

Flexible Working and Special Leave Policy

Agreed at Cannock Chase CCG

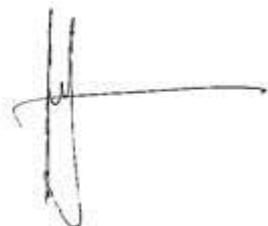


Signature:

Designation: Chair of Cannock Chase CCG

Date: 14th December 2017

Agreed at South East Staffordshire & Seisdon Peninsula CCG



Signature:

Designation: Chair of South East Staffordshire & Seisdon Peninsula CCG

Date: 14th December 2017

Agreed at Stafford and Surrounds CCG



Signature:

Designation: Chair of Stafford & Surrounds CCG

Date: 14th December 2017

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HISTORY OF CHANGES		
Old version number	Significant changes	New version number
	New Policy	1.0

SUMMARY
<ul style="list-style-type: none"> ➤ The CCGs are committed to supporting working practices wherever possible that assist employees to maintain a healthy work life balance. ➤ This policy outlines the options available in relation to formal and informal flexible working arrangements and also provides guidance for line managers as to how employees can be supported to take authorised absence from work in relation to events circumstances that may unexpectedly arise outside of work.

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1. INTRODUCTION

- 1.1 The CCGs are committed to offering flexible, modern employment practices which recognise that all our staff want to strike a sensible balance between their work and home life. The CCGs recognise that different balances may be needed at different times during an employee's working life.
- 1.2 The purpose of this policy is to highlight the options available for managers and staff to consider when trying to achieve the right work life balance for a staff member. Consideration must always be given to business / service needs and those of colleagues so that the CCGs achieves a solution which supports all staff whilst ensuring the CCGs functions are maintained and objectives achieved.

2. SCOPE

- 2.1 This policy applies equally to all CCG directly employed staff in accordance with the CCGs Equality and Diversity Policy.

3. POLICY STATEMENT

- 3.1 This policy has been based on a number of guidelines including: relevant employment legislation, NHS terms and conditions of service and good employment practice.
- 3.2 Flexible working options should be included in an advertisement and /or discussed at interview if appropriate for the advertised job.

4. RESPONSIBILITIES

- 4.1 This policy has been written and agreed through a partnership of managers, Trade Union representatives, the HR/OD Committee and the CCGs Human Resources provider.

4.2 Responsibility of the CCGs

- 4.2.1 The provision of an agreed Flexible Working and Special Leave Policy lies with the CCGs Executive Management Team and the HR/OD Committee.
- 4.2.2 The Executive Management Team will oversee the implementation of this policy and will actively support and promote the principles of this policy.
- 4.2.3 The Executive Management Team will ensure through the management structure that managers receive the appropriate training to implement the principles of this policy, and ensure that the principles of this policy are communicated effectively to managers and staff.

4.3 Responsibilities of Managers

- 4.3.1 Ensuring that they are aware of the content of this policy and its implementation.
- 4.3.2 Ensure all staff are aware of this policy and procedures contained within.
- 4.3.3 Follow procedures and treat each request that arises under this policy fairly.
- 4.3.4 Seek HR advice and guidance as necessary when considering requests made by staff under this policy.

4.4 Responsibility of Employees

4.4.1 Be aware of and follow the procedures in this policy.

4.5 Responsibility of the CCGs Human Resources Commissioning Support Provider

4.5.1 To provide training, advice and support to managers regarding the application of this policy.

4.5.2 To support the monitoring of the implementation of this policy.

5. ACCESS TO FLEXIBLE WORKING

5.1 The CCGs recognise the importance of helping employees balance their responsibilities including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests. It also recognises that staffing levels must at all times remain in line with the demands of the business and may also at times request that staff work more flexibly to meet the needs of the business.

5.2 Whilst the organisation is committed to providing the widest possible range of working patterns for its workforce, both management and employees need to be realistic and recognise that a full range of flexible working options will not be appropriate for all jobs across all areas of the CCGs. For example, if as part of their role an employee is required to cover telephones, arrange meetings and provide administration support either to the team they work within or to certain individuals, the very nature of such work will invariably require the role to be undertaken at the relevant CCG base during core business hours.

