

Special Leave Policy

Document Summary

To set out the requirements and eligibility for staff with regards to Special leave.

Version 6

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DOCUMENT TYPE	Policy
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POLICY AUTHOR	HR Business Partner
TARGET AUDIENCE	All Trust Employees

The intranet version of this document is the only version that is maintained. Any printed copies should therefore be viewed as “uncontrolled”, as they may not contain the latest updates and amendments.

DOCUMENT CONTROL

Section 1 – Document Information	
Title	Special Leave Policy
Directorate	Human Resources
Brief Description of amendments	
New Policy Format used Included definition of Host Manager Additional section included to reflect the new Child Bereavement Leave	
Does the document follow the Trust agreed format?	Yes
Are all mandatory headings complete?	Yes
Does the document outline clearly the monitoring compliance and performance management?	Yes
Equality Analysis completed?	Yes

Section 2 – Consultation Information*

*Please remember to consult with all services provided by the Trust, including Community & Primary Care where applicable

Consultation Completed		<input type="checkbox"/> Trust wide <input type="checkbox"/> Local <input type="checkbox"/> Specific staff group	
Consultation start date	N/A	Consultation end date	N/A

Section 3 – Version Control

Version	Date Approved	Brief Summary of Changes
6	February 2021	3 yearly review of document Amends listed in Section 1 above
5	01.04.2017	
4		
3		
2		
1		Policy drafted

Section 4 – Approval *To be completed by Document Control*

Document Approved		<input type="checkbox"/> Approved	
Assurance provided by Author & Chair		<input type="checkbox"/> Email with Chairs approval	
Date approved		Review date	

Section 5 – Withdrawal <i>To be completed by Document Control</i>	
Reason for withdrawal	<input type="checkbox"/> No longer required <input type="checkbox"/> Superseded
Assurance provided by Author & Chair	<input type="checkbox"/> Minutes of Meeting <input type="checkbox"/> Email with Chairs approval
Date Withdrawn:	Click here to enter a date.

CONTENTS

Item No.	Subject	Page No.
	Document Control	2
	Contents	4
1.	Scope	5
2.	Introduction	5
3.	Statement of Intent	5
4.	Definitions	5
5.	Duties, Accountabilities and Responsibilities	6
6.	Process	7
7.	Training	15
8.	Monitoring compliance	15
8.1.	Key Performance Indicators of the Policy	15
8.2.	Performance Management of the Policy	15
9.	References and Bibliography	16
10.	Related Policies and Procedures	16
11	Equality Impact Analysis of this Policy	16
12.	Appendix 1 – Quick Guide for Managers	18
	Appendix 2 - Part Time Staff Calculation	19
	Appendix 3 - Application for Special Leave	21

1 SCOPE

The aim of this policy is to ensure that all staff and managers are aware of the support mechanisms available to them in times of urgent and unforeseen circumstance that may arise during work time.

2 INTRODUCTION

St Helens and Knowsley Teaching Hospitals NHS Trust is committed to supporting staff to balance the demands of personal and work responsibilities.

It is recognised that on occasion staff will require time off work to deal with unforeseen emergency situations which arise during work time. The policy aims to provide a supportive and consistent framework to ensure that these situations are managed appropriately.

The policy is appropriate for situations of urgent and unforeseen need and those when staff require leave to undertake public duties. It is not intended to cater for long-term requirements for which other facilities are available.

3 STATEMENT OF INTENT

This policy aims to set out the key processes and responsibilities, which will ensure that all staff are aware of the appropriate use of special leave and to ensure a consistent approach.

It is the policy of the Trust to ensure a consistent and supportive approach to the procedure for and provision of Special Leave.

The policy provides for paid or unpaid leave to be granted at times of urgent and unforeseen need in line with statutory legislation. It further recognises the importance of civic and public duties undertaken by employees.

Separate Trust/Lead Employer policies apply for situations involving Employment Break Scheme, Flexible Working, Maternity and Paternity, Adoption, Annual Leave and Study Leave and these should be used where appropriate.

4 DEFINITIONS

Special leave - exceptional leave that may be granted to an employee in certain special circumstances.

