

OTHER LEAVE POLICY

December 2014

Authorship:	CSU Transition HR Policy Lead – adapted for local use by North Yorkshire and Humber Commissioning Support Unit on behalf of NHS Scarborough and Ryedale CCG			
Committee Approved:	Senior Management Team			
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	Relevant	Screening	Full / Completed	Outcome
Equality Impact Assessment	Yes	Yes	Yes	<i>No Issues Identified</i>
Sustainability Impact Assessment	Yes		Yes	<i>No Issues Identified</i>
Privacy Impact Assessment	Yes/No	Yes/No	Yes/No	<i>Issues Identified / No Issues Identified</i>
Bribery Checklist	Yes		Yes	<i>No Issues Identified</i>
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Publication/Distribution	Website	Email Staff		Others (i.e. SBC)
	Yes	Yes		Yes

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on website
DRAFT	SRCCG	Draft policy for CCG	Senior Management Team	
DRAFT	SRCCG	Draft policy for approval	JTUPF	5.11.14
FINAL	SRCCG	Final policy for approval	Senior Management Team	02.12.14

Approval Record

Applicable <input checked="" type="checkbox"/>	Committee / Group	Consultation / Information/ Ratification	Date taken to group	Date last Approved
<input type="checkbox"/>	Audit and Governance Committee	Choose an item.		
<input type="checkbox"/>	Business Committee	Choose an item.		
<input type="checkbox"/>	Communications and Engagement Committee	Choose an item.		
<input type="checkbox"/>	Council of Clinical Representatives	Choose an item.		
<input type="checkbox"/>	Finance and Contracting Committee	Choose an item.		
<input type="checkbox"/>	Governing Body	Choose an item.		
<input type="checkbox"/>	Primary Care Co-Commissioning	Choose an item.		
<input type="checkbox"/>	Quality and Performance Committee	Choose an item.		
<input type="checkbox"/>	Remuneration Committee	Choose an item.		
<input checked="" type="checkbox"/>	Senior Management Team	Ratification	Dec 14	Dec 14
<input type="checkbox"/>	All Employees	Choose an item.		
<input checked="" type="checkbox"/>	Yorkshire and Humber Social Partnership Forum	Consultation		
<input type="checkbox"/>	Other	Choose an item.		

Note: A new policy only needs to be ratified by the appropriate Committee (and the Governing Body if new) and for information only to the other committees after consultation.

Policies should follow the following ratification process. The delegated committee for ratification is specified in Section 11.1.

Version control should also be managed as outlined below where x = current version number and y = the new version number.

Consultation and Ratification Process	Version Number
Reviewed policies should be circulated to staff for comment prior to ratification	V x.1
HR policies and policy changes directly impacting on staff should be sent to the Social Partnership Forum for Union consultation prior to ratification	V x.2
Reviews and minor amends should be ratified by the delegated Committee	V x.3
All new policies and policies where significant changes have been made should be ratified by the delegated Committee and Governing Body	V x.4
Ratified policy is circulated and published (if appropriate) on the website	V y.0

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1 INTRODUCTION

- 1.1 NHS Scarborough and Ryedale Clinical Commissioning Group hereafter referred to as 'the CCG', recognises that from time to time employees will require time-off work for certain matters that require their urgent attention. The organisation is committed to helping employees balance the demands of domestic and work responsibilities by the provision of paid and unpaid leave subject to exigencies of the service.

2 ENGAGEMENT

- Social Partnership Forum/Policy Subgroup.
- CCG Staff via Team meetings, Staff newsletter.
- CCG Senior Management Team

3 IMPACT ANALYSES

- 3.1 The following impact assessments have been completed in respect of this policy:

- Data Protection Impact Assessment – No issues identified
- Equality Impact Assessment – No issues identified
- Sustainability Impact Assessment.- No issues identified

- 3.2 These assessments are recorded in the relevant registers and available to view on the CCG website

Bribery Act 2010

- 3.3 The Bribery Act is particularly relevant to this policy. Under the Bribery Act it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

- 3.4 These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG website) when considering whether to offer or accept gifts and hospitality and/or other incentives.

- 3.5 Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist.

- 3.6 The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery. Due consideration has been given to the Bribery Act 2010 in the development (or review, as appropriate) of this policy document and no specific risks were identified.

