

Special Leave Policy

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Review Log

Include details of when the document was last reviewed.

Version Number	Review Date	Name of reviewer	Ratification Process	Reason for amendments

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Solent NHS Trust Special Leave Policy

1. INTRODUCTION AND PURPOSE

- 1.1 The Employment Relations Act 1999 as amended, gave statutory rights to many types of leave for Special Purposes. This document aims to clarify the Trust's interpretation of these statutory minimum rights, in the light of the NHS National terms.
- 1.2 The policy aims to maintain consistent management practice across the Trust and will enable managers to implement fair and equitable practices when making decisions on requests for special leave. This may not entail making identical decisions in all cases, as each individual case will be assessed according to circumstances.
- 1.3 Special leave may be defined as leave given in addition to annual leave and may be paid or unpaid in accordance with policy. It includes the following types of leave:
- Compassionate leave
 - Emergency
 - Adoption
 - Ante-natal
 - Maternity
 - Paternity
 - Additional Paternity
 - Parental (Carers)
 - Dependants
 - Public Duties
 - Duties as a Trust Governor
 - Sabbaticals
 - Employment Breaks
 - Jury Service
 - Interviews
 - Doctor, Dentist and Hospital Appointments
 - Fertility Treatment Appointments
 - Professional Activities
 - Training with the Reserve of Cadet Forces
 - Trade Union Duties
 - Other reasons

It does not include absence due to sickness, or a secondment.

- 1.4 The Trust believes, as an organisation committed to providing equal opportunities for all, it should support flexible working practices. It seeks to help employee's balance the demands of domestic and work responsibilities, particularly at times of urgent and unforeseen need, providing paid or unpaid leave as appropriate.
- 1.5 Where possible, a flexible approach will be adopted to enable staff to meet these different demands. This will only be achieved if staff recognise their responsibilities with regard to making reasonable adjustments to working hours and using annual leave where circumstances allow.

2. SCOPE and DEFINITIONS

2.1 This document applies to all directly employed staff within Solent NHS Trust and other persons working within the organisation in line with the Trust's Dignity at Work Policy.

2.2 For the purposes of this policy the following definitions apply:

Dependants – this includes a spouse, partner, child, parent, a person who lives in the same household as the employee otherwise than by reason of their being an employee, tenant, lodger or boarder. It includes anyone who reasonably relies on the employee to make arrangements for the provision of care.

Close Relative – means a dependant as stated above with the following additions grandparent, step-children, step-parent, brother, sister.

3. RESPONSIBILITIES

3.1 *Staff*

The responsibilities of staff are:

- To give as much notice to their manager as possible of any request for special leave, for example if a close relative is seriously ill, or they are awaiting an adoption.
- Not to make unreasonable requests,
- To understand that the business needs of the organisation will be taken into account when decisions are made.
- To understand when special leave needs to be requested and to make such requests as appropriate.
- To fully utilise annual leave wherever possible, and
- Not regard paid special leave as an automatic entitlement

It is acknowledged that in some emergency type situations requests will not be able to be made immediately, although in all cases the manager must be informed that an individual will not be able to attend work. In these limited circumstances, the special leave request can be made on the individuals return to work.

3.2 *Managers*

Managers are responsible for:

- Making timely equitable decisions on special leave requests
- Considering the needs of the business
- Using their discretion when making decisions on whether to grant paid or unpaid leave.
- Making every effort to cover the individual concerned during a time of crisis, but make decisions on the basis of safe staffing levels.
- Recording decisions

4. ASSESSING A REQUEST FOR SPECIAL LEAVE

4.1 In order to ensure fair and reasonable decisions are made, managers have been provided with a checklist of points that should be taken into consideration is included at appendix A. This list is not exhaustive.

5. TYPES OF SPECIAL LEAVE

5.1 COMPASSIONATE LEAVE

5.1.1 Any requests for compassionate leave should be treated as a request for emergency leave and should be considered under paragraph 5.2 – 5.2.10.

5.2 EMERGENCY LEAVE

5.2.1 This leave is intended to enable an employee to make an immediate response to a case of urgent domestic distress, such as:

- bereavement of a close relative,
- an emergency admission to hospital of a dependant as defined in paragraph 2 for example as a result of an accident, illness, injury or assault,
- an unexpected breakdown in care arrangements,
- a child is taken ill at school or becomes involved in an incident during school hours, for example being involved in the fight or is suspended from school,

5.2.2 In these circumstances the leave may be paid or unpaid, and managers may enable the individual to initially respond to the emergency, but agree for them to repay the owed time at a later date.

