

Enclosure 11

**Report to:** Trust Board 29<sup>th</sup> November 2012

<b>Title</b>	Policy Update
<b>Sponsoring Executive Director</b>	Director of Workforce
<b>Author(s)</b>	Bridget Chambers HR Manager - Corporate
<b>Purpose</b>	To update the Trust Board Committee on new and revised policies and request ratification of the same
<b>Previously considered by</b>	TNCC; Policy subgroup; Hospital Executive Group;

### Executive Summary

The Policy Sub-Group has been established to review policies prior to ratification. The aim is to ensure that all the appropriate steps have been taken to consult with the appropriate stakeholders; and that the policy meets the requirements of the overarching document on the development of policies and guidelines. The following policy has recently been updated and approved:

- HR 37 – Employment Break Policy

The documents will be accessible through the document library on the Intranet and the Trust website <http://www.sath.nhs.uk/about-us/Trust Board 2012/Trust Board 2012.aspx>

Related SATH Objectives	SATH Sub-Objectives
QS: Quality and Safety LG: Learning and Growth	Meet regulatory Requirements and Healthcare Standards

<b>Equality and Diversity Issues</b>	All policies have been assessed for equality impact
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### Action required by the Trust Board

to ratify the following policy

- HR 37 – Employment Break Policy

## **1 Introduction**

The Policy Sub-Group has been established to review policies prior to ratification. The aim is to ensure that all the appropriate steps have been taken to consult with the appropriate stakeholders; and that the policy meets the requirements of the overarching document on the development of policies and guidelines. The following documents have been discussed at the Policy Subgroup and HEC.

## **2 Documents for ratification by Trust Board**

### **Employment Break Policy**

This amended policy outlines the processes in place for staff wishing to take an employment break.

The Trust recognises the importance of domestic or out-of-work commitments and acknowledges that, at certain times in an employee's working life, circumstances may arise where it is appropriate to request an Employment Break.

An employment break enables employees to take an unpaid break from work for a period of 3 months up to 5 years. In accordance with Agenda for Change Terms and Conditions, it may be possible to take breaks, either as a single period or as more than one period.

This policy sets out the arrangements within the Trust to enable all employees to request an Employment Break. It does **not** provide an automatic right for employees to take an Employment Break but will ensure that serious consideration is given to any request. The document outlines the steps to follow and provides guidance for the management of such issues and includes a flowchart with an overview of the process.