4 SCOPE

- 4.1 This policy and procedure is applicable to all employees' on Agenda for Change terms and conditions. Please see Part 2 for further details regarding eligibility.
- 4.2 Bank staff should refer to their contracts of employment for information as to whether or not this policy is applicable to them. This Policy is not applicable to Agency workers.

5 POLICY PURPOSE AND AIMS

- 5.1 The purpose and objectives of this policy are to protect the CCG along with its customers, service users, staff and other stakeholders, as well as the assets of the CCG, whilst ensuring delivery of its strategic and corporate objectives which are:
- To commission high quality services
 - To engage patients, carers and other organisations in our planning and decision process
 - To ensure value for money
 - To be open and honest in our transactions, and accountable to our communities
 - To respect our staff and promote a learning environment
 - To improve health outcomes.
- 5.2 The purpose of this policy is to provide guidance to managers in order to ensure a consistent approach to enquiries and applications in respect of leave as referred to within this policy.

6 DEFINITIONS

- 6.1 **'A dependant'** is someone who is married to, is a civil partner, or a partner (whether opposite or same sex) or is a child, a parent or a person who lives at the same house as the employee (other than a lodger, tenant, boarder or employee) or could be someone who would reasonably rely on the employee for assistance, or arrangements for the provision of care in the event of an illness or injury.
- 6.2 **'A relative'** includes: parents, parents-in-law, adult children, adopted adult children, siblings (including those who are in-laws), uncles, aunts, grandparents and step relatives in a particular emergency.
- 6.3 **'Next of kin'** may be taken to include a partner, close family member or dependant
- 6.4 **'A Carer'** is an employee with significant caring responsibilities that have a substantial impact on their working lives. These employees are responsible for the care and support of disabled, elderly or sick child, parents, relatives or friends who are unable to care for themselves
- 6.5 **'Adverse weather'** can be defined as snow, ice, volcanic eruptions, fog and floods which render journeys by road as extremely hazardous. This can be both public and private transport.

- 6.6** ‘**Disability**’ an employee may be registered as disabled under the Equality Act 2010, if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.
- 6.7** ‘**Substantial**’ is more than minor or trivial – e.g. it takes much longer than it usually would to complete a daily task like getting dressed.
- 6.8** ‘**Long term**’ means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection.

7 TYPES OF LEAVE

7.1 This policy provides leave in the following circumstances:

- **Compassionate Leave** is to help an employee come to terms with the death of a dependant, relative or next of kin.
- **Emergency Domestic Leave** is short term leave to deal with an emergency situation relating to a dependant.
- **Carers Leave** is to deal with longer term problems (in addition to time off for emergencies) such as to look after someone who has a serious illness or injury or who is terminally ill.
- **Parental Leave** is to allow working parents request a period of unpaid leave during the first 14 years of a child’s life. (18 in the case of adoption or disabled child) (for applications for Parental Leave, please refer to the Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy).
- **Medical and Dental Leave** allows arrangements for employees to attend medical and dental appointments during a working day.
- **IVF /other Fertility treatment** allows arrangements to be made to attend medical appointments when undertaking/ pursuing IVF treatment.
- **Adverse weather** allows for alternative arrangements to be made when there is adverse weather, which may include working flexibly, or taking annual leave or unpaid leave.
- **Time off for study** is for when employees are taking time from their duties to study or train.
- **Sabbatical/ Career Break scheme** allows the employee to request leave from their employment on a temporary basis.
- **Reserves/ TA/Cadet forces** is where there is a need for time off for activities and training or where an employee is ‘called up’ for military operations.
- **Public/ Civic duties** is where the employee is required to be absent for essential civic and public duties.
- **Attendance at court/witness** is where an employee may be required to attend court for service as a juror, character witness or witness of fact.

- **Emergency Services** is leave to support activities of retained Fire Fighters, Special constables, RNLI, Search and Rescue and similar activities.
- **Religious Observance** is when an employee seeks leave for a religious festival or cultural observance.
- **Employment Interviews** to attend an internal/external interview.

8 ROLES, RESPONSIBILITIES AND DUTIES

8.1 Line Manager's responsibilities:

- To ensure this policy is adhered to.
- To record, monitor and authorise the leave of their employees referred to within this policy.
- To consider all leave requests fairly, taking into consideration an employee's entitlement and the CCG's needs.

8.2 Employee's responsibilities:

- Ensure leave is taken in accordance with the processes outlined in this policy.
- To request leave in a timely manner wherever possible giving adequate notice.