5.2.3 With the exception of a bereavement, it is expected that this type of leave will normally be of short duration, of less than one day.

5.2.4 Where unexpected breakdown in care arrangements occurs, or a child is involved in an incident during school hours, paid time will be granted of up to one day for the first occasion in any rolling 12 months, but thereafter any time will be unpaid.

5.2.5 When time off is requested for dependants who have a planned admission to hospital, the leave will be unpaid.

5.2.6 For other types of emergency or compassionate leave, with the exception of bereavements, the maximum number of days paid leave in any rolling twelve month period is three days inclusive of any emergency leave mentioned in paragraph 5.2.4.

5.2.7 When there is extreme weather conditions individuals will be expected to attend work, but if they cannot reach their normal base they will need to discuss this with their manager. It may be possible for them to work from home or at a different location; alternatively they may be able to take annual leave or make up the time at a later date. It is not expected that paid special leave will be granted on these occasions.

5.2.8 In cases of bereavement of a close relative, it may be necessary to allow the individual to take more than one day, where the employee is responsible for arranging the funeral, but the time should not normally exceed one working week.

5.2.9 It is recognised that in some cases when a dependant falls ill, both carers may be employed by the Trust. If it is a serious accident or illness the manager may recognise that both carers may have to take time off, however a common sense approach will be taken depending upon the need for time off for both parties.

5.2.10 For longer term carer demands the member of staff concerned should discuss other options with their manager including unpaid leave, carers leave, temporary reduction in hours, or an Employment Break.

5.3 ADOPTION LEAVE

5.3.1 Any employee, male or female, who becomes the primary carer for a newly and legally adopted child under the age of 18, who is not already a family member, is entitled up to 52 weeks adoption leave. For further details please see the Trust guide to Adoption leave.

5.4 ANTENATAL CARE APPOINTMENTS

5.4.1 Reasonable paid time off will be granted to pregnant employees for ante-natal care appointments including relaxation and parent-craft classes as stated in the Trust guide to Maternity. They may be asked to provide proof of their appointments.

5.4.2 The Trust acknowledges that fathers, partners of the same or opposite sex, or nominated carers may wish to attend these appointments with their partner. In these circumstances, subject to the requirements of the service, unpaid leave may be granted on production of the proof of appointment. Leave may be refused for this leave if the absence would cause undue disruption to the work of the service.

5.5 MATERNITY LEAVE

5.5.1 Pregnant employees are entitled up to 52 weeks maternity leave, starting no earlier than the 11th week before the expected week of confinement and no later than the day of birth. However payment for the period the maternity leave is dependant on continuous Trust and NHS employment. For further details please see the Trust guide to Maternity leave and pay.

5.6 PATERNITY LEAVE

5.6.1 This applies to natural and adoptive fathers, partners of the same or opposite sex and nominated carers. Foster fathers are not eligible for Paternity Leave. Nominated carers must inform their manager of their involvement in advance of the birth. Evidence of eligibility may be requested through confirmation of confinement on the Mat B1 given to the mother at 26 weeks, or the birth certificate. For further details please see the Trust Guide to Paternity Leave.

5.7 ADDITIONAL PATERNITY SUPPORT LEAVE

5.7.1 If the partner has returned to work employees may be entitled to take up to a further 26 weeks additional paternity leave. When the partner has returned to work the employee can take this additional leave between 20 weeks and one year after the child is born or placed for adoption. Employees will need to apply for additional paternity support leave using the application form contained within the Trust guide to Paternity leave and pay.

