Time off for Special Circumstances

HR29

Additionally refer to:

- HR 1 Equality and Diversity
- HR16 Grievances and Disputes
- HR24 Maternity Leave Policy
- HR26 Paternity Leave
- HR27 Parental Leave
- HR28 Flexible Working
- HR30 Annual Leave & Public Holidays
- HR31 Managing Sickness Absence
- HR36 Disciplinary Procedure
- HR37 Employment Breaks
- HR41 Travelling Difficulties
- HR38 Management of Organisational Change
- HR59 Development and Training Support
**Version Control Sheet**

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<tr>
<td>Version</td>
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<td>Key Words</td>
<td>Special leave for Carer, Bereavement, Personal and Domestic Reasons, Public Duties, Territorial Army/Reserve Forces</td>
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<td>Dissemination</td>
<td>HR pages on intranet; Staff Quarterly; Team Brief;</td>
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**Version history**

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<td>Amendments to sections 3.8, 5.6, 5.7, 12.1, 13 Section 1, 4,15,16,17,18,19,20 and Appendix C are new additions to the policy</td>
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|   | Policy Statement | Introduction | Scope | Responsibilities | General Principles | Special leave for carer, bereavement, personal and domestic reasons | Range of leave provision for carer, bereavement, personal and domestic reasons, medical appointments fertility treatment and time off for interviews | Approval of Special Leave for carer, bereavement, personal and domestic reasons | Special Leave for Public Duties | Range of Leave provision for Public Duties | Approval of Special Leave for Public Duties | Special Leave for Territorial Army/Reserve Forces | Range of leave provision for Territorial Army/Reserve Forces | Approval of leave for Territorial Army/Reserve Forces | Approval of Leave for Police Special Constables | Training requirements | Review process | Equality Impact Assessment (EQIA) | Process for monitoring compliance | References | Summary of Special Leave which may be granted | Special Leave Record Form | Application for Fertility Treatment Leave |
1. **Policy Statement**

This policy outlines the processes in place for staff who wish to request special leave and guidance for managers who might be requested to authorise special leave. It outlines the steps to follow and provides guidance for managers and staff.

2. **Introduction**

2.1 The Trust’s Policy for Time Off for Special Circumstances applies to all staff employed by the Trust and covers the following:

- Special Leave for Carer, Bereavement, Personal, Domestic Reasons, Fertility Treatment and Time off for Interviews
- Special Leave for Public Duties
- Special Leave for Territorial Army/Reserve Forces
- Special Leave for Special Constables

2.2 In all cases Special Leave is granted at the discretion of the manager, subject to the needs of the service and the individual's circumstances, but will not be unreasonably refused. The manager's authority should be granted prior to leave being taken and all appropriate documentation should be completed accordingly. However, the Trust recognises that in some circumstances this may not be possible and discussion regarding the type of leave granted will need to occur on return to work.

2.3 It should be noted that there is no “entitlement” to special leave and therefore individuals do not have a right to take any number of days Special Leave in a year whether paid or unpaid. Rather, employees may require time away from work to deal with urgent and unforeseen domestic or other out-of-work commitments and this policy sets out standards detailing how managers should deal with requests for such leave and how individuals may expect to be treated when requests are made.

3. **Scope**

3.1 This policy applies to all staff including staff working through the Temporary Staffing Department and those employed on fixed term contracts.

3.2 The policy does not apply to individuals employed by agencies or other contractors. Issues relating to requirements for time off to deal with domestic or out-of-work commitments for these individuals should be referred to the appropriate employer.

4. **Responsibilities**

4.1 **Trust Board**

To oversee the policy and ensure that managers take appropriate action to review Special Leave requests fairly and in-line with this policy.

4.1.2 **Managers**

In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions of the Trust’s Equality and Diversity HR30 Policy. Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, by staff whose literacy or use of English is weak or for persons with little experience of working life. Support and guidance may be sought from Human Resources.
4.1.3 Employees

All staff are responsible for requesting special leave in line with this policy. If there are any concerns support and guidance should be sought from Line Managers in the first instance then through Human Resources.