8.3 Both employees and line managers have a responsibility to read and understand the policy, any breaches of this policy may be investigated and may result in the matter being treated as a disciplinary issue under the CCG's disciplinary procedure.

8.4 The workforce team will support both managers and individuals in ensuring this policy is followed and implemented equitably.

9 IMPLEMENTATION

9.1 This policy will be communicated to all staff via team meetings, Staff Newsletter and available on the CCG website.

9.2 Failure to comply with this policy would be considered to be a breach of the terms and conditions of employment and may result in the matter being treated as a disciplinary offence under the CCG's disciplinary procedure.

10 TRAINING AND AWARENESS

10.1 A copy of the policy is available on the CCG website. Training needs will be identified via the annual appraisal process and training needs analysis.

11 MONITORING AND AUDIT

11.1 Line managers are responsible for monitoring individual's compliance with this policy.

11.2 The implementation of this policy will be reviewed on an annual basis by the Senior Management Team and reported to the Governing Body.

12 POLICY REVIEW

- 12.1** The policy and procedure will be reviewed at least every three years by the CCG in conjunction with managers, staff and Trade Union representatives if appropriate, with changes made as required and the outcome published. Where review is necessary due to legislative change, this will happen immediately.
- 12.2** The Senior Management Team has delegated responsibility for monitoring and reviewing the policy and will report any concerns to the Governing Body.

13 REFERENCES

- Agenda for Change Terms and Conditions handbook

14 ASSOCIATED DOCUMENTATION

- Management of Attendance Policy
- Annual Leave Policy
- Career Break Policy
- Flexi-time Policy
- Learning and Development Policy
- Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy
- Equality Impact Assessment
- Sustainability Impact Assessment

15 Part 2 ELIGIBILITY AND PROCEDURE

- 15.1** This policy will be applied to all permanent and fixed term employees within the organisation (This policy does not apply to agency workers). The fair and equitable implementation of this policy will be monitored locally by the eMBED Workforce Team and will be regularly checked against legislative requirements and best practice to ensure that no person is treated less favourably on the grounds of their protected characteristic.

16 COMPASSIONATE LEAVE

- 16.1** The purpose of compassionate leave is to help an employee come to terms with the death of a dependant, relative or next of kin. It also covers time off to make arrangements for attending funerals of a dependant, relative or next of kin.
- 16.2** It is acknowledged that family situations differ and there may be circumstances when the 'next of kin' fall outside of these categories. e.g. if an employee was brought up by their grandparents. In this instance the grandparent would be the 'next of kin'.

Eligibility

- 16.3** All employees regardless of their length of service, may be granted leave
- 16.4** Each case should be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances, for example, relationship, domestic responsibilities and travel.
- 16.5** Managers may grant up to 5 days paid leave (this should be pro-rata for part time staff) to accommodate the time required for the individual to plan and arrange the funeral following the death of their dependant, relative or next of kin. Additional paid leave may be granted in extreme circumstances, this request must be approved by a Senior Officer or Director after discussion with a Workforce representative
- 16.6** In the case of a death of a relative/ close friend (who is not the 'next of kin') the employee may request 1 days' paid leave to attend the funeral. This will be agreed by the line manager depending on the circumstances.
- 16.7** Any further absence required by the individual may be requested as unpaid leave or managed in accordance with the relevant Organisational Policy (Management of Attendance Policy or Annual leave Policy)
- 16.8** The employee must make any requests for Compassionate leave to their Line Manager. If it is not feasible prior to the period of leave, this should be completed retrospectively (See Appendix 1)

17 EMERGENCY DOMESTIC LEAVE

- 17.1** All employees are entitled to take a reasonable amount of time off to deal with an emergency situation relating to a dependant.
- 17.2** The leave can be taken for example to:

- Deal with a breakdown in childcare
- To put longer term care in place for children or elderly relatives
- If a dependant falls ill or is taken into hospital
- To deal with an incident that involves their child and occurs unexpectedly while the child is at school/ other education.

17.3 It may also deal with any unforeseen domestic emergencies including:

- Flood
- Fire
- Burglary

Eligibility

17.4 All employees regardless of their length of service may be granted leave.

17.5 A Manager may grant 1 paid day (or part of a day) to deal with the domestic or dependant emergency. A further day can be agreed with the line manager depending on the circumstances. However, the total number of days will not exceed more than 3 days in any rolling 12 month period. It may also be considered by the line manager whether during the time off, the employee can work from home, or change their working hours where possible. If a longer period of time away from work is required to deal with the emergency, it may be necessary to consider Carer's leave (Section 18) which would be discussed with the Line Manager.