5.8 PARENTAL (CARERS) LEAVE

- 5.8.1 All employees with twelve months' or more continuous service with the Trust have a right of up to 18 weeks unpaid leave for each child they have parental or adoptive responsibility for during the life of the child up to age fourteen.
- 5.8.2 If a staff member has parental or adoptive responsibility for a disabled child the entitlement extends to the child's eighteenth birthday.
- 5.8.3 Parents are defined as a person:
- Named on the child's birth certificate,
 - Named on the child's adoption certificate, or
 - Has legal parental responsibility for a child under five.
- 5.8.4 Individuals who are separated or do not live with the child, can still take parental leave if they keep formal parental responsibility for the child.
- 5.8.5 Leave may be taken in one continuous block, single weeks or single days as agreed with the manager.
- 5.8.6 Continuity of employment is maintained during any period of parental leave.
- 5.8.7 Pensions rights and contributions will be covered under the NHS Superannuation Regulations.
- 5.8.8 If both parents are employed within the Trust each will enjoy the same entitlement as described in paragraph 5.8.1.
- 5.8.9 Wherever possible employees should give notice equivalent to the period of time they are requesting off.
- 5.8.10 The manager should be aware that any unused Parental leave may be carried over to subsequent employers, so it is important for a note of any authorised leave to be kept.
- 5.8.11 The Manager may request evidence of proof of parental responsibility, which could be in the form of a birth certificate, or in the case of adoption, a court order.
- 5.8.12 On receipt of a request for parental leave the manager will assess the request based on objective grounds and consider it in line with business needs

5.9 DEPENDANTS LEAVE

- 5.9.1 It is acknowledged that there may be occasions when an employee needs time off which is not covered under the emergency or parental leave provisions, but is nevertheless as a result of caring for dependants. For example, there is
- A breakdown in care arrangements
 - The need to put longer term care in place for a child or elderly relative
 - A dependant is ill or has been taken into hospital in a non emergency situation.
 - A child of the employee is unexpectedly involved in an incident which occurs during term time when the child is at school and requires the employee's attendance.
 - A dependant has given birth and parental leave is not appropriate

This list is not exhaustive.

5.9.1 In these circumstances if the provisions of paragraph 5.2 do not apply, the employee may request unpaid leave, if they are unable/do not wish to use their annual leave or are unable to make up the time.

5.10 PUBLIC DUTIES

5.10.1 Reasonable leave will be granted to an employee, in accordance with Section 50 of the Employment Rights Act 1996, as amended, to enable them to perform the duties of a public office.

5.10.2 The Public Office for which reasonable time off must be given according to the 1996 Act are:

- justice of the peace;
- a member of a local authority, including a National Park Authority, and the Broads Authority;
- a member of a statutory tribunal;
- a police authority
- a member of an independent monitoring board for a prison, or prison visiting committee;
- a relevant health body;
- a relevant education body
- the Environment Agency
- a Water Customer Consultation Panel

5.10.3 Leave for these activities would normally be unpaid, but it is for the manager to determine whether any paid leave can be granted taking into account the relevance of the duty to the Trust's activities, and the employee's role.

5.10.4 Any employee intending to become involved in public duties which will require leave must obtain the agreement of their manager before they agree to accept the position.

5.10.5 When undertaking public duties the employee must provide the manager with an outline of the expected involvement throughout the leave year, and agree/plan the leave without disrupting the service.

5.10.6 Any changes to the level of involvement expected by the public body, or to the employee's job will mean that the agreement must be reviewed.

5.10.7 Where paid leave has been granted and a daily fee is paid for carrying out a public duty the fee should be remitted to the Trust.

5.11 TRAINING WITH THE RESERVE OF CADET FORCES

5.11.1 An employee who is a member of the Reserve or Cadet Force will be entitled to reasonable leave.

5.11.2 Paragraph 5.10 which applies to Public Duties, shall also apply to the granting of leave for duties with the Reserve or Cadet Forces.

5.11.3 Managers should be aware that for Reserve Forces the two week mandatory training is paid for by the relevant arm of the British Forces, and therefore if paid leave is granted the Trust would expect to be reimbursed for the time lost.

5.12 DUTIES AS A STAFF GOVERNOR

5.12.1 Where an employee is elected as a Solent staff governor, they will be entitled to paid time for:

- one day's induction
- to prepare/attend five Council meetings per annum (or frequency as determined by the Governors),
- any urgent ad-hoc Governor meetings that the Trust arranges, and
- if they are a member of the Councils Committee's, time to prepare/attend these committee's.

5.13 SABBATICALS

5.13.1 The Trust recognises the various benefits to an individual member of staff and to the Trust which derive from a period of sabbatical leave. The Trust may therefore support, within available resources an application for sabbatical leave without pay as part of personal professional development, planned staff development and/or research programmes.