4.1.4 Human Resources

The Human Resources function is responsible for providing support and guidance to staff and managers on the implementation and application of this policy.

5. General Principles

5.1 When special leave is requested by an employee, consideration must be given to whether or not it is appropriate to use other types of leave, including accrued Time Off In Lieu, flexi-time, annual leave or unpaid leave. Each section of the policy carries guidelines on the amount of Special Leave that may be appropriate. These are not intended to be prescriptive and will not automatically be granted. They may be supplemented by other types of leave as appropriate. The amount of time off work indicated for all leave categories is based on an individual’s contracted working week. Appendix A contains a summary of Special Leave which may be granted.

5.2 Where paid leave is granted, the employee will be paid at full basic rate for the number of hours lost, excluding any unsociable hours payments and other variable payments.

5.3 In considering requests, account will be taken of how much Special Leave has been taken by the employee within the previous rolling 12 month period.

5.4 Further advice on the interpretation and application of this policy may be obtained from the Human Resources Department.

5.5 Any abuse of this policy may result in absence being treated as unauthorised and therefore unpaid. Furthermore, disciplinary action may be taken in accordance with the Trust’s Disciplinary Procedure (HR36).

5.6 Managers must respect the confidentiality of the employee and not disclose any personal information to a third party, except where advice is being sought from their line manager, the HR department or the Occupational Health Department.

5.7 Where an employee believes that their request has been unreasonably refused or that this policy has not been fairly applied, s/he will have the right to appeal to their line manager’s manager. To appeal, the employee must write to their line manager’s manager within 14 days, clearly setting out the reasons they consider the decision to be unfair. If, following this, the individual still feels that their request has been unreasonably refused or that the policy has not been fairly applied, s/he may raise a grievance using the Trust’s Grievances and Disputes Procedure (HR16).

6. Special Leave for Carer, Bereavement, Personal and Domestic Reasons, Time off for Interview and Fertility Treatment

6.1 Introduction

6.1.1 This section provides managers and staff with guidance to assist in balancing the responsibilities of work with domestic and family responsibilities making provisions for staff to deal with urgent and unforeseen problems. It is not intended to deal with commitments that can be planned or long term domestic and family needs. In these circumstances, and in circumstances where a situation becomes long term or causes frequent or continuing problems, it may be appropriate to consider provisions available under the Flexible Working Policy (HR 28) or the Employment Break Policy (HR 37).
6.1.2 Due to the circumstances of urgent and unforeseen need, it is not appropriate to prescribe the extent to which managers can exercise discretion. However, it is essential that managers are seen to be fair and consistent in applying the policy.

6.1.3 Staff requesting leave are expected to make every effort to make alternative arrangements and should involve their spouse and/or other family members or friends where possible.

6.1.4 It is the responsibility of the employee to maintain contact during any period of Special Leave. Failure to maintain contact, as appropriate, may result in the employee’s paid leave provision being withdrawn. The absence may then be treated as unauthorised and disciplinary action may be taken in accordance with the Trust’s Disciplinary Procedure (HR36).

6.1.5 Whilst this section provides for various types of leave, unless there are exceptional circumstances, it is anticipated that the amount of leave granted in any rolling 12 month period will not exceed the individual’s contracted working week.

7. Range of provision for Carer Leave, Bereavement Leave, Personal Leave, Domestic Leave, Time off for Interview and Fertility Treatment

7.1 Carer Leave

7.1.1 This leave is to provide a compassionate response to the immediate needs of a member of staff with primary care responsibilities for a dependant.

7.1.2 A dependant would normally be classified as a person living in the same household as the employee, someone who lives as part of the ‘family unit’ AND/OR who reasonably relies upon the employee as their carer. The carer will be expected to share responsibility with their spouse and/or other family members as far as possible AND/OR demonstrate that there is no other individual available at that time to provide the care required.

