

OTHER LEAVE POLICY

November 2014

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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 and Date	Date on Intranet
1.0	Harrogate and Rural District Clinical Commissioning Group	New Policy	JTUPF and CCG SMT - 05 November 2014	17 November 2014

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1 INTRODUCTION

Harrogate and Rural District 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

This policy has been developed by the North Yorkshire and Humber Commissioning Support Unit's workforce team in partnership with employees, managers and trade unions and approved at the Joint Trade Union Partnership Forum.

3 IMPACT ANALYSES

3.1 Equality

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

In developing this policy, an Equality Impact Analysis has been undertaken and the results are attached at Appendix 4.

3.2 Sustainability

The policy has been assessed against the CCG's Sustainability themes and the results are attached at Appendix 5

3.3 Bribery Act 2010

The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery.

Under the Bribery Act 2010, 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.

Incorrect and false information disclosed in order to obtain leave will be viewed as fraud and will be referred to the CCG's local Counter Fraud Specialist, which may leave the claimant liable for disciplinary, prosecution and civil recovery proceedings.

Due consideration has been given to the Bribery Act 2010 in the development of this policy document. Consistent application and monitoring of this policy will mitigate bribery in relation to the types of leave within this policy.

4 SCOPE

This policy and procedure is applicable to all employees' on Agenda for Change terms and conditions. Please see the section detailing the procedure for further details regarding eligibility.

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

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

For the purpose of this paper, the definitions are as follows :

- 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, grandchildren 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' are employees 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 person 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.
'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.
'Long term' means 12 months or more.

6.7 TYPES OF LEAVE

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)
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	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	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	Where the employee is required to be absent for essential civic and public duties
Attendance at court / witness	May be required to attend court for service as a juror, character witness or witness of fact
Emergency Services	Leave to support activities of retained Fire Fighters, Special constables, RNLI, Search and Rescue and similar activities

Religious observance	When an employee seeks leave for a religious festival or cultural observance
Employment interviews	To attend an internal / external interview

7 ROLES / RESPONSIBILITIES / DUTIES

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.

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.

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.

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

8 IMPLEMENTATION

All employees will receive notification that the policy has been approved and will receive confirmation of where the policy is located.

This policy should be incorporated as part of the employee induction process for all new employees joining the CCG.

9 TRAINING AND AWARENESS

Training and support will be available to all line managers in the implementation and application of this policy.

10 MONITORING AND AUDIT

The implementation of this policy will be audited on an annual basis by the Workforce team and reported to the CCG senior leadership team.

11 POLICY REVIEW

This policy will be reviewed every three years by the Workforce team in conjunction with operational managers and trade union representatives. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance. Where review is necessary due to legislative change, this will happen immediately.

12 REFERENCES

Agenda for Change Terms and Conditions handbook.

13 ASSOCIATED DOCUMENTATION

Absence Policy
Annual Leave Policy
Career Break Policy
Further Education and CPD Policy
Maternity Policy

PROCEDURE

ELIGIBILITY AND PROCEDURE

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 CSU 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.

1 COMPASSIONATE LEAVE

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.

It is acknowledged that family situations differ and there may be circumstances when the 'next of kin' fall outside of the definition above. e.g. if an employee was brought up by their grandparents. In this instance the grandparent would be the 'next of kin'.

1.1 ELIGIBILITY

All employees regardless of their length of service, may be granted leave

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.

- 1.2 Managers may grant up to five 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
- 1.3 In the case of a death of a relative / close friend (who is not a dependant or next of kin as described above) the employee may request one days' paid leave to attend the funeral. This will be agreed by the line manager depending on the circumstances.
- 1.4 Any further absence required by the individual may be requested as unpaid leave or managed in accordance with the relevant Organisational Policy (Absence Management Policy or Annual leave Policy).
- 1.5 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).

