for this document and can be found at Appendix A.

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Appendix A - STAGE 1: Initial Screening For Equality Impact Assessment

At this stage, the following questions need to be considered:			
1	What is the name of the policy, strategy or project? Leave Policy		
2.	Briefly describe the aim of the policy, strategy, and project. What needs or duty is it designed to meet? To provide a framework and guidance for managing different types of leave.		
3.	Is there any evidence or reason to believe that the policy, strategy or project could have an adverse or negative impact on any of the nine protected characteristics (as per Appendix A)?		No
4.	Is there evidence or other reason to believe that anyone with one or more of the nine protected characteristics have different needs and experiences that this policy is likely to assist i.e. there might be a <i>relative</i> adverse effect on other groups?		No
5.	Has prior consultation taken place with organisations or groups of persons with one or more of the nine protected characteristics of which has indicated a pre-existing problem which this policy, strategy, service redesign or project is likely to address?		No

Signed by the manager undertaking the assessment	Kim Pick
Date completed	01.11.2019
Job Title	HR Advisor

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Equality Impact Assessment

Are we Treating Everyone Equally?

Define the document. What is the document about? What outcomes are expected?

Consider if your document/proposal affects any persons (Patients, Employees, Carers, Visitors, Volunteers and Members) with protected characteristics? Back up your considerations by local or national data, service information, audits, complaints and compliments, Friends & Family Test results, Staff Survey, etc.

If an adverse impact is identified what can be done to change this? Are there any barriers? Focus on outcomes and improvements. Plan and create actions that will mitigate against any identified inequalities.

If the document upon assessment is identified as having a positive impact, how can this be shared to maximise the benefits universally?

Our Vision

Working together with our partners in health and social care, we will deliver accessible, personalised and integrated services for local people whether at home, in the community or in hospital empowering people to lead independent and healthier lives.



Trust Equality and Diversity Objectives

Better health outcomes for all	Improved patient access & experience	Empowered engaged & included staff	Inclusive leadership at all levels
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