5.13.2 Sabbatical leave is defined as a period of leave during which time a member of staff completes an agreed programme of work as part of a personal professional development or research programme.

5.13.3 The sabbatical scheme specifically applies to leave to undertake a programme of work of direct relevance to the individual's work role(s) or relevance to the work of the Trust.

5.13.4 The maximum length of sabbatical leave is 12 weeks. If the amount of time required is longer than this the employee should apply for an employment break.

5.13.5 The Trust will not meet any travel or subsistence costs associated with sabbatical leave unless the research or activity undertaken during this period is part of a programme of work sponsored by the Trust.

5.13.6 If an unpaid period of sabbatical leave is granted the individual will be responsible for making their own arrangements to cover National Insurance and superannuation contributions, including employer's superannuation contributions.

5.13.7 Following the sabbatical leave the individual will be able to return to substantive post, but if there is any organisational change during the period of the sabbatical the individual will be consulted in exactly the same way and time as other staff.

5.14 EMPLOYMENT BREAKS

5.14.1 The employment break scheme is intended to provide a longer period of unpaid leave than is provided by parental or other leave arrangements without losing continuity of employment or the right to return to the same or similar job. The aim is to retain employees who may otherwise choose to leave the workforce permanently.

5.14.2 Further details about the employment break scheme are included at appendix B and an application form is included at appendix C.

5.15 JURY SERVICE

5.15.1 An employee who is summoned to attend for Jury Service will be given time off work for that purpose, unless:

- They are employed within an excluded category; or
- They have been excluded service on application to the appropriate authority or court.

5.15.2 The employee will be entitled, during the Jury Service, to their salary less the maximum rate of payment for financial loss payable by the Court. When the employee receives the jury notification letter, they will need to ask the HR team to complete the section on salary payments. The payment made to the individual will then need to be reimbursed to the Trust.

5.15.3 In order to avoid any doubt, for any day that an individual is not required in court which is one of their normal working days, they will be required to attend work as normal.

5.16 INTERVIEWS

5.16.1 Time off for interviews with other employers will be taken in the employee's own time. With the exception of circumstances where the employee's job has been placed "at risk", they are on the Trust at risk register, and are in their notice period, for which reasonable paid time off will be granted.

5.17 DOCTOR, DENTIST AND HOSPITAL APPOINTMENTS

5.17.1 There is no right to time off to attend pre planned Doctors, Dentists, or Hospital appointments. Where an appointment cannot be arranged outside of normal working hours, employees may at the discretion of the Manager be allowed to make up the time at a later date, use flexi time, or annual leave to cover the absence.

5.17.2 When an individual is suffering from a disability and has to attend regular hospital appointments as part of their treatment, these appointments should be considered under the Sickness Absence policy.

5.17.3 The only exception to this would be where an employee has been fast tracked by the Occupational Health Department for a hospital appointment when they may be given short notice of the time. On receipt of confirmation of appointment from the Occupational Health Department paid time off will be granted.

5.17.4 Any hospital treatment involving local or general anaesthetic or drug administration should be classed as sick leave.

5.18 LEAVE TO ATTEND FERTILITY TREATMENT APPOINTMENTS

5.18.1 Employee's undergoing treatment or supporting their partners undergoing treatment will be entitled to paid time off, up to a maximum of three days in any rolling twelve months period to attend appointments and treatment (pro rata for part time staff).

5.18.2 Staff must give their manager advanced notice and evidence of the appointments.

5.18.3 It is recognised that further time off may be required and in this event staff should have an open discussion with their manager with regard to covering and making up the time.

5.18.4 Any sickness or ill health resulting from the treatment will be treated in accordance with the Sickness Absence policy.

5.19 PROFESSIONAL ACTIVITIES

5.19.1 By agreement between the manager and the employee, paid leave **may be** granted for the following activities:

- Being a member of a Tribunal or Inquiry;
- Attendance in Court as a Witness;
- Contact with a notifiable disease;
- Attendance at internal appeal hearings
- Acting as an Assessor for appointments for other NHS Employers;
- Speaking at relevant conferences;
- Participating in the work of a specialist professional organisation.