Special leave includes leave or time off for the following:

- ❖ Jury service
- ❖ Dependents leave
- ❖ Carers Leave
- ❖ Emergency Domestic Leave
- ❖ Parental Leave
- ❖ Bereavement Leave/Child Bereavement Leave
- ❖ Civic Duties
- ❖ Public Duties
- ❖ Armed Forces Reserves

- ❖ Time off for Medical Appointments
- ❖ Time off for Fertility Treatment
- ❖ Time off for Religious/Cultural Observance
- ❖ Time off for Interviews if in redeployment situation/within NHS.

Host Organisation – the location where the Lead Employer trainee is undertaking their on the job training NB where the term is used in this policy it should be regarded as including Organisations supplying clinical placements for Student Physician Associates.

Host Managers - Consultants / GPs / nominated senior professionals / designated managers from within the Host Organisation, with responsibility for the day to day management including supervising Trainees

5 DUTIES ACCOUNTABILITIES AND RESPONSIBILITIES

5.1 Trust Board

The Board are responsible for ensuring that this policy is fully implemented and that there is a continuing commitment to the training of managers in the implementation of all Trust policies.

5.2 Host Manager

All Managers are responsible for ensuring that requests for special leave are treated fairly and consistently in accordance with Trust policy. Managers must ensure that all staff for whom they are responsible, are aware of the provisions of the Special Leave. Managers must exercise judgement and discretion according to the circumstances of each particular case, in line with Trust guidelines, ensuring that the needs of the service are not compromised.

Staff should be made aware that Special Leave is not an entitlement (unless stated) rather it is a provision which may be granted in an emergency situation, if the needs of the service allow.

The Manager should ensure that an Application for Special Leave (Appendix 3) is completed and signed by both the Host Manager and Employee on their return to work. A copy must also be forwarded to the Lead Employer Human Resources Department for Equal Opportunities Monitoring purposes.

In situations where Special Leave cannot be granted, Managers must ensure that a full explanation is provided.

5.3 Employee

It is the employee's responsibility to notify their host manager (and for Lead Employer also notify the Lead Employer HR department) as soon as they wish to make a request for special leave, providing full details of the reason and time required.

All staff must be aware that whilst the Trust wishes to provide support, there are occasions on which a manager may be unable to grant a request in part or full. If a request cannot be granted staff will receive a full explanation as to why.

Staff are expected to find alternative solutions for non-emergency situations and only request special leave where it is absolutely necessary. Annual or unpaid leave must be used for requirements that can reasonably be planned in advance with prior approval from your manager.

5.4 Human Resources

The Human Resources Team will provide support and advice to managers and staff regarding operation of this policy, promoting consistency and aiming to achieve a balance between organisational requirements and individual needs.

6 PROCESS

6.1 Entitlement to Leave within the Special Leave Policy

There is no length of service qualification for the different types of Special Leave (except for Parental Leave when 12 months service is required) and all staff are entitled to make an application.

The amount of leave granted should be limited to that which is reasonable to the circumstances of the particular case and the HR Department can provide guidance if required.

6.2 Categories of Special Leave

There are a number of types of Special Leave – not all such leave is paid leave. The Detail on whether a category of leave is paid or unpaid is described in each section below.

6.2.1 Time Off for Dependants

Under the Employment Relations Act 1999, all employees are entitled to take a reasonable period of unpaid time off work to deal with an emergency involving a dependant. However, the Trust has elected in certain circumstances to allow limited paid leave (see below at 6.2.1.1) with a maximum amount of 22.5 hours per rolling annum (or pro-rata for part time staff see Appendix 2).

For the purposes of this policy and as defined in the Work and Families Act 2006, the definition of a dependant is an employee who is, or expects to be, caring for an adult who is:

- married to, or the partner or civil partner of the employee or is a near relative of the employee (a near relative includes parents, parent-in-law, adult child, siblings, uncles, aunts or grandparents and step-relatives) or
- falls into neither of those categories, but lives at the same address as the employee.

- It may also refer to someone else for whom the employee is the main carer and managers should use their discretion when dealing with situations involving other close relationships.

The Act does not set a limit to the time, but it is envisaged that this will in most cases be one or two days to deal with the emergency and make any longer term arrangements.