2. EMERGENCY DOMESTIC LEAVE

All employees are entitled to take a reasonable amount of time off to deal with an emergency situation relating to a dependant.

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.

It may also deal with any unforeseen domestic emergencies including:

- Flood
- Fire
- Burglary

2.1 ELIGIBILITY

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

- 2.2 A Manager may grant one 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. The total number of days will not, however, exceed more than three 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 6) which would be discussed with the Line Manager.

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

2.3 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.

2.4 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)

3. CARERS LEAVE

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.

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

3.1 ELIGIBILITY

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

3.2 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 Officer or Director after discussion with an HR representative.

A further five 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 six 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 five years. (Please refer to the Section 12, Sabbatical / Career Break scheme for further information).

3.3 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).

4. PARENTAL LEAVE

Parental leave is where working parents can request a period of unpaid leave during the first 14 years of a child's life. (18 in cases of adoption or disabled children).

4.1 ELIGIBILITY

4.2 To qualify for parental leave the employee must have completed 26 weeks continuous service.

4.3 Employees are entitled to 18 weeks' of unpaid parental leave (based on their contracted working week) in respect of any individual child. In the case of multiple births or the adoption of more than one child as part of the same placement, the employee has the right to take parental leave in respect of each child, therefore in the event of twins being born, the employee would be entitled to take a total of 36 weeks' parental leave during the first 14 years of their child's life. This also covers an employee if they are a legal guardian who has parental responsibility for a child (i.e. foster child / temporary custody).

4.4 The maximum amount of parental leave that may be taken in any one year in respect of a child is four weeks. It should not be taken in blocks of less than one week, except where the child is disabled, in which case it may be taken one day at a time.

4.5 The leave can be taken at any time after the child is born up until the child's 14th birthday (18 in cases of adoption or disabled children) and it may be taken immediately after maternity / maternity support (paternity) / adoption leave with your line manager's agreement. The employee must give the organisation 21 days' notice of the date of which they intend to commence their parental leave, along with the duration of leave required.

4.6 The employee will remain employed whilst on parental leave and the break will count as continuous service. The employee will be entitled to return to the same job.

4.7 To request for Parental Leave, the employee should complete (Appendix 2) and return to their line manager.

5. DOCTOR / DENTIST/ MEDICAL APPOINTMENTS

5.1 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

5.2 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,

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.

Employees must inform their Line Manager of any appointments where possible at least one 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.

- 5.3 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 organisations Maternity Policy for further guidance.
- 5.4 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.
- 5.5 Should an employee be required to attend an appointment with a dependant, the employee is required to follow, section 8.1 and 8.2 when requesting time off.
- 5.6 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 Absence Management 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 Absence Management Policy.

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

- 6.1 The Organisation recognises the emotional pressure of undergoing IVF treatment and wishes to support any employee during the process where possible. The Organisation 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.
- 6.2 Any leave requested for appointments will be managed in accordance with section 5 of this policy (doctors/ dentist and medical appointments) up until the point of pregnancy when this will then be managed in accordance with the Organisation's Maternity 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.

7. ADVERSE WEATHER

It is the duty of each employee to make their own arrangements to get to work at the normal time. It is, however, recognised that at times employees may experience severe difficulties in getting to and from work as a result of adverse weather and disruption to travel.

- 7.1 For the purpose of this section, the definition of 'adverse weather' can be found in part 1, section 6 above. Employees are, however, expected to make reasonable attempts to attend work for services to be maintained even if this means they arrive late.
- 7.2 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.

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

8. TIME OFF FOR STUDY

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 Policy for Further Education and Continual Professional Development for further information.

9 SABBATICAL / CAREER BREAK SCHEME

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.

Please refer to the HaRD Career Break Policy for further information, guidance and application details in relation to sabbaticals and career breaks.

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

The reserve forces include the Royal Naval Reserve, Royal Marines Reserve, Territorial Army and the Royal Auxiliary Air Force.