5.19.2 Where a fee is paid for carrying out the activity the fee should be remitted to the Trust.

5.20 TRADE UNION DUTIES

5.20.1 Under the Employment Relations Act 1999 elected representatives of a recognised Trade Union may request paid special leave in respect of Trade Union training or attendance at Conferences etc. All such requests will be subject to service needs, but wherever possible managers will be supportive of these applications. Further details are contained within the Trust Union Recognition agreement.

5.21 OTHER REASONS

5.21.1 It is recognised that there may be times when special leave is requested which does not fit any of the circumstances mentioned above. Such requests will be considered on their own merits by the manager and whilst any leave granted is likely to be unpaid, the manager may in exceptional circumstances agree paid leave of up to a maximum of three days in any rolling twelve month period.

6. APPLICATION and FURTHER ACTION

6.1 An application form to apply for special leave is included at appendix D. On receipt managers will consider the request based on the individual circumstances, and advise the employee of their decision. A model letter for this purpose is attached at appendix E. If the application is successful the manager will then complete the non sickness absence appendix F and forwards it to the HR team

7. APPEALS

- 7.1 An individual may appeal against the written decision of the manager within fourteen days using the Trust's grievance procedure.

8. TRAINING

- 8.1 Whilst there is no specific training identified in relation to this policy, the Trust recognises the importance of appropriate training for staff. If any clarification in relation to this policy is required please contact the HR team.

9. EQUALITY IMPACT ASSESSMENT and MENTAL CAPACITY

- 9.1 In line with Trust policy, an Equality Impact Assessment has been completed. It is understood that no employee will receive less favourable treatment on the grounds of disability, age, sex, race, religion or belief, gender reassignment, pregnancy or maternity, marriage or civil partnership, working patterns or Trade Union membership or non-membership in relation to the application of this policy. The Equality Impact Assessment is included in Appendix G

10. SUCCESS CRITERIA MONITORING EFFECTIVENESS

- 10.1 The success of this policy will be monitored by the HR team, reviewing the number of queries, and appeals received, any issues identified will be taken into account in the next version of this policy.

11. REVIEW

- 11.1 This document may be reviewed at any time at the request of either the staff side or management, but will automatically be reviewed on a three yearly basis from the date of initial approval unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

12. LINKS TO OTHER DOCUMENTS

- 12.1 The following policies are linked to this policy:
- Flexibility in Employment
 - Maternity Leave Guidelines
 - Adoption Leave Guidelines
 - Paternity leave Guidelines
 - Grievance Policy
 - Sickness Absence Policy

ACCESSING THE REQUEST FOR SPECIAL LEAVE

1. The scope of the policy allows for special leave to be granted at the discretion of the manager; it should not be regarded as an automatic entitlement. The time limits for paid leave are stipulated within the policy and managers will need to be clear of the exceptional reasons if they choose to grant additional paid leave.
2. If leave is requested at short notice, every effort should be made to cover the individual concerned during a time of crisis, but managers must be aware of safe staffing levels and take decisions accordingly.

Death of a Dependant

3. For leave following the death of a parent, sibling, dependant, partner or someone living in the household as a member of the family, the manager should consider the following.
 - The travelling time required to attend the funeral.
 - Whether the member of staff has any responsibility for making arrangements for the funeral or other issues surrounding the bereavement.
 - The affect the death has had on the member of staff concerned both at home and at work.

Illness of a dependant, partner or relative

4. Illness of a dependant, partner or relative who relies on the staff member for assistance may be a suitable reason for giving special leave if the illness is deemed to be of a serious or long-term nature. Points to consider in making an assessment are as follows:
 - The relationship of the person who is ill with the member of staff requesting the leave e.g. parent, grandparent, step-parent, partner or dependant.
 - The dependency of the ill person on the member of staff and whether there is other support available.
 - The nature of the illness e.g. if it is sudden or chronic.
 - The estimated length of time the illness is expected to continue including the likelihood of death or permanent injury.
 - If the person is in hospital and if so, where. It may be necessary for a member of staff to stay in hospital if a child is ill, or it may be more appropriate to grant leave at the person's discharge.
 - The levels of stress experienced by the member of staff and whether it is likely to affect his/her work.
 - The immediate and long-term affect on the department and how cover can be managed.