Examples include:

- Illness of or injury to a dependant (Where an employee is involved in substantial and regular care).
- Situations where the normal arrangements for care of a dependent have broken down, to allow alternative care arrangements to be made.
- To deal with emergency issues for a dependant, for example an unexpected incident such as illness or injury, concerning a child during school time.

6.2.1.1 Limited Paid Leave

Paid leave may be granted ranging from a temporary adjustment to hours worked, up to a maximum of 22.5 hours paid leave. This will be calculated on a rolling 12 month basis and will be pro-rata for part-time staff (See Appendix 2).

Staff do not have an automatic entitlement to 22.5 hours of paid special leave per year which will be pro rata for part time staff (see Appendix 2) and all staff should be aware that requests can be declined. This total amount can be for either paid Carers Leave and/or Paid Emergency Domestic Leave.

Staff should be aware that a request for special leave can be declined.

Where the maximum entitlement to paid Special Leave has been exhausted, staff must use annual or unpaid leave to cover such absences.

If the need for time off continues, other options should be considered, such as an Employment Break, in which event the conditions associated with the leave will be agreed with the individual concerned.

a) Paid Carers Leave

This can be granted in the event of a sudden illness of a dependant in urgent and unforeseen circumstances which will be pro-rata for part time staff (see Appendix 2). Carers Leave is intended to cover emergency situations which are immediate, unanticipated and impossible to plan for. It provides a short term intervention allowing the employee to provide short term care or make arrangements for longer term care.

It is reasonable for a manager to ask for details of the reasons for the request, to enable them to make an informed and consistent decision as to whether the leave may be granted.

b) Paid Emergency Domestic Leave

Emergency Leave may be granted in circumstances such as involvement in an accident, being a victim of crime or personal crisis.

In emergency situations, leave does not have to be given in complete shifts/ days, but the amount of time necessary for the individual to deal with the emergency.

This is paid leave and is taken out of the total amount of 22.5 hours (pro rata) paid Special Leave per rolling annum.

6.2.3 Parental Leave

Employees who have completed 12 months service are entitled to 18 weeks unpaid parental leave for each child born or adopted for children up to the age of eighteen years.

Parental leave is solely for the purpose of caring for children and cannot be used to undertake work for another employer either paid or unpaid.

The leave must be taken in blocks of one week and a maximum of four weeks may be taken in any year. The only exception to this is that parents of a disabled child can take leave in blocks of one day, subject to a maximum period of 4 weeks in any year for each individual child. A week is based on an employees working pattern.

The employee must ensure that they give their Host Manager at least 21 days' notice in writing of the requirement to take this leave.

During such periods of leave the employee will retain all of his/her contractual rights except remuneration and has the right to return to the same job following the period of leave.

The leave should be regarded as continuous service and employees must ensure that they maintain regular contact with their Manager within agreed protocols.

NOTE: For details on Shared Parental Leave please review the separate Shared Parental Leave Policy

6.2.4 Bereavement Leave

Following bereavement, paid compassionate leave should be granted for up to 22.5 hours (pro rata for part time staff). The amount of leave will be dependent on individual circumstances and the following factors should be taken into consideration:

- the closeness and nature of the employee's relationship with the deceased
- whether the individual has responsibility for the funeral arrangements and/or is the executor/ executrix
- any cultural obligations
- the date and place of the funeral and the distance that the employee will need to travel to attend.

In exceptional circumstances and taking into account the above factors, 30-45 hours (pro rata for part time staff) paid leave may be granted by the Directorate Manager/Lead Employer HR Department. Additional unpaid leave may also be granted where appropriate.

It is important that the Lead Employer HR Department is fully informed of the individual's situation in order to ensure that appropriate support can be provided.

The Manager may also seek advice from Human Resources and Health, Work and Well-Being regarding other types of support which are available for staff following bereavement.

6.2.4.1 Child Bereavement Leave

A bereaved parent is anyone who had responsibility as one of the primary carers for a child who is now deceased. This may therefore include Grandparents who had caring responsibilities for a child or instances where someone other than the biological parent is the primary carer.