7.1.3 Paid carer leave is intended to deal with immediate needs and should not normally exceed one day per episode. Where it is anticipated that the dependant is likely to need care for longer than one day, the individual should seek to make alternative arrangements wherever possible. Managers have discretion to agree leave up to the equivalent of the individual’s contracted working week in a year on a single day basis. Any extension to this will be subject to consultation with the Centre Manager/Head of Service.

7.2 Bereavement Leave

7.2.1 This leave enables a member of staff to deal with bereavement. The following factors should be taken into account when determining time and pay arrangements: -

- Closeness of employee’s relationship with the deceased in real terms, not merely by reference to blood ties.
- Whether the employee is appointed executor/executrix or is responsible for making funeral arrangements.
- The availability of other relatives or friends, particularly those more able to assist in the necessary arrangements.
- The distance the employee needs to travel to make arrangements and/or attend a funeral.

7.2.2 Paid bereavement leave can range from half a day to 3 days (per bereavement) at manager’s discretion. In exceptional cases, the period of paid leave may be extended up to the equivalent of the individual’s contracted working week at the manager’s discretion, subject to the needs of the service and the employee’s circumstances. Any extension to this (whether paid or unpaid) will be subject to consultation with the Centre Manager/Head of Service.

7.3 Personal Leave

7.3.1 This enables a member of staff to deal with urgent problems arising from a breakdown in personal relationships. Paid leave granted is not expected to exceed 1 shift (per episode),
after which provisions to take other types of leave as outlined in section 5.1 may be agreed with the manager.

7.3.2 Personal leave is not intended for use to enable an employee to take time off work for routine or regular solicitor's appointments or to attend court in relation to the breakdown; under these circumstances employees should utilise other types of leave as outlined in section 5.1.

7.4 Domestic Leave

7.4.1 Managers should grant domestic leave to deal with exceptional situations such as house burglary or the need to arrange urgent house repairs following unpredictable events e.g. fire, flood, etc. Paid leave should not exceed 1 shift (per episode), after which other types of leave as outlined in section 5.1 may be agreed with the manager.

7.5 Approval of Special Leave for Carer Leave, Bereavement Leave, Personal Leave and Domestic Leave

7.5.1 Where an immediate crisis occurs and an employee is unable to attend for duty as expected they must inform their Manager/Supervisor in accordance with procedures set out in their own department for reporting absence.

7.5.2 Staff must discuss their request for Special Leave with their line manager in advance wherever possible. Where the manager is not available, authority should be sought from the line manager's manager.

7.5.3 All Special Leave requires prior authorisation from the line manager. However, in exceptional circumstances, where it is not possible to discuss the type of leave to be agreed, an individual may elect to take leave and to discuss the nature of it (i.e. whether paid or unpaid special leave, annual leave, unpaid leave, flexi-time or time off in lieu is appropriate) as soon as is reasonably possible.

7.5.4 A Special Leave Record Form (Appendix B) must be completed and signed by the employee and the manager for all instances of leave.

7.6 Medical or Dental Appointments

7.6.1 Line Managers should grant paid leave of absence for the required period of time for medical or dental appointments. Staff must endeavour to arrange their appointments for outside of normal working hours. It is accepted that such appointments are not always available therefore appointments should be arranged to cause minimal inconvenience to the service.

7.6.2 All time off must be agreed with the line manager in advance at the earliest opportunity.

7.7 Time off for interviews

7.7.1 Employees, who attend an internal interview for a vacancy within the Trust, will be entitled to receive reasonable paid time off for attending an interview which falls within working hours.

7.7.2 Employees who attend an external interview will be required to take annual leave, unpaid leave or use time off in lieu. In cases of potential redundancy or formal 'at risk' situations paid time off will be authorised to attend external or internal interviews and may be authorised to arrange internal or external training for a new job. In these circumstances please refer to policy HR38 Management of Organisational Change.

7.7.3 All time off must be agreed with the line manager in advance at the earliest opportunity.

7.8 Fertility Treatment

7.8.1 This section provides guidance for both managers and staff and applies to employees who are undertaking Assisted Conception treatment or have a partner who is receiving treatment. It
outlines the procedure to be followed when a member of staff requests leave to attend appointments for treatment and how to apply for fertility treatment leave. At all times managers will be expected to treat the matter with sensitivity and with the appropriate level of confidentiality.