The Organisation recognises that many of the skills that reservists gain during their training are transferable to the workplace.

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.

10.1 ELIGIBILITY

These provisions apply to employees as specified in Part 1, Section 4 – “Scope”

- 10.2 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.
- 10.3 An additional five days paid leave and five 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.
- 10.4 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, for example if the employee requests annual leave, the time taken as annual leave will be paid. Staff wishing to preserve pension rights should contact the Pension Department for clarification of their personal circumstances.
- 10.5 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 their intention to return to work within 13 weeks of a return.
- 10.6 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.

11. PUBLIC / CIVIC DUTIES

The Organisation 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 11.2, 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.
- 11.1 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.

- 11.2 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)

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

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

12. ATTENDANCE AT COURT / WITNESS IN COURT (which includes attendance at Professional Tribunal, Employment Tribunal or Fitness to Practice Hearing's)

12.1 Jury service

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

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

- 12.4 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.

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

12.6 Attending as a witness

- 12.7 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.

- 12.8 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.

- 12.9 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.

13. EMERGENCY SERVICES

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

13.1 Eligibility

These provisions apply to employees as specified in Part 1 section 4 – “Scope”

- 13.2 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.
- 13.3 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.

14. RELIGIOUS OBSERVANCE

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

- 14.1 When requesting time off/ leave for a religious observance, employees should provide as much notice as possible to their Line Manager.

15. EMPLOYMENT INTERVIEWS

- 15.1 To attend an internal interview within the organisation, paid leave will be granted with the Line Manager’s approval and within the needs of the service.
- 15.2 Paid leave will be granted to attend interviews external to the organisation if the employee is under notice of redundancy or have been notified that they are ‘at risk’.
- 15.3 For any other interviews external to the organisation 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 organisation’s Annual Leave Policy.

16. APPEAL PROCESS

- 16.1 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 working days. If the manager upholds the decision s/he should respond in writing setting out the reasons for the decision within 5 working days.
- 16.2 If the employee still feels aggrieved by this decision the employee should appeal through the grievance procedure.

Appendix 1

Other Leave Application Form

Please refer to the Other Leave Policy for details of eligibility, entitlement, application process and requirements for supporting documentation.

Employee Name: _____

Job Title: _____

Assignment Number: _____

Type of Leave requested:

Reason for request:

Number of days / hours leave requested:

Paid _____ Unpaid _____

Employees Signature: _____ Date: _____

To be completed by Line Manager

Manager's Comments:

Manager's Name: _____

Job Title: _____

Signature: _____ Date _____

cc. Employee Personnel File
CSU Workforce Team

One copy to be provided to applicant

Appendix 2

Parental Leave Application Form

The form should be completed by the employee at least 21 days before the leave is to be taken. The completed form should be submitted to the line manager along with a copy of the birth certificate or MAT B1 form.

Employee Details

Employee Name: _____

Job Title: _____

Assignment Number: _____

Department: _____

Start Date with Organisation: _____

Request Details

Name of Child: _____

DOB of Child: _____

Note: A separate form **MUST** be completed for each child

Declaration

I declare that I have parental responsibility for _____ (name of child)

I have received _____ day's parental leave in respect of this child in the last years whilst working in _____ (department or previous employer(s), if appropriate)

Record of Parental Leave

Date Request made	Parental Leave Requested From - To	No of Weeks Approved	Total Leave Remaining	Signature of Manager	of Line

Note: Leave should not be taken in blocks of less than one week, except where the child is disabled