There is no requirement for the child to be under 18 years of age for a parent to qualify for child bereavement leave or pay.

All bereaved parents will be eligible for a minimum of two weeks of child bereavement leave. A bereaved parent will not be required to demonstrate any eligibility criteria in order to access bereavement leave or pay. Bereavement leave is a right from day one of an individual's employment.

All bereaved parents will be entitled to two weeks' occupational child bereavement pay which will include any entitlement to statutory parental bereavement pay. This pay is calculated based on what the individual would have received had they been at work and the reference period is based on the individual's previous three months at work. This entitlement will apply to both parents of the deceased child, in the case where both parents work for the Lead Employer. Bereaved parents do not need to take two weeks of bereavement leave in a continuous block.

Bereaved parents may request to take child bereavement leave at any point up to 56 weeks following the death of the child. To take bereavement leave immediately following the death of a child the bereaved parent shall be able to do so upon informing the Lead Employer that they will be absent from work for this purpose. Should the parent wish to take their leave at another time, they should inform the Lead Employer as soon possible of their intention to take the leave including dates where possible.

Parents who experience a still birth from the 24th week of pregnancy will be eligible for the above provisions and this is also extended to employees who were hoping to becoming parents under surrogacy arrangements.

At no point is a bereaved parent required to produce the child's Death Certificate or any other official document in order to access child bereavement leave or pay. To satisfy statutory requirements a written statement may be requested from the employee within a reasonable timeframe.

To explore longer term adjustments or to discuss support available following the bereavement of a child, contact the Lead Employer.

6.2.5 Civic Duties

An employee receiving a summons to appear as a witness at a Court or Tribunal for reasons which are outside of normal Trust duties must report the fact to their Host Manager and the Lead Employer HR Department and provide copies of the relevant notification, before any leave can be approved.

Employees attending court as a witness will receive their normal pay from the Trust for the period that they are required to attend court. The court will issue forms to the employee to claim for loss of earnings and these should be submitted to the Payroll Department to enable an amount equal to the allowance to be deducted from the employee's pay.

In the event of an employee not being required to attend on a particular day/ part day, they must report for work as normal.

6.2.6 Public Duties

Under the Employment Rights Act 1996, employees who hold certain public positions are permitted to a reasonable amount of unpaid time off to enable them to perform the duties associated to these posts.

Relevant positions include:

- Justice of the Peace (Magistrate)
- A member of a Local Authority
- A member of a Police Authority
- A member of any statutory tribunal
- A member of a relevant health body (NHS Trust, Foundation Trust, CCG)
- A member of the managing or governing body of an educational establishment maintained by the Local Education Authority or a Further or Higher Education Corporation or an Academy/Free School/Other types
- A member of the General Teaching Council for England and Wales
- A member of the Environmental Agency
- A member of the Board of Prison Visitors
- A member of the Service Authority for the National Criminal Intelligence Service or National Crime Squad

Employees carrying out public duties are required to request time off in order to fulfil these duties and must inform their manager at the earliest opportunity of the time required.

Factors which Managers must consider when making a decision regarding this type of leave are:

- how much time off is required overall to perform the duties and how much time off is required to perform the particular duty in question
- how much time off the employee has already been permitted for this purpose
- the needs of the service and the effect of the employee's absence upon it.

Any employee considering involvement in public duties should discuss this with their manager in advance of making a final commitment, to establish the amount of time off that can reasonably be granted.

6.2.7 Jury Service

An employee who receives a summons to serve on a jury must advise their Host Manager and the Lead Employer HR Department of the details immediately. As this is a public duty and must be served, leave will be granted unless exemption from jury service is secured.

Dependent on the needs of the service, the Trust may request that the employee applies to the court for an exemption from or deferral of jury service.

An employee serving as a juror must claim the allowance for loss of earnings which they are entitled to under the Juror's Allowance Regulations and an amount equal to this will be deducted from the employee's pay. The loss of earnings form provided by the court should be submitted to the Payroll Department for completion prior to the Jury Service.

If an employee is not required to appear on a particular day/ part day they should report for work as normal. If in doubt, the employee should contact their Manager or the HR team for guidance.