7.8.2 Employees who are undertaking assisted conception treatment are asked, wherever possible, to arrange appointments outside of work, however where this is not possible, an employee may be granted paid leave up to the equivalent of an individual’s contracted working week in any 12 month period to undertake fertility treatment. The fertility treatment leave can be taken in one block or separate days or ½ days. If an employee should require any additional time off, employees should utilise other types of leave as outlined in section 5.1 in agreement with their line manager.

7.8.3 If it is an essential requirement within the course of treatment for the partner to attend a specific appointment, the Trust will allow up to 2 (pro rata for part time staff) days of fertility treatment leave in any 12 month period to undertake fertility treatment. This leave can be taken in one block, separate days or part days. Where partners are not receiving treatment but would like to attend appointments with their partner they will be expected to utilise other types of leave as outlined in section 5.1.

7.8.4 Should the employee require time off due to side effects of the treatment, which may include recommended periods of rest, this will be managed in line with the Trust’s sickness absence policy HR31. Last minute other leave as outlined in section 5.1 may be granted when appropriate and once the employee is pregnant the HR24 Maternity Leave Policy applies.

7.8.5 Employees should advise their manager as soon as possible that they are undergoing treatment and wish to apply for fertility treatment leave. Employees should provide documentary evidence of all appointments (letter or appointment card). Employees should complete the Fertility Treatment Leave Form (Appendix C) and should meet with their manager to inform them of the appointment schedule and acquire authorisation. One copy of the completed form is to be returned to the individual and a copy retained in the individual’s Personal File.

7.8.6 Where ever possible employees should try and arrange for appointments that will cause minimum amount of inconvenience to the service.

7.8.7 Where unpaid Fertility Leave is granted, Pay Services must be notified immediately.

8 Leave for Public Duties

8.1 Introduction

8.2 Employees may be required to be absent from duty in order to carry out civic and public duties. This section makes provision for such leave to be taken. Employees should discuss their proposals to take up public duties with their manager before making such commitments in order to establish the likely time required for the employee to fulfil them and to identify appropriate methods of accommodating requests for special leave in these circumstances.

8.3 Employees must seek authorisation to take leave for any forthcoming commitments as far in advance as possible and in any case at least 1 week before the event. If adequate notice is not given, this may result in leave not being granted. The employee must also provide proof of attendance.

9 Range of Leave provisions for Public Duties

9.1 Attendance at Court as a Witness

9.1.1 Employees who attend court as a witness, on a subpoena, witness summons or otherwise as a legal obligation, will be granted Special Leave with full basic pay. Any witness fee received
9.1.2 For medical and dental staff required to attend court as an expert witness, provisions detailed in the Terms and Conditions of Service for Medical and Dental Staff apply.

9.1.3 Where the court or tribunal appearance is made on behalf of the Trust, it is treated as part of normal duties.

9.2 Leave for Jury Service

9.2.1 Employees who are called for jury service will be granted Special Leave with pay less any attendance allowance paid for the entire period of jury service. An employee should not suffer loss of normal earnings when required to attend jury service. However, employees are expected to claim all of their legal entitlement; this figure is then made up to normal earnings by the Trust.

9.3 Procedures Specific to Leave for Jury Service and compulsory attendance as a witness at a court or tribunal

9.3.1 The employee must notify their manager immediately when they receive the jury summons. The manager should sign the Juror’s Allowance Leaflet (form 5223, obtained from the court) to certify full loss of earnings and forward a copy to Pay Services.

9.3.2 The employee must claim from the court authorities for travelling, subsistence and full loss of earnings for the day(s) in question.

9.3.3 The court authorities will provide a statement giving details of payments made against the claim and the manager should send a copy of this to Pay Services.

9.3.4 If the claim for loss of earnings is disallowed either totally or partially, the individual will be granted pay from the Trust up to the level of full earnings. This will not be done if the employee fails to claim for loss of earnings from the court authorities. Time limits for claims may apply and employees should refer to the Juror’s Allowance Leaflet for further details.