5.3 In addition, due to the nature of the CCGs business there are times when unplanned, urgent situations or matters require immediate attention and collective input from a number of individuals or teams. Although such situations cannot be planned for, there is an expectation that enough staff are present in the office to effectively respond to such matters.

5.4 Section 5.2 outlines the process to be followed in relation to formal flexible working requests which will, if agreed, result in a permanent change to an employee's terms and conditions. Section 6 provides guidance to managers and staff in relation to informal short term or ad hoc flexible working arrangements.

5.4 When considering all requests whether formal or informal, managers should take into account staffing levels and service need during the CCGs core business hours. Consideration of any request to work outside of core business hours should take into account what work is being done by individuals during this time, alongside the impact their potential non-availability during core business hours will have on the team they work within and the needs of the business as a whole.

5.6 Formal Flexible Working Requests

5.6.1 The CCGs recognise that individuals' needs and circumstances may change during the course of their employment and there are occasions when, for a variety of reasons, employees may wish to alter their working patterns and / or hours on a permanent basis.

5.6.2 When giving consideration to formal flexible working requests, each request will be considered on an individual basis and will involve consideration of the individual's needs and business needs. The following options may be available to support a formal flexible working request whilst still meeting service needs:

- Job-sharing
- Part-time working / reduction in hours
- Annualised hours
- Compressed hours
- Term-time working
- Alteration of start / finish times

5.7 Job Share (Time Share) - Job sharing provides opportunities for staff who cannot work full time but who are employed in a post that needs full or near full time cover. The whole job is split into two. The job share partners accept the full responsibilities of the whole job and share its rewards. It may be an option to pair up staff who wish to work part time into job shares rather than have lots of part-time posts.

5.8 Part Time Working - Part time hours may vary from just a few hours to over 30 hours per week. Similarly, patterns of work vary tremendously to fit in with personal circumstances. Part time staff receive pro-rata benefits such as salary and holidays. There is no restriction on the number of hours you need to work to join the NHS Pension scheme. Managers and employees need to be flexible in thinking about how part time working may suit the post in question – if in doubt, a trial period could be undertaken.

5.9 Annual Hours - Annualised hours is a system whereby staff are contracted to work a certain number of hours per year. This suits posts where the workload has peaks and troughs. It can also enable staff to work fewer hours at certain times during the year when they have greater demands from home. The system can be linked to self-rostering and as such hours would be agreed with the manager at least one to three weeks in advance.

5.10 Compressed Working Week/Fortnight - This is a system where full time hours are worked over 4 days a week instead of 5 or worked 9 days over a fortnight instead of 10. This does involve long days, and should initially start on a trial period to ensure no ill effect to the employee or service provision. The extra day taken off will need to be agreed with the manager in advance, and could vary from week to week, or be a set day.

5.11 Term Time Only Working - Staff who work in term time only do not work at all during the school holidays, but get paid all the year round at a pro rata rate. The salary is divided into twelve and paid monthly.

5.11.1 A term time only contract will not exceed 38/39 weeks of the year and salary payments will be pro rata for these 38/39 weeks, thus allowing for at least 13 weeks of school holidays each year. Contracts are restricted to 38/39 weeks on the following basis:

- a) The school term will be deemed to be 38 weeks, unless otherwise stated, that being the number of pupil contact weeks. An employee is not expected to work on days when pupils do not attend school unless otherwise specified;

- b) The school term will be deemed to be 39 weeks, unless otherwise stated, that being the number of teacher contact weeks. An employee is not expected to work on days when teaching staff do not attend school unless otherwise specified.

5.11.2 Employees on term time only contracts are not allowed to take annual leave during term time, but managers, can authorise unpaid leave in exceptional circumstances.

6.7.3 The CCGs recognise that there may be alternatives to the above suggestions depending on the nature of the request and the needs of the business.