5. Where a member of staff is requiring time off over a longer period of time the manager may consider a change in working hours in discussion with the individual, on either a temporary or permanent basis.

Emergency situations

6. Time off should be agreed to assist the staff member in identifying appropriate support e.g. financial, practical or emotional, in order to effect a return to their normal working pattern as soon as possible.
7. If there is ever any doubt as to how a request for leave should be managed, the manager should contact the Human Resource Team for further advice.

EMPLOYMENT BREAK SCHEMES

1. The Employment Break Scheme

- 1.1 The Employment Break scheme enables employees to take an unpaid break from work in order to provide care for children, the elderly, another dependant, training, study leave or work abroad.

2. Terms of the scheme

- 2.1 The Employment Breaks scheme is open to all employees' who have at least twelve months service with the Trust.
- 2.2 The minimum length of the break is three months and the maximum length of the break is one year. The length of the break must meet the needs of the Trust as well as that of the individual. An individual may request to extend a break or return early by giving three month notice, but this will only be agreed if it meets the needs of the Trust.
- 2.3 Requests for breaks longer than 3 months will be elevated to the Director of Human Resources for consideration and final approval. The Director of Human Resources reserves the right to deny an employment break if the organisational need can not accommodate the loss of experience or prevent potential restructuring within the team during the requested period.
- 2.4 Breaks of less than 3 months must be approved by the Operational Director and Service Manager within the specific service affected. Both the Service manager and the Associate Director or Operational Director can deny an employment break if the organisational need cannot accommodate the loss of experience or prevent potential restructuring within the team during the requested period.
- 2.5 Employees on an Employment Break will not be allowed to take up paid or unpaid employment with another employer during the period they are away from work. The exceptions being when they are working overseas, undertake charitable work which could broaden their experience. In such cases written authority must be obtained from the Trust before undertaking such work.
- 2.6 If the break is for more than 3 months and less than one year the individual will be able to return to the same job, as far as is reasonably practicable, but if there is any organisational change during the period of the employment break the individual will be consulted with in exactly the same way and at the same time as other staff.
- 2.7 Breaks of less than one year will be disregarded, though not counted as service, when deciding length of service for maternity leave and pay, occupational sick pay, pay protection, and as long as the individual has two years continuous service for statutory and occupational redundancy payments.
- 2.8 All employment breaks will count towards continuity of employment for statutory purposes, e.g. to claim unfair dismissal or statutory redundancy payments in the event of a transfer of undertakings under TUPE.

- 2.9 On returning to work the employee may request to change their hours or work pattern, but there is no guarantee that such requests will be agreed as any changes will need to meet the needs of the service.
- 2.10 Whilst on a career break an employee is required to maintain their professional competence and for this purpose they may be asked to return to work for short periods to maintain their skills, whilst keeping in touch with changes in their work area. Any periods of work must be mutually agreed between the employee and manager. Periods of paid employment in the Trust will be counted when calculating continuous service.
- 2.11 If a change of circumstances prevents an employee returning to work, they are required to inform the manager in writing as soon as reasonably practicable before the agreed return date.

3. Responsibilities

- 3.1 Employees will keep in touch with their manager whilst they are on an employment break on a monthly basis as a minimum.
- 3.2 Employees will keep the Trust informed of any change in address during the break and provide evidence of professional updating to their manager.
- 3.3 One months written notice must be given by the employee of their return to work.

4. General Conditions

- 4.1 If the employment break commences following maternity leave, the break will not commence until the unpaid maternity leave ends.
- 4.2 Whilst on an employment break an employee can continue to pay superannuation contributions for the period of the break. During the first six months they continue to pay their contributions and the Trust pays its' contribution, but after six months the employee is responsible for both the employee and employers contribution. All contributions must be paid on a monthly basis as they fall due.
- 4.3 Employees who have two or more years service in the NHS Pension scheme will have their pension contributions preserved until they return to work.
- 4.4 Any employee who has a lease car will be able to retain it during the employment break as long as they continue to meet the agreed repayments during their absence.
- 4.5 Employees will be entitled to a written reason if their application for an employment break is refused. If they consider the request has been unreasonably refused they may use the Trust's Grievance procedure.
- 4.6 If an organisational change occurs during the period of the employment break the manager will consult with the affected employee at the same time as other staff, as they would if they were at work.