9.4 Leave for Local Government Activities

9.4.1 As the bodies constituted under the National Health Service and Health Services Acts are not directly related to local government there is no objection, as a general rule, to Trust employees contesting local elections or taking part in local government activities, provided that, in the discharge of any local government functions that impinge on the services for which the Trust is responsible, employees have due regard to any potential conflict of interest that may arise.

9.4.2 Employees should seek the consent of the Trust before standing for election. Consent will not normally be withheld.

9.4.3 Employees may, at the discretion of the Trust and subject to the needs of the service, be granted up to 5 days paid leave per annum for the purpose of attending local government meetings and carrying out their duties as a local government member.

9.4.4 An employee who is appointed Mayor may, at the discretion of the Trust and subject to the needs of the service, be granted paid leave up to the equivalent of the individual’s contracted working week per annum. This leave is not available to the partner/consort of Mayors.

9.4.5 Special Leave for Local Government activities may be taken in days or half days as required.

9.5 Leave to carry out duties as a Justice of the Peace, a member of a statutory tribunal panel or a member of a Board of Prison Visitors
9.5.1 Paid leave may be granted equal to a maximum of two of the employee’s full working weeks per annum at the discretion of the Trust and subject to the needs of the service. Leave may be taken in days or half-days as required.

9.6 Leave to participate in Health Authority Meetings, NHS Staff Council meetings and Governing Bodies of Educational Establishments.

9.6.1 Paid leave may be granted up to the equivalent of the individual’s contracted working week per annum at the discretion of the Trust and subject to the needs of the service. Leave may be taken in days or half-days as required.

9.6.2 Where employees attend these meetings as part of their normal employment duties, this is not subject to the provisions of Special Leave.

9.7 Approval of Special Leave for Public Duties

A Special Leave Record Form (Appendix B) must be completed and signed by the employee and the manager for all instances of leave. Leave approval must be obtained at least one week before the leave is to be taken and notice should normally be given equivalent to double the length of the leave requested as a minimum.

10 Special Leave for Territorial Army/Reserve Forces

Introduction

10.1.1 Staff must discuss any proposal to join the Territorial Army or Reserve Forces with their line manager in advance of making any decision in order to establish the likely time commitment required for the employee to undertake Territorial Army/Reserve Forces duties and to identify appropriate methods of accommodating requests.

10.1.2 Where Trust employees are ‘called up’ on active service this will be unpaid leave. Employment will continue without pay, unless specified otherwise by the employee. Staff wishing to preserve pension rights should contact the Pensions Officer for clarification.

11 Range of Leave Provision for Territorial Army/Reserved Forces

Annual Camp

11.1.1 This generally occurs once a year for up to 2 weeks. Employees who attend annual camp may be granted the following leave in any rolling 12 month period.

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<th>First week of camp</th>
<th>The employee can choose to take either paid time off equivalent of the individual’s contracted working week Special Leave and to pay any remuneration received from the TA/Reserve Forces to the Trust, or to take unpaid leave or annual leave and to retain remuneration received from the TA/Reserve Forces.</th>
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<tr>
<td>Second week of camp</td>
<td>The employee can choose to take either annual leave or Special Leave without pay.</td>
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11.1.2 Any additional leave agreed at the discretion of the manager will be unpaid.

11.2 Royal Navy Reserves

11.2.1 Payment for leave for these purposes is as for 13.1.1 above. Members of the Royal Navy Reserves may be required to undertake more than 2 weeks continuous training in one year. Special Leave in excess of 2 weeks in one year may be granted, if the total leave taken does not exceed 2 weeks per year when averaged over the years used to govern the training. Paid...
leave with be authorised up to the equivalent of the individuals contracted working week, following this the employee can choose to take either annual leave or special leave without pay.

11.3 Other Duties

11.3.1 Employees who are required to undergo short periods of training (normally on Saturdays and Sundays) additional to annual camp should arrange to attend either in off duty time or use annual leave.