5.12 Eligibility to submit a Formal Flexible Working Request

5.12.1 The statutory eligibility to request flexible working is 26 weeks continuous service with an employer, however Agenda for Change Terms and Conditions allows employees the right to request flexible working on commencement of employment. Therefore employees can submit a flexible working request on commencement of employment and do not need to have 26 weeks continuous service to apply.

5.12.2 Employees can only submit one application per rolling 12 months.

5.13 The Application Process for Formal Requests

5.13.1 Requests must be in writing to the manager using the Flexible Working Request Form (Appendix 1). It must identify the change requested and indicate how the CCGs might adapt to maintain operational activity.

5.13.2 The manager must hold a meeting with the employee within 28 days of receiving the request. The employee has the right to be accompanied by a union representative or workplace colleague and the manager may be supported by a HR representative if needed. At the meeting the employee will have the opportunity to explain the reasons for the request and what flexibility they require. The meeting may also include discussions about contractual issues, hours, minimum hours and breaks in line with EWTD regulations, changes to annual leave entitlement and any other terms and conditions / operational matters which may be affected by the proposed change.

5.13.3 Following the meeting, a decision must be given in writing to the employee within 14 days. If the request is turned down, the reasons for this must be given. If the request is granted, direction should be given regarding any special requirements such as attendance at work outside the revised hours to attend training, meetings etc. Employees must demonstrate a willingness to be flexible and fully explore alternative suggestions made by their manager if the original request cannot be accommodated, as this may result in a compromise which supports the employee and business needs.

5.13.4 An employee who has had their request refused can appeal using the Grievance and Disputes Policy. If a request is turned down the employee cannot make another application for a year.

5.13.5 Decisions in relation to these issues will be in line with the CCG's published scheme of delegation and will be escalated if managers do not hold the authority to take the decision.

5.13.6 All of the above time limits may be extended by mutual agreement.

5.14 Reasons for Refusal

5.14.1 A request may be refused on the grounds of:

- a) detrimental effect on the service;
- b) extra cost;
- c) inability to re-organise work amongst existing staff;
- d) inability to recruit replacement staff;
- e) a lack of work during the employees proposed working periods;
- f) planned structural changes.

5.14.2 A refusal must be for genuine and justifiable reasons. Managers are advised to seek HR advice and input before declining a flexible working request. If a permanent flexible working request is being considered as part of reasonable adjustments for an individual with a disability as defined by the Equality Act, managers are strongly advised to seek HR advice and input before making a decision regarding the request.

5.15 Trial Periods

5.15.1 In some circumstances the manager and/or employee may have reservations about the potential success of a new arrangement. In these circumstances, the manager may agree to a trial period of up to 3 months to assess the impact of the arrangement on the individual and business need. In such cases, there should be a midway review to discuss the impact and consider any further adjustments, or the continuation/ending of the arrangement.

5.15.2 Managers are advised to seek support and advice from HR when considering trial periods in relation to formal flexible working requests.

5.16 Granting Requests and Review of Agreed Arrangements

5.16.1 If a change is agreed, it will be permanent and therefore constitute a change in terms and conditions of employment subject to an annual review. An annual review of arrangements should take place to:

- avoid the continuation of historical flexible working arrangements when they are no longer required by the individual employee
- enable the granting of other requests where appropriate
- meet the changing needs of the business

5.16.2 The review should take place as part of an employee's annual appraisal or just before the anniversary date of the change if the appraisal date would not allow an effective review in relation to the original timing of the change.

6. INFORMAL FLEXIBLE WORKING ARRANGEMENTS

6.1 The CCGs recognise that there may be occasions when informal, ad hoc flexible working arrangements can support staff to deal with matters outside of work, alongside supporting them to work in a smarter way during their working day. Such arrangements could include working from home, altering start and/or finish times, lunch times or days to suit an individual's needs on an occasional basis, or for a short period of time to cover a particular home life situation, bearing in mind the needs of the service.