Appendix 3

1. Equality Impact Analysis											
Policy / Project / Function:	Other Leave Policy										
Date of Analysis:	23 July 2014										
This Equality Impact Analysis was completed by: (Name and Department)	CSU Workforce Department										
What are the aims and intended effects of this policy, project or function?	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.										
Please list any other policies that are related to or referred to as part of this analysis?	Absence Policy Annual Leave Policy Career Break Policy Further Education and CPD Policy Maternity Policy										
Who does the policy, project or function affect? Please Tick ✓	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Volunteers / independent consultants and agency workers</td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>	Volunteers / independent consultants and agency workers	
Employees	<input checked="" type="checkbox"/>										
Service Users	<input type="checkbox"/>										
Members of the Public	<input type="checkbox"/>										
Other (List Below)	<input type="checkbox"/>										
Volunteers / independent consultants and agency workers											

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race		✓		✓	Considered – neutral impact.
Age		✓		✓	Considered – neutral impact
Sexual Orientation		✓		✓	Considered – neutral impact
Disabled People	✓			✓	An employment break may be offered to support an employee suffering a long term health condition classed as a disability or with adjusting to a new disability – positive impact Other leave arrangements considered – neutral impact.
Gender	✓			✓	Employment break – positive impact – see assessment test Other leave arrangements considered – neutral impact. Specifically it should be noted that whilst proportionately more women many women are carers, the purpose of urgent leave is to deal with urgent issues and could impact equally on men or women
Transgender People	✓			✓	An employment break may support an employee undergoing gender reassignment - positive impact Other leave arrangements considered – neutral impact.
Pregnancy and Maternity	✓			✓	Employees who wish to extend their leave beyond maternity leave could use the employment break policy – positive impact

					Other leave arrangements considered – neutral impact.
Marital Status		✓		✓	Considered – neutral impact
Religion and Belief	✓			✓	<ul style="list-style-type: none"> • A career break could be used to facilitate an employee undergoing a religious rite of passage or taking an extended faith related journey • PARA 14 Religious Observance: Flexibility in arrangement of hours should support staff to follow their religion/belief • Other leave arrangements considered – neutral impact.
Reasoning	This policy applies to all staff equally regardless of any protected characteristics. The application of the policy can be monitored through data collection and analysis if concerns are raised				
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7					

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected (population figures)	
General	Total number of employees in the CCG is 22
Age	72.73% are aged 30-55 29.27% of staff are over 55 No employees are under 30
Race	90.9% staff employed in the CCG are White 4.55% staff are Black 4.55% of staff have are not stated/undefined their ethnicity
Sex	54.55% staff employed are male 45.45% staff employed are female
Gender reassignment	No information at this stage
Disability	86.36% of staff employed declared themselves as having no disability 13.64% did not declare /undefined No staff have declared a disability
Sexual Orientation	77.27% of staff described themselves as heterosexual 22.73% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (40.91%) 27.27% declared themselves Atheist 27.27% were undefined or did not wish to declare 4.55% of staff have other beliefs/religious beliefs
Marriage and civil partnership	81.81% of employees are married. No employees are in a civil partnership. The remainder (18.19%) are single/divorced/legally separated or widowed
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

4. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes <input type="checkbox"/> ✓ employee data and national statistics</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place both nationally and locally with Trade Unions and staff</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This Policy does promote equality and diversity since it sets out leave arrangements that will benefit all staff and additionally some groups with protected characteristics</p>