17.6 Employees who are not able to attend work or unable to work from home will have the option to also consider:

- Flexible working (manager may agree revised working hours to enable the employee to fulfil their contracted hours)
- Annual leave
- Unpaid leave

17.7 Once the immediate emergency has been addressed, the employee is expected to return to work. If further time off is necessary the employee should request annual leave, unpaid leave or where appropriate agree alternative working hours with their line manager.

17.8 The employee must make any request for leave directly to their Line Manager in the first instance, detailing the reasons for the request. If this is not feasible prior to the period of leave, this should be completed retrospectively. (Appendix 1)

18 CARERS LEAVE

18.1 Carers leave is provided as an alternative form of leave in addition to time off for emergencies (which is for short term/ emergencies only). As such a request for leave does not provide an automatic right to time off, however the employee's line manager will consider each case carefully.

18.2 An example of when carers leave could be considered is when an employee is required to look after someone who has a serious injury or illness, is terminally ill or has a disability

Eligibility

18.3 Employees must have a minimum of 26 weeks service with the CCG before being considered for extended carers leave.

18.4 A Manager may grant the employee up to 10 days paid leave based on a full time worker. Additional paid leave may be granted in extreme circumstances however, this request must be approved by a Senior Manager or Director after discussion with an HR representative.

18.5 A further 5 days unpaid leave based on a full time worker may be requested, (20 in exceptional circumstances, which will be decided on a case by case basis and must be approved by a Senior Officer or Director) in one leave year. If necessary additional unpaid leave may be granted, up to a combined period of 6 months in total. If additional leave is required for a longer period, the employee may wish to consider a career break. The length of the break will normally be for a minimum of 3 months up to a maximum of 5 years. (Please refer to the Section 23, Sabbatical/Career Break scheme for further information).

18.6 The employee must make the request for any leave directly to their Line Manager in the first instance, detailing the reasons for the leave. (Appendix 1)

19 DOCTOR / DENTIST/ MEDICAL APPOINTMENTS

19.1 Employees will from time to time need to attend medical, hospital, dental, optician, and other similar appointments. Wherever it is possible to do so, employees (both full time and part time) should endeavour to be flexible and arrange such appointments in their own time or if this is not possible, then at times that will cause the minimum amount of absence from work.

19.2 Where an employee has no alternative but to attend such appointments during working hours options available are flexibility in working hours, annual leave or unpaid leave. The line manager will work with the employee to come to a flexible agreement which supports the employee and the needs of the service.

19.3 When the appointments become more frequent or the employee has a disability and is required to attend regular appointments (i.e. regular physiotherapy/ attending on-going treatment) the individual should advise their Line Manager in advance of the appointments. The manager shall consider reasonable adjustments to accommodate the disability related requirements including variation of working hours, flexible working hours or using a combination of unpaid and annual leave or paid time off to attend appointments, i.e. at the start or end of the working day.

19.4 Employees must inform their Line Manager of any appointments where possible at least 1 week in advance of the appointment. The employee should also bring in their appointment card and pass to their line manager when requesting time off to attend an appointment.

- 19.5** Employees who are pregnant have a statutory right not to be unreasonably refused time off work with pay for antenatal appointments on medical advice. Paid time off in such circumstances will automatically be granted. Please refer to the CCG's Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy for further guidance.
- 19.6** Any other medical or dental appointment which the employee is requested to attend which is not directly related to their health or wellbeing should be discussed with their line manager or alternatively contact the Workforce Team for further guidance.
- 19.7** Should an employee be required to attend an appointment with a dependant, the employee is required to follow, section 19.1 and 19.2 when requesting time off.
- 19.8** Any Occupational Health appointments which an individual is requested to attend can be taken during working hours unless the employee is already absent from work. All Occupational Health appointments should be managed in accordance with the Management of Attendance Policy. If an employee feels unable to return to work after such an appointment e.g. where they have attended a counselling session, the employee may make a request for annual leave or unpaid with their line manager. Alternatively such an absence may be managed under the CCG's Management of Attendance Policy.