Example

- A hospital appointment during the day for a member of staff or a dependant, and the member of staff lives closer to the hospital than their normal place of work. Working from home that day would mean the individual did not have to travel to work, travel to the hospital, travel back to work and then travel home.

6.2 Working from home

6.2.1 Ad hoc flexibility relating to individuals working from home must take into account the following:

- Health and Safety factors such as lone working and the ability to maintain telephone contact between individuals and their line manager.
- The role the individual undertakes and whether the nature of their role allows for productive home working which does not impact on colleagues or the needs of the business.
- Equipment needed to work from home effectively, including the ability to access shared drives remotely.
- Security, confidentiality and safety issues connected with using IT equipment off site.

6.2.2 Although working from home can be utilised if appropriate when considering short term informal flexible working arrangements, working from home on a regular, long term basis is not something that is advocated or supported by the CCGs. Requests for home working should always be agreed in advance with the line manager and employees should be aware that DSE assessments will not be undertaken by the CCG in relation to home working arrangements and specialized DSE equipment such as chairs or desks will not be provided by the CCG for individuals to use at home.

6.3 Adjustments to working hours / patterns

6.3.1 This could include altering start and/or finish times, working hours, lunch times or days, to suit an individual's needs on an occasional basis, or for a short period of time to cover a particular home life or personal situation, bearing in mind the needs of the service. For guidance, a short period of time would not usually extend beyond a month. If working hours are temporarily amended the manager is responsible for completing the necessary administration processes in relation to payroll to avoid overpayment / underpayment situations.

6.3.2 All ad hoc or informal flexible working arrangements should be short term and decided between the individual and their line manager prior to any changes to normal working

patterns / place of work. The needs of the business and the individual will be taken into consideration prior to any arrangements being agreed, and the final decision will be made by the line manager.

7. PURCHASE OF UNPAID LEAVE/ADDITIONAL ANNUAL LEAVE

7.1 Staff may if they wish take advantage of one the schemes below which allows them to have flexibility in taking extended leave from the workplace. There are two options to consider:

7.2 **Unpaid Leave** – Staff may wish to consider taking a period of unpaid leave of no less than 1 week and no more than 12 weeks break (breaks over 12 weeks fall under the Career Break Scheme) during the annual leave year April to March. The rules regarding the taking of leave remain the same in line with the Annual Leave Policy. Employees opting for this arrangement will pay for the leave on a monthly basis therefore spreading the cost over the 12 month period. In the eventuality that the employee leaves during this period, arrangements will be made to recover any outstanding amount from the final salary.

7.2.1 **Payroll considerations for taking unpaid leave:** Authorised unpaid leave is a deduction that is made after Tax and Pension deductions have been made. Therefore pensionable days are not reduced as this pay has received a pension deduction before the unpaid leave has been deducted.

7.3 **Purchase Additional Annual Leave** – Staff may consider purchasing additional annual leave on a pro rata basis, via deduction from salary over the 12 month leave year period (Apr to Mar), up to a maximum of 2 contractual weeks leave per annual leave year. In the eventuality that the employee leaves during this period, arrangements will be made to recover any outstanding amount from salary.

7.4 **Payroll considerations for purchasing Additional Annual Leave:** This is a deduction that is made before Tax and Pension deductions have been made (i.e. it is a salary sacrifice). This reduces the employee's pensionable whole time equivalent, as pension is not paid on their total amount of earnings. Therefore there is a small impact on the employees NHS Pension.

7.4.1 Staff who wish to apply for one of the above options must discuss their case with their manager. It will initially be the employees' responsibility to consider ways in which workloads can be managed in order to support the taking of unpaid leave/additional annual leave and to discuss these with their manager. It will be at the manager's discretion as to whether applications are approved or not, taking into account service demands and whether the staff member has submitted any previous applications.

7.4.2 Application forms for the above schemes can be located in Appendix 2 However managers must also complete the relevant payroll documentation to authorise the change with payroll.