4.7 The Trust reserves the right to remove an employee from the scheme if they fail to comply with the agreed arrangements.

5. Monitoring

5.1 All employment breaks along with the authorisation will be notified to the HR team so that an individuals pay can be adjusted, the number of employment breaks can be monitored.

Application for an Employment Break

Part one to be completed by member of staff

Name:			
Assignment:			
Location:			
Service Line:			
Date Employment with Trust commenced:			
I wish to apply for an employment break for the following purposes:			
I would like to commence the employment break on:			
I intend to return to work on :			
My intentions surrounding my pension contributions during my break is as follows:			
<ul style="list-style-type: none"> ▪ I do not wish to pay superannuation contributions during my employment break ▪ I would like to continue paying superannuation contributions 			
I have read and understood the terms and conditions surrounding the employment break as detailed within the Special Leave policy, section 5.14 and appendix B and am aware of the notice period I am required to give my manager when I intend to return to work.			
I will inform my manager in writing as soon as possible if I change my address or circumstances and should I decide not to return to work after my Employment Break			
Signed:		Dated:	
<i>Part two – to be completed by the manager and authorised by appropriate individual in line with paragraphs 2.3 and 2.4 of Appendix B</i>			
I authorise that the above individual will be granted an employment break as outlined above. The manager has made arrangements to keep in touch.			
Signed:		Dated:	
Print name:		Telephone:	

A copy of this form must be submitted to the HR team

APPLICATION FORM TO APPLY FOR SPECIAL LEAVE

Part one to be completed by member of staff

Name:			
Assignment:			
Location:			
Service Line:			
Date Employment with Trust commenced:			
Please indicate type of special leave requested			
<input type="checkbox"/>	Emergency leave	<input type="checkbox"/>	Trust governor
<input type="checkbox"/>	Anti-natal appointment	<input type="checkbox"/>	Jury Service
<input type="checkbox"/>	Parental leave	<input type="checkbox"/>	Interview within Trust
<input type="checkbox"/>	Dependants leave	<input type="checkbox"/>	Professional activity
<input type="checkbox"/>	Leave for Public duties	<input type="checkbox"/>	Leave for medical appointments
<input type="checkbox"/>		<input type="checkbox"/>	Trade Union Duties
<input type="checkbox"/>		<input type="checkbox"/>	Other reasons
<input type="checkbox"/>		<input type="checkbox"/>	Training with the reserve of cadet forces
<input type="checkbox"/>		<input type="checkbox"/>	Sabbatical leave
<input type="checkbox"/>		<input type="checkbox"/>	Fertility Treatment appointment
Please provide further details of the leave requested:			
Start:		Last day:	
Paid or Unpaid (please tick):		<input type="checkbox"/>	Paid
		<input type="checkbox"/>	Unpaid
Further information:			
If my leave is paid I understand that any remuneration I receive from the duties I undertake will be refundable to the Trust.			
Signed:		Dated:	

Part two to be completed by manager

I agree to this request for the following reasons:			
I do not agree to this request for the following reasons:			
Number of day paid leave granted:			
Number of days unpaid leave granted:			
Signed:		Dated:	

A copy of this form should be forwarded to the HR team with the Non sickness absence form

LETTER TO STAFF AUTHORISING SPECIAL LEAVE

[Date]

Private and Confidential

[Name]

[Address]

Dear [Name]

RE: Request for special leave

Thank you for your application for special leave due to [Insert reason] from [insert date] to [insert date]. I was sorry to hear that [individuals name] was [reason].

I have carefully considered your request and on this occasion I am pleased to be able to agree to your taking [insert number of days] [insert paid or unpaid] special leave.

[If you are paid for your time or a fee, other than expenses you will be required to reimburse this to the Trust if you are on paid special leave]

I have notified the HR department of this agreement and updated the e-rostering system, so that your personal record is complete and you pay adjusted as appropriate.

I hope that [insert name/reason] is resolved/better soon

Yours sincerely

LETTER TO STAFF REJECTING SPECIAL LEAVE

[Date]

Private and Confidential

[Name]

[Address]

Dear [Name]

RE: Request for special leave

Thank you for your application for special leave due to [Insert reason] from [insert date] to [insert date]. I was sorry to hear that [individuals name] was [reason].