20 SPECIAL LEAVE FOR IN VITRO FERTILISATION (IVF) AND OTHER FERTILITY TREATMENT

- 20.1** The CCG recognises the emotional pressure of undergoing IVF treatment and wishes to support any employee during the process where possible. The CCG will allow the employee to use a reasonable number of days leave using annual leave or unpaid leave during the course of the treatment or where possible to work flexibly in line with the service needs. Any agreements will be made with and approved by the employee's Line Manager.
- 20.2** Any leave requested for appointments will be managed in accordance with section 19 of this policy (doctors/ dentist and medical appointments) up until the point of pregnancy when this will then be managed in accordance with the CCG's Maternity, Maternity Support (Paternity), Adoption and Parental leave Policy. The employee must notify their Line Manager to advise them of any on-going appointments that they will be required to take due to the treatment.

21 ADVERSE WEATHER

- 21.1** It is the duty of each employee to make their own arrangements to get to work at the normal time. However it is recognised at times that employees may experience severe difficulties in getting to and from work as a result of adverse weather and disruption to travel.
- 21.2** For the purpose of this section, 'adverse weather' can be defined as snow, ice, volcanic eruptions, fog and floods which render journeys by road as extremely hazardous. This can be both public and private transport. However employees are expected to make reasonable attempts to attend work for services to be maintained even if this means they arrive late.

- 21.3** If it is not possible for the employee to attend work at their normal base, it should be considered whether there is another base closer to home that they can work in, or work from home. This should be discussed with their direct line Manager in this instance.
- 21.4** Employees not able to attend work or unable to work from home or a separate base will have the option of:
- Flexible Working (manager may agree revised working hours to enable the employee to fulfil their contracted hours).
 - Annual leave
 - Unpaid leave

22 TIME OFF FOR STUDY

- 22.1** Employees may submit requests in relation to any type of study or training that they believe will improve their effectiveness in their organisation and the performance of the business. Please refer to the Learning and Development Policy for further information.

23 SABBATICAL/ CAREER BREAK SCHEME

- 23.1** A career break allows the employee to leave their employment on a temporary basis. It can be used for various reasons including, travel, care of an elderly relative or dependant or voluntary work. The purpose of the break is normally linked to personal development outside the usual confines of the job, allowing the employee to return to work with new ideas and enhanced skills which can benefit both the employee and the organisation.
- 23.2** Please refer to the Career Break Policy for further information, guidance and application details in relation to sabbaticals and career breaks.

24 MEMBERS OF THE RESERVE FORCES / TERRITORIAL ARMY / CADET FORCES

- 24.1** The reserve forces include the Royal Naval Reserve, Royal Marines Reserve, Territorial Army and the Royal Auxiliary Air Force.
- 24.2** The CCG recognises that many of the skills that reservists gain during their training are transferable to the workplace.
- 24.3** It is a requirement that employees advise their line manager as soon as possible of their intention to become a reservist. This requirement is to allow the department / organisation to deal with the practical implications.

Eligibility

- 24.4** These provisions apply to all employees.
- 24.5** Employees who need time off for activities as reservists are expected to use days out of their normal holiday entitlement. To avoid reservists being unable to take time off when needed, they should apply for any leave they require as soon as possible. This should be

submitted in the usual manner to the employee's line manager in accordance with the annual leave policy.

- 24.6** An additional 5 days paid leave and 5 days unpaid leave in any 12 month rolling period will be given to help the reservist meet their commitments. This includes attendance at the annual camp.
- 24.7** Reservists may be 'called up' for military operations, with notice typically given 28 days before mobilisation. Should this occur the employee should present their papers from the Ministry Of Defence to the organisation, outlining the date and possible duration of the employee's mobilisation. During this period of active service, unpaid leave will be granted. Employment will continue without pay, unless specified otherwise by the employee. Staff wishing to preserve pension rights should contact the Pension Department for clarification of their personal circumstances.
- 24.8** Reservists have the right to return to their former posts on terms and conditions no less favourable than those that would have applied if they had not been 'called up'. To exercise the right to be reinstated, the reservist must write to the organisation confirming the employee's intention to return to work within 13 weeks of a return.
- 24.9** The continuity of a reservist's employment is not broken by the period of voluntary mobilisation, if the employee is reinstated within their employment within 6 months of the demobilisation.