8. TIME OFF TO DEAL WITH EMERGENCIES INVOLVING DEPENDANTS AND DOMESTIC RESPONSIBILITIES

8.1 All employees have the right to a reasonable amount of time off to deal with an emergency involving a dependent. Managers should therefore, wherever possible and within service

needs, allow staff reasonable time off to attend to emergencies involving dependents, such as a child being ill whilst at school.

8.2 A dependent is a spouse, partner, child or parent, or a person who lives with the employee but not as a lodger. A dependent could also be someone who reasonably relies on the employee for care, e.g. an elderly neighbour.

8.3 Staff can also request time off to deal with domestic emergencies at home such as a boiler breakdown.

8.4 For guidance purposes, reasonable time off would usually be a few days (1-3 days) per rolling 12 month period, not regular days off or long periods off. If longer time off is needed, other arrangements will be considered, such as:

- a) Reducing working hours on a permanent or temporary basis;
- b) Altering working patterns to allow great flexibility;
- c) Career break.

8.5 Time off for dependents and domestic responsibilities is intended to support employees in times of **urgent and unforeseen need** (normally 1 day with pay in order to enable staff to deal with the crisis and make arrangements to manage their situation. In exceptional circumstances up to 3 days depending on the severity of the situation.) The granting of **paid** leave for time off to deal with dependents and domestic responsibilities will be at manager's discretion. Depending on the situation managers could ask staff to take annual leave or time off in lieu, they could also allow a combination of paid leave and annual/unpaid leave or time off in lieu.

8.6 Examples of appropriate situations:

- a) If a dependent relative is injured or taken ill, it will allow time to support and care for them and make arrangements for longer-term care;
- b) If normal care arrangements breakdown, such as a child minder being ill, or an elderly parent goes into hospital and the other parent cannot look after themselves;
- c) If you are called to school for an urgent meeting regarding an incident involving a child (e.g. suspension from school, child is being bullied at school, in a fight etc);
- b) A tree falls on the house or the house is flooded.

8.7 In the first instant the employee should contact their manager to inform them of their situation and request time off. On return to work the relevant application form must be completed, (Appendix 3).

9. COMPASSIONATE LEAVE

9.1 Some situations whether planned or unplanned require a supportive approach from the CCGs, therefore for times of great distress staff can apply for compassionate leave. Between 1 to 5 days with pay could be granted depending on the severity of the situation.

9.2 Some examples of appropriate situations where compassionate leave may be granted are outlined below:

- (a) Death of a **close** relative/dependent, it will allow time to make funeral arrangements and/or attend the funeral;
- (b) If a close relative/dependent is admitted to hospital or is coming out of hospital. This will allow time for an employee to make any necessary arrangements or provide support regarding the admission / discharge as necessary, including giving time to settle them in at home and ensure planned long term care arrangements are working;
- (c) In circumstances where a close relative / dependent is diagnosed with a terminal illness or a close relative / dependent is very ill and may pass away.
- (c) In cases where an employee has been the victim of domestic violence or a serious crime, consideration will be given to granting the individual special leave with pay rather than recording any associated absence as sickness absence.

9.3 In the first instant the employee should contact their manager to inform them of their situation and request time off. On return to work the relevant application form must be completed, (Appendix 3).

10. TIME OFF FOR MEDICAL APPOINTMENTS

10.1 This is for staff, or for staff to accompany a dependent. Examples as follows:

- a) Routine appointments for example to a GP, dentist or clinic should, wherever possible, be made in employees' own time. If this is not possible then staff should endeavour to make such appointments at the beginning or end of their working day to minimise the impact their absence will have on business needs. Working arrangements for routine appointments may be changed to allow the member of staff to make necessary hours up, however, if this is not possible time off **without pay** or annual leave will be given.
- b) If an employee requires an urgent appointment for themselves, the CCGs recognise that availability of 'short notice' appointments outside of working hours may be limited. The CCGs are committed to supporting employee health and wellbeing and following discussion with their line manager, to support staff as necessary to access relevant services as soon as possible consideration will be given to granting time off with pay for urgent appointments. The decision to grant time off with pay for urgent appointments will be made on a case by case basis with the line manager making the final decision.
- c) Consultant or hospital appointments are more difficult to arrange, often an employee has no control over when these are and such appointments may indicate that a more serious health problem exists. Therefore these may be taken in works time with pay within reason and with the manager's consent.
- d) Non-routine appointments concerning the welfare and care of a dependent (e.g. for an urgent doctors or hospital appointment, making arrangements for resettlement of people in long-term sheltered accommodation/nursing home/psychiatric care etc.) where the situation is stressful and / or the dependent cannot go alone, may be with pay.