12 Approval of leave for Territorial Army/Reserve Forces/RAF Reserve Forces

12.1 A Special Leave Record Form (Appendix B) must be completed and signed by the employee and the manager for all instances of leave. Leave approval must be obtained at least one week before the leave is to be taken and notice should normally be given equivalent to double the length of the leave requested as a minimum.

13 Approval of leave for Police Special Constables

13.1 Staff must discuss any proposal to become a Special Constable with their Line Manager in advance of being sworn in. The relationship between patient and health practitioner could be inhibited by the practitioner holding the office of constable in terms of information given or received within this relationship, therefore in these circumstances the Trust may refuse an application to become a Special Constable. This may be a particular concern in a small community with little choice of medical services. If an employee is a Special Constable prior to appointment with the Trust, this information must be provided on appointment.

13.2 If a Special Constable is required to attend court in line with their Special Constable duties, this leave will be unpaid, where ever possible employees must give reasonable notice. Any earnings lost due to this may be recoverable through the force.

13.3 If an employee is retained on special constable duty for whatever purpose and unable to attend work, this absence from the Trust will be unpaid as it is the responsibility of the employee to ensure that shifts at the Trust are not planned immediately after Special Constable duty.

13.4 If a Special Constable is called out, the only time that it is compulsory for them to attend is in times of war. For any other reasons, Trust commitment must prevail.

13.5 Special Constables may be called out for other emergency reasons. If an employee on shift at the Trust wishes to report for duty as a special constable, this will be at the discretion of the Line Manager. The employee must inform their manager as soon as practicably possible and where appropriate arrange shift cover personally. This leave may be denied due to Trust service needs; it should be noted that it is not compulsory for Special Constables to report to duty if work commitments do not allow. If leave is granted, it will be unpaid as Police Reform Act 2002 provides for Special Constables to be paid, however this may vary between forces.

13.6 A special leave record form (Appendix B) must be completed and signed by the employee and the manager in all instances of leave.

14 Training

Training required to fulfil this guidance will be provided in accordance with the Trust’s Training Needs Analysis. Management and monitoring of training will be in accordance with the Trust’s Risk Management Training Policy. These can be accessed through the Intranet, Development Training and Support Policy HR59.

15 Review Process
The Trust will review this policy every 3 years and also in line with updates in Legislation. In addition updates will be reviewed at policy review dates.

16 Equality Impact Assessment (EQIA)

This policy applies to all employees equally and does not discriminate positively or negatively between protected characteristics.

17 Process for Monitoring Compliance

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<th>Monitoring method</th>
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<th>Frequency of monitoring</th>
<th>Group or Committee that will review the findings and monitor completion of any resulting action plan</th>
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<td>To ensure the consistent and fair treatment of staff with Special Leave Requests whilst ensuring that core standards are not compromised.</td>
<td>Review of policy when updated</td>
<td>Workforce Director</td>
<td>On policy review</td>
<td>TNCC</td>
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<td>Organisations expectations in relation to Staff training</td>
<td>Management and monitoring of training will be in accordance with the Trust’s Development &amp; Training Support (HR59) and Risk Management Training policy</td>
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<th>Duties</th>
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18 References

Legislation

- Equality Act 2010
- The Health and Safety at Work etc, Act. 1974
- Employment Rights Act 1996

Other References

NHS Employers provides further information and resources on leave requirement mentioned within this policy (2012): [www.nhsemployers.org](http://www.nhsemployers.org)

Direct Gov also provides further information and resources on leave requirements mentioned within the policy (2012): [www.direct.gov.uk](http://www.direct.gov.uk)

Agenda for Change Terms and conditions


Royal Air Force Reserves [http://www.raf.mod.uk/rafreserves/whoweare/index.cfm](http://www.raf.mod.uk/rafreserves/whoweare/index.cfm)
### SUMMARY OF SPECIAL LEAVE WHICH MAY BE GRANTED

**NOTE:** Amounts of leave specified are to provide a guide only. There is no “entitlement” to take Special Leave. All Special Leave is granted at the manager’s discretion, subject to the needs of the service and is granted in amounts equivalent of the individual’s contracted working week.