25 PUBLIC / CIVIC DUTIES

- 25.1** The CCG shall allow reasonable unpaid time off to staff required to be absent from work for essential civic and public duties of the kinds listed in Section 18 of the Employment Rights Act 1996 and as required by other legislation. Any agreed paid time off will be at the discretion of the line manager and agreed locally. The duties for which an employer is required to permit reasonable time off without pay are with regard to employees who are members of any one of the bodies listed in 14.2, in order to:
- Attend meetings of the body or any of its committees or sub-committees.
 - Perform duties approved by the body which need to be done in discharging its functions or those of any of its committees or sub-committees.
- 25.2** In deciding what is reasonable, the manager needs to take into account the time required to perform these duties, the amount of time off which has already been taken, and the effects of the absence on the needs of the service.
- 25.3** Public duties apply to employees who, in an unpaid role are:
- A member of a local authority
 - Justice of the Peace/Magistrate
 - A member of any statutory tribunal
 - A member of, in England and Wales, a National Health Service Trust or organisation
 - Members of, in England and Wales, the managing or governing body of an educational establishment maintained by a local education authority

- Members of the governing body of a grant-maintained school, further or higher education corporation or of a school board or board of management of a college of further education or self-governing school
- A member of, in England and Wales, the National Rivers Authority
- Members of the Broads Authority
- Members of a Board of Prison Visitors (England and Wales).

25.4 This list is not exhaustive and other roles may be determined locally.

25.5 Employees are requested to inform their line manager in writing outlining the dates, times and frequency of meetings, visits and training commitments in advance

26 ATTENDANCE AT COURT/ WITNESS IN COURT (which includes attendance at Professional Tribunal, Employment Tribunal or Fitness to Practice Hearings)

Jury service

26.1 Employees may be required to attend court for service as a juror, character witness or witness of fact.

26.2 The employee will continue to be paid while on jury service at the normal rate of pay.

26.3 In the event that an employee is called up for jury service they should provide their line manager with a copy of the court summons and any relevant documentation at the earliest opportunity in order to discuss cover for the period they will be required for Jury service. The employee will also be provided with a 'Certificate of Loss of Earnings' which will need to be completed by the employee and their line manager. Once submitted the organisation can be reimbursed for the loss of earnings incurred due to being absent.

26.4 If it is practicable for the individual to return to work at any point during the period of jury service, they should do so.

Attending as a witness

26.5 Where an employee is required to give evidence at court on behalf of the organisation, paid leave will be granted for as long as required.

26.6 Where an employee is called as a witness by another NHS organisation, paid leave will be granted. The pay will be reclaimed from the relevant organisation.

26.7 Unpaid leave will be granted for attendance at court as a witness in respect of matters arising from outside of work, i.e. personal matters. Individuals can claim for expenses occurred and loss of earning through the courts. Please refer to the Crown Prosecution Service website for further information current rates and guidance on how to claim.
www.cps.gov.uk

27 EMERGENCY SERVICES

27.1 Leave to support activities of retained Fire-fighters, Special Constables, RNLI, Search and Rescue or similar activities and services.

Eligibility

- 27.2** These provisions apply to all employees
- 27.3** Where possible, duties should be undertaken outside of the individual's normal working hours. Annual Leave may however be requested where activities impact in working time.
- 27.4** In addition, to annual leave, a provision of up to 5 days unpaid leave in any rolling 12 month period will be granted to carry out the duties required.

28 RELIGIOUS OBSERVANCE

- 28.1** When an employee seeks leave for a religious festival or cultural observance, employees will be entitled to request the following, subject to the needs of the service:
- Flexibility in arrangement of hours
 - Annual leave
 - Time off in lieu
 - Unpaid leave
- 28.2** When requesting time off/ leave for a religious observance, employees should provide as much notice as possible to their line manager.

29 EMPLOYMENT INTERVIEWS

- 29.1** To attend an internal interview within the CCG, paid leave will be granted with the Line Manager's approval and within the needs of the service.
- 29.2** Paid leave will be granted to attend interviews external to the CCG if the employee is under notice of redundancy or have been notified that they are 'at risk'.
- 29.3** For any other interviews external to the CCG unpaid leave may be requested or annual leave can be used. Any requests for annual leave should be requested to the line manager in accordance with the CCG's Annual Leave Policy.

30 APPEAL PROCESS

- 30.1** If the employee feels that an application for other leave has been unreasonably declined they should discuss the matter with the line manager of the manager who dealt with the request in the first instance, putting their case in writing within 5 days. If the manager upholds the decision s/he should respond in writing setting out the reasons for the decision within 5 days.
- 30.2** If the employee still feels aggrieved by this decision the employee should appeal through the grievance procedure.

31 APPENDICES

- Appendix 1 Other Leave Application Form