- e) Employees attending appointments relating to medical screening, eg cervical smear testing, breast screening, testicular and prostate screening and other related matters may be granted appropriate reasonable time off with pay.
- f) Time off with pay will be granted to employees who are blood donors to attend Blood Transfusion Service blood-donation sessions, providing that the employees produce satisfactory proof of the appointment (e.g. invitation card) to their manager. Employees will also be expected to inform their manager of the expected time of the appointment, the likely length of the appointment and the expected time of return. Employees should also discuss their absence with their manager, giving sufficient notice to allow alternative staffing arrangements to be made where necessary.

10.3 Time off for In Vitro Fertilization (IVF) and Other Fertility Treatment

The CCGs recognise the emotional pressure of undergoing IVF treatment and wishes to support any employee during the process where possible. The CCGs will allow an employee to use a reasonable number of days leave using annual leave or unpaid leave during the course of the treatment or where possible, work flexibly in line with Section 6 of this policy.

Any leave requested for appointments will be managed in accordance with 10.1(a) of this policy up until the point of pregnancy when this will then be managed in accordance with the CCGs Family Leave Policy. The employee must notify their Line Manager to advise them of any on-going appointments that they will be required to take due to the treatment.

- 10.4 Where any appointments covered under Section 10 occur during working time, staff may be asked by their manager to provide evidence of the appointment regardless of whether the leave is paid or unpaid.

11. ABSENCES CAUSED BY BAD WEATHER

- 11.1 There will be a few occasions during the year when some staff can either not get to work on time, need to go home early, are unable to travel, or cannot come into work as their child's school has shut due to snow or other severe weather conditions.
- 11.2 Whilst the CCG will make every effort to assist staff and be sympathetic to their circumstances, it is unreasonable to expect these employees to be treated more favourably than those who attend for work despite the difficulties caused by the weather. The following leave will be available for absences in these exceptional circumstances:
 - a) Annual Leave - Although the normal policy is for this to be agreed in advance, in the exceptional circumstances of heavy snow etc., it is acceptable for staff to take a day's annual leave from their existing entitlement;
 - b) Unpaid Leave - Although the normal policy is for this to be agreed in advance, in the exceptional circumstances of heavy snow etc., it is acceptable for unpaid leave to be agreed on the day that the employee is unable to travel into work due to bad weather;
 - c) Flexible Hours - A manager may agree revised working hours in order to enable the

employee to fulfill their contracted hours, e.g. a missed or short day one week can be made up over the next week(s);

- d) Homeworking - Although the normal policy is for this to be agreed in advance, in the exceptional circumstances of heavy snow etc some posts may be suitable for working from home.

12. TIME OFF FOR PUBLIC DUTIES

12.1 This policy reflects the CCG recognition of its role in the community by supporting staff to undertake essential civic and public duties. The CCG will allow reasonable time off for such activities and may contribute by giving some of that time off with pay. Before committing to undertake public duties which may require time off work, employees should discuss proposals with their manager to establish the likely time and frequency required to fulfil the duties.

12.2 The amount of leave granted to a member of staff is at the discretion of the manager. He/she must decide what is reasonable in the circumstances having regard for:

- a) The amount of time required to perform such duties;
- b) The amount of time previously permitted to that individual and whether it was paid or unpaid;
- c) The effect on the service provision.