5. Equality Impact Analysis : Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010 ?

Protected Characteristic	No impact	Positive Impact	Negative Impact	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> exists.
Gender (men and women)		✓		<p>It is generally the case that proportionately women are more likely to access the employment break for childcare purposes; it is, however, open to all. In addition, other long term caring responsibilities are often more likely to lie with females. Evidence includes :</p> <ul style="list-style-type: none"> • Just over half (58%) of the 5.41 million people providing some level of unpaid care in England are female and 42% are male. Female carers are representative of 11.9% of the total female population of England and Wales, and male carers are representative of 9% of the male population. Source ONS 2011 Census. • ‘Throughout their lives, women are much more likely than men to take on unpaid care responsibilities both for children and for older people’. Source Equality and Human Rights Commission – How fair is Britain ? <p>Almost 55% of the staff employed in the CCG are female. There is a likely positive impact on women.</p> <p>Other leave arrangements considered – neutral impact. It should be specifically noted that whilst proportionately more women are carers, the purpose of urgent leave is to deal with urgent issues and could impact equally on men or women.</p>
Race (all racial groups)	✓			Considered – neutral impact.
Disability (mental and physical)		✓		<p>An employment break may be offered to support an employee suffering a long term health condition classed as a disability or with adjusting to a new disability.</p> <p>Other leave arrangements considered – neutral impact.</p>
Religion or belief		✓		<p>A career break could be used to facilitate an employee undergoing a religious rite of passage or taking an extended faith related journey – positive impact.</p> <p>PARA 144 Religious Observance : flexibility in arrangement of hours should support staff to follow their religion / belief – positive impact.</p> <p>Other leave arrangements considered – neutral impact.</p>

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010 ?				
Protected Characteristic	No impact	Positive Impact	Negative Impact	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason exists</i> .
Sexual orientation (heterosexual, homosexual and bisexual)	✓			Considered – neutral impact.
Pregnancy and maternity		✓		Employees who wish to extend their leave beyond maternity leave could use the employment break policy – positive impact. Other leave arrangements considered – neutral impact.
Transgender		✓		An employment break may support an employee undergoing gender reassignment – positive impact. Other leave arrangements considered – neutral impact.
Marital status	✓			Considered – neutral impact.
Age	✓			Considered – neutral impact.

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

7. Equality Impact Analysis Findings

Analysis rating :	Red	Red / Amber	Amber	Green ✓
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Brief Summary/Further comments	
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Approved By		
Job Title:	Name:	Date:

Appendix 4

Sustainability Impact Assessment

Staff preparing a policy, Governing Body (or Sub-Committee) report service development or project are required to complete a Sustainability Impact Assessment (SIA). The purpose of this SIA is to record any positive or negative impacts that this is likely to have on sustainability.

Title of the document :	Other Leave Policy
What is the main purpose of the document	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.
Date completed	16 July 2014
Completed by	Nicola Cundall

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = n/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Travel	Will it provide / improve / promote alternatives to car based transport? Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)? Will it reduce 'care miles' (telecare, care closer) to home? Will it promote active travel (cycling, walking)? Will it improve access to opportunities and facilities for all groups?	n/a n/a n/a n/a n/a		

Procurement	Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?	0		
	Will it stimulate innovation among providers of services related to the delivery of the organisations' social, economic and environmental objectives?	0		
	Will it promote ethical purchasing of goods or services?	0		
	Will it promote greater efficiency of resource use?	0		
	Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?	0		
	Will it support local or regional supply chains?	0		
	Will it promote access to local services (care closer to home)?	0		
	Will it make current activities more efficient or alter service delivery models	0		
Facilities Management	Will it reduce the amount of waste produced or increase the amount of waste recycled?	n/a		
	Will it reduce water consumption?	n/a		
Workforce	Will it provide employment opportunities for local people?	0		
	Will it promote or support equal employment opportunities?	1		
	Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?	1		
	Will it offer employment opportunities to disadvantaged groups?	0		
Community Engagement	Will it promote health and sustainable development?	0		
	Have you sought the views of our communities in relation to the impact on sustainable development for this activity?	0		

Buildings	Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	n/a		
	Will it increase safety and security in new buildings and developments?	n/a		
	Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)?	n/a		
	Will it provide sympathetic and appropriate landscaping around new development?	n/a		
	Will it improve access to the built environment?	n/a		
Adaptation to Climate Change	Will it support the plan for the likely effects of climate change (e.g. identifying vulnerable groups; contingency planning for flood, heat wave and other weather extremes)?	n/a		
Models of Care	Will it minimising 'care miles' making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people's homes?	n/a		
	Will it promote prevention and self-management?	n/a		
	Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?	n/a		
	Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?	n/a		