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<th>Type of Leave Provision</th>
<th>Normal Maximum amount of leave per rolling 12 month period</th>
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<tr>
<td><strong>Special Leave for Carer, Bereavement, Personal, Domestic Reasons and Fertility Treatment</strong></td>
<td><strong>TOTAL 10 DAYS</strong> (up to the equivalent of the individual’s contracted working fortnight)</td>
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<td>Carer Leave (Section 7.1)</td>
<td>5 days (up to the equivalent of the individual's contracted working week) per year on a single day basis</td>
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<td>Bereavement Leave (Section 7.2)</td>
<td>A half day to 3 days pro rata per episode. In exceptional circumstances up to 5 days (up to the equivalent of the individual's contracted working week). Further extension only following consultation with Centre Manager and Human Resources.</td>
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<td>Personal Leave (Section 7.3)</td>
<td>1 shift per episode</td>
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<tr>
<td>Domestic Leave (Section 7.4)</td>
<td>1 shift per episode</td>
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<tr>
<td>Fertility Treatment (Section 7.8)</td>
<td>5 days (up to the equivalent of the individual’s contracted working week) per year either on a half or single day basis or in one block</td>
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<th>Normal Maximum amount of leave per rolling 12 month period</th>
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<tbody>
<tr>
<td>Time off for interviews (Section 7.7)</td>
<td>See main policy for details</td>
</tr>
<tr>
<td>Medical and Dental Appointments (Section 7.6)</td>
<td></td>
</tr>
</tbody>
</table>
SPECIAL LEAVE RECORD FORM

This form must be completed and signed in all instances where Special Leave is granted.

One copy of the completed form is to be returned to the individual and a copy retained in the individual’s Personal File. Where unpaid Special Leave is granted, Pay Services must be notified immediately.

Name of Employee: ____________________________  Department: ____________________________

Employee’s Post Title: ____________________________

SPECIAL LEAVE GRANTED IN PREVIOUS 12 MONTH PERIOD:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Number of days paid</th>
<th>Number of days unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REASON FOR LEAVE REQUEST

LEAVE GRANTED ON THIS OCCASION:

<table>
<thead>
<tr>
<th>Type of Special Leave granted</th>
<th>Dates: From – to</th>
<th>Number of days paid</th>
<th>Number of days unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carer Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time off for Interviews</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical and Dental Appointments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance at Court as a Witness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave for Jury Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave for Local Government Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Government Duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lord Mayor Civic Duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave to carry out duties as a Justice of the Peace, a member of a statutory tribunal panel or a member of a Board of Prison Visitors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave to participate in Health Authority meetings/NHS Staff Council meetings and Governing Bodies of Educational Establishments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Territorial Army / Reserve Forces Annual Camp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royal Navy Reserves Duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAF Reserves</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manager’s Name: ____________________________  Date: __________

Manager’s Post Title: ____________________________

Manager’s Signature: ____________________________

Employee’s Signature: ____________________________  Date: __________

Appendix C
APPLICATION FOR FERTILITY TREATMENT LEAVE

This form must be completed and signed in all instances where Fertility Leave is granted.

One copy of the completed form is to be returned to the individual and a copy retained in the individual’s Personal File. Where unpaid Fertility Leave is granted, Pay Services must be notified immediately.

Personal Details

<table>
<thead>
<tr>
<th>Forename(s)</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Ward/Dept &amp; Base</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Home Address

I wish to apply for paid Fertility Treatment Leave

<table>
<thead>
<tr>
<th>First Day of Absence</th>
<th>Last Day of Absence</th>
<th>Totals Days absent</th>
<th>Allowance remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

I also understand that I must provide evidence of my treatment/appointments in order to qualify for leave under this policy.

Manager’s Name: ___________________________        Date: ______

Manager’s Post Title: __________________________

Manager’s Signature: __________________________

Employee’s Signature: __________________________        Date: ______