12.3 In order to do this, members of staff should produce in advance where possible written information outlining dates and times and frequency of meetings/training commitments etc. for the year. This will assist the manager in deciding how much time off is reasonable and how much of that time off will be paid and unpaid.

12.4 Leave is applicable to both full and part time members of staff, although it may be appropriate for part timers to be granted leave pro rata. Types of public duties:

- a) Serving as a justice of the peace;
- b) Attendance at court as a witness or on jury service *;
- c) Membership of a Local Authority;
- d) Membership of the Broads Authority;
- e) Membership of the National Rivers Authority;
- f) Membership of a NHS Trust;
- g) Membership of any statutory tribunal;
- h) Membership of a Board of Prison Visitors;
- i) Membership of the managing or governing body of an educational establishment maintained by a Local Education Authority;
- j) Membership of a 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;
- k) Training with the reserve or cadet forces;
- l) Attendance as a witness at appeal hearings.

** Courts will reimburse wages to the CCG on application. Also, applications can be made to the courts to excuse staff from jury service in exceptional circumstances where they cannot be spared.*

13. EMPLOYMENT BREAK SCHEME

- 13.1 An employment break could be considered to enable an employee to leave their employment on a temporary basis. It could be used to bring up children, eldercare, care for a dependent person, undertake research, sabbaticals, re-enter full time education, or travel.
- 13.2 Applications will be considered in line with the interests of the service and the ability to offer suitable employment after the break.
- 13.3 Please refer to section 36 of the Agenda for Change Terms and Conditions of Service Handbook for more information and guidance relating to taking an Employment Break. In brief:
- a) Applications should be submitted in writing
 - b) All breaks should be subject to an agreement between the employer and employee before the break begins.
 - c) Open to all employees who have a minimum of twelve months' service.
 - d) Maximum length of break is 5 years; minimum length of break is 3 months.
 - e) If the break is longer than one year, there will be a return to as similar a job as possible.
- 13.4 If a member of staff chooses to take an employment break at any stage during their career their pay progression will be 'frozen' at the pay point they have achieved at their last working day. The member of staff therefore returns to work at the same pay point they left on including any cost of living increase awarded during the employment break period. This incremental credit must be stopped and restarted by the employees' manager via change notices at the start and end of the employment break period.

14. CARER LEAVE

It is recognised that many employees will have responsibilities as carers for dependant relative or partner. (The Agenda for Change Terms and Conditions Handbook defines a "dependant", as someone who is an employee's parent, wife, husband, partner, child, or is someone who relies on the employee in a particular emergency.)

It is recognised that situations may develop where this responsibility results in the need for the employee to have leave or to change their working arrangements to enable them to fulfil their carer responsibilities. It is further recognised that these needs may be short, medium or long term in their nature.

- 14.1. Employees with primary carer responsibilities for a dependant relative or partner shall be entitled to Carer Leave, which matches the leave provided for employees with the nominated responsibility for the care of children under Parental Leave provisions.
- 14.2 As such this leave will be open to all employees who are the primary carer and undertake the primary responsibilities for a dependant relative or partner.
- 14.3 The employee should have a minimum of one year's continuous CCG or NHS service.

14.4 During carer leave all of contractual rights are retained, except for remuneration, and the employee will be able to return to the same job after it. Pension rights and contributions shall be dealt with in accordance with NHS Superannuation Regulations. Periods of carer leave will be regarded as continuous service.

14.5 The entitlement will be:

- Up to 18 weeks with no more than 4 weeks leave taken in any 12 month period
- The leave is unpaid
- The leave may be taken in blocks of one week or more at any one time. Periods of leave of less than one week, will be aggregated together, and deducted from the total leave entitlement
- Complete Appendix 4 and submit to your manager 28 days prior to date you wish leave to commence

15. TIME OFF FOR INTERVIEWS

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

15.2 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 interviews.

16. MONITORING AND REVIEW

16.1 The CCGs will have responsibility to monitor the effectiveness of this policy through the HR/OD Committee with support from the CCGs Human Resources provider. The policy will be reviewed every three years unless changes to employment legislation require a review to take place sooner. Where review is necessary due to legislative change, this will happen immediately. Minor changes may be approved by the Accountable Officer.