I have carefully considered your request to take [insert type] leave but unfortunately due to [state reason] I am unable to agree to your request on this occasion.

Insert as appropriate

As we discussed I would be happy for you to take annual leave during this time as an alternative to special leave, or for you take the time and then make it up over the next [insert number] of weeks.

I appreciate that you will be disappointed with this decision, and if you consider that I have not taken into account all the facts behind your request, you may if you wish appeal in writing to [Insert name] within the next 28 days.

Yours sincerely

NON SICKNESS ABSENCE FORM**Part One: To be completed on the individual's first day of absence**

To check 'yes' and 'no' boxes: right click in relevant box, select properties, and select 'checked'
Once complete, please send to the HR Team

SECTION 1: EMPLOYEE DETAILSSurname: Forename(s): Assignment Number: Department: **SECTION 2: REASON FOR ABSENCE AND DATE OF COMMENCEMENT****MATERNITY/ADOPTION LEAVE**

To be completed once Mat B1 or Matching Certificate has been received (a copy of which must be attached)

Date of commencement: Expected date of confinement/placement: Returning to work? Yes No Expected date of return:

Does the employee have any form of salary sacrifice deducted from their salary? Yes No
(e.g. childcare vouchers, bike scheme payments etc.)

Does the employee hold a Smart Card (if yes, please complete form RA02 or RA03)? Yes No **KEEP IN TOUCH (KIT) DAYS**Date(s) of KIT days: Total number of KIT days: **PATERNITY LEAVE**Start Date: End Date: Date of child's birth/placement: **PARENTAL LEAVE (UNPAID)**Date of commencement: Expected date of return: **CAREER BREAK**Date of commencement: Expected date of return: **AUTHORISED UNPAID LEAVE**Start date: Expected date of return: **UNAUTHORISED UNPAID ABSENCE**Start date: Expected date of return: **MEDICAL/OTHER SUSPENSION/EXCLUSION WITH PAY**Start date: Expected date of return: **SUSPENSION WITHOUT PAY**Start date: Expected date of return: **SECTION 3: MANAGER'S DECLARATION**

To the best of my knowledge the details given on this form are true and accurate.

Signed: Date:

Part Two: To be Completed upon the individual's return to work

SECTION 4: CONFIRMATION OF RETURN TO WORK

Actual Date of Return:

NB. If an employee is returning from maternity/adoption leave and is taking their accrued annual leave before commencing work, the date the accrued annual leave begins is the date that should be entered.

SECTION 5: EMPLOYEE DECLARATION – to be completed upon their return to work

I confirm that the details given are true and correct. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information on this form to and by the Trust and the NHS Counter Fraud and Security Management Service for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of Fraud.

Signed:

Date:

SECTION 6: MANAGER'S DECLARATION

To the best of my knowledge the details given on this form are true and accurate.

Signed:

Date:

Contact Number:

HR USE ONLY

Received by:
 Processed By:
 Further action required:

Date received in HR:
 Date:
 Taken:

EQUALITY IMPACT ASSESSMENT

Impact Assessment Template

Step 1 – Scoping; identify the policies aims

Question	Answer
1. What are the main aims and objectives of the policy?	To ensure that there is a fair and consistent approach to dealing with requests for special leave within the Trust
2. Who will be affected by it?	All staff
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	To ensure that there is a fair and consistent approach to dealing with special leave requests within the Trust
4. What information do you already have on the equality impact of this policy?	This policy standardises the current procedures in place
5. Are there demographic changes or trends locally to be considered?	No
6. What other information do you need?	None

Step 2 - Assessing the Impact; consider the data and research

Question	Yes	No	Answer (Evidence)
1. Could the policy discriminate unlawfully against any group?		x	The policy ensures all staff are treated in a consistent manner
2. Can any group benefit or be excluded?		x	The policy ensures all staff are treated in a consistent manner
3. Can any group be denied fair & equal access to or treatment as a result of this policy?		x	The policy ensures all staff are treated in a consistent manner
4. Can this actively promote good relations with and between different groups?	x		Due to the consistency of approach everyone will be treated equally
5. Have you carried out any consultation internally/externally with relevant individual groups?		x	None required
6. Have you used a variety of different methods of consultation/involvement?		x	None required

If there is no negative impact – end the Impact Assessment here.