17. RELATED POLICIES

This policy should be considered alongside other HR policies including but not limited to:

- Attendance Management Policy
- Annual Leave Policy
- Family Leave Policy
- Equality and Diversity Policy

FORM TO REQUEST FORMAL FLEXIBLE WORKING	
TO BE COMPLETED BY EMPLOYEE	
Name:	
Post:	
Department	
Current working pattern (days/times/hours)	
Give details of the flexible arrangements you are requesting:	
What difficulties might this cause at work?	
How might these difficulties be overcome?	
Signature	
Date	
TO BE COMPLETED BY MANAGER	
Date request received:	
Date of meeting (must be within 28 working days of request):	
Decision (must be within 14 working days of request) – if application turned down, state reasons and attach letter:	
Manager's name:	
Post:	

<i>Signature:</i>	
<i>Date:</i>	
	<i>To be completed by Senior manager/Accountable Officer (if required) in line with scheme of delegation</i>
<i>Name:</i>	
<i>Post:</i>	
<i>Signature:</i>	
<i>Date:</i>	

ADDITIONAL / UNPAID LEAVE APPLICATION FORM

Assignment No:

Department:

Surname:

Forename(s):.....

Title:.....

Job Title:.....

CHANGING FROM: (insert details of current work pattern)	TICK CHANGE REQ'D	CHANGING TO:	
		UNPAID LEAVE (this can be anything between a minimum of 1 week and a maximum of 12 weeks and this must be taken between April and March of the following year (annual leave year) in agreement with your manager).	<X> weeks unpaid leave during the year holiday year – April to March (delete as appropriate). This will be considered as unpaid leave with permission and as such pension contributions will be required to be paid on this service
		PURCHASING OF ADDITIONAL ANNUAL LEAVE (up to a maximum of 2 weeks contractual, per leave year)	Purchase <X> week's additional annual leave during the leave year April to March (delete as appropriate).

I agree for my salary to be amended accordingly and for the monies relating to the purchased annual leave to be deducted from my salary over the appropriate 12-month leave period. If I leave the employment of the CCG within the 12-month leave period I specifically authorise the CCG to recover outstanding monies from my salary. I understand that by completing and submitting this for I am committing to a change in my Terms & Conditions of Employment as detailed above.

Signed (employee):.....

Date:.....

To Be Completed by Authorised Signatory/ Budget Holder – (you will need to complete the relevant payroll documentation as well as this form).

I confirm that the changes detailed above have been discussed and agreed with myself and confirm that the business needs of the CCG can continue to be met.

Line Manager/Authorised Signature:

Print Name:.....

Date:

**RECORD OF TIME OFF FOR DEPENDENTS, DOMESTIC RESPONSIBILITIES AND
COMPASSIONATE LEAVE**

TO BE COMPLETED UPON RETURN TO WORK			
Name:	Post:	Department:	Base:
Reason for leave:			
Details of leave granted e.g. paid/unpaid/annual leave/TOIL/flexible hours (indicate numbers of days/hours where appropriate)			
<p>Manager's Authorisation</p> <p>Signed: Name:</p> <p>Position: Date:</p>			
<p>NB.</p> <p>1 Completed form retained on individual's file</p> <p>2 Complete the necessary payroll documentation</p>			

**APPLICATION FOR CARER LEAVE
TO BE COMPLETED AT LEAST 28 DAYS BEFORE THE REQUESTED LEAVE
COMMENCES**

Name:	Post:	Department:	Base:
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I confirm that I wish to apply for carer leave in respect of my dependent:

I would wish to take the following periods of unpaid carer leave:

From: _____ To : _____

From: _____ To : _____

From: _____ To : _____

Manager's Authorisation

Signed: Name:

Position: Date:

NB.
1 Completed form retained on individual's file
2 Complete the necessary payroll documentation