6.2.8 Armed Forces Reserves

All volunteer members of the armed forces, who attend summer camp, are entitled to 37.5 hours paid leave (pro rata for part-time staff) in addition to their annual leave entitlement.

Volunteers may be required to undertake additional training which is usually scheduled for Saturdays and Sundays. Where training falls on a normal working day and the employee is unable to reschedule the event, reasonable paid time off should be granted.

Employees called up for compulsory military service under the Reserve Forces Act (1996) should receive two weeks' notice and will receive a letter with their mobilisation papers that they must give to their Manager (a copy should also be shared with the Lead Employer HR Department). Such staff will be on unpaid leave for the duration of the time that they are called to serve.

The Trust may appeal against a decision to call a member of staff up for military service if they feel that the employee's absence will cause serious problems or harm to the service.

An employee who has been called up for active duty has the right to return at any time during a six month period after the end of military service. They are entitled, where practicable to return to the same position under the same terms and conditions. If this is not practicable, they must be offered a post with equivalent terms and conditions of employment.

6.2.9 Time Off for Medical Appointments

Appointments for GP and dentist visits etc are often presumed to be an entitlement by some staff, this is not the case. Staff should make appointments in their own time at the start or end of the working day to ensure minimum disruption to the department, and any time taken must then be worked.

For a hospital out-patient appointment then time off with pay would normally be agreed for the duration of the appointment. No travel time will be allowed. The staff member will need to have their appointment letter/card eg with hospital, date and time etc and show this if requested to their manager.

Employees who are defined as disabled under the terms of the Disability Discrimination Act (1995), should be granted a reasonable amount of time off to attend appointments related to their disability. Further advice should be sought from the HR Department in these situations.

Medical appointments for non-clinical reasons, e.g. cosmetic consultations, will not be eligible for any form of paid leave. Rather, the employee should discuss with their Line Manager the use of annual or unpaid leave in these circumstances.

Staff who require planned day case hospital treatment involving a local or general anaesthetic or drug administration may request time off under the Special Leave Policy rather than classing this as sickness absence (subject to staff having some allowance remaining). If staff are unwell on the following day(s) then this would be counted as sickness absence.

6.2.9 Time Off for Fertility Treatment

It is recognised that treatment of infertility can be a distressing and lengthy process. A member of staff undergoing IVF treatment will be able to request up to 22.5 total hours per annum (pro rata for part time staff – see Appendix 3) and this may be taken in either full/half days or a shorter number of hours to accommodate appointments/treatment. These hours are additional to other paid Special Leave.

The above is for a maximum of two occasions during employment in the Trust.

The amount of time required must be discussed and agreed with the individual's Manager and must be supported by documentary evidence from the employee's GP or specialist.

Time off due to complications of fertility treatment will be managed under the Trust Attendance Management procedures and Medical Certificates must be provided.

6.2.11 Surrogacy

In the event of the birth mother then Maternity Leave provisions will apply and for the surrogate mother if adopting the child Adoption leave provisions will apply

6.2.12 Time Off for Religious / Cultural Observance

Employees may request time off or a temporary change to their working hours for a religious or cultural occasion. Where practicable these requests should be granted and must be taken as either annual or unpaid leave.

NOTE: for Student Physician Associates refer to the Contract of Employment

6.2.13 Time Off for Interviews

Employees may request reasonable paid time off to attend interviews that are within the Trust or another NHS organisation subject to the needs of the service and prior approval of their manager.

Interviews that are occurring outside of the NHS should be arranged in the employees own time or taken as annual leave.

If an employee has been placed at risk of redundancy by the organisation they should be granted paid time off to attend interviews both within and outside the NHS.

6.3 Unauthorised Absence

Any period of unauthorised absence or abuse of this policy may lead to Disciplinary Action in line with Trust/Lead Employer Disciplinary Policy.

6.4 Application

The nature of Special leave is such that it may be required at short notice. However, it must be authorised by the employees Manager who will agree with the employee how and when the leave can be taken. For Lead Employer, the HR Department is informed.

If it is not possible to contact their Manager the employee must speak to an appropriate senior manager, to inform them of their request and the reasons for it. Upon return, classification of the leave will be confirmed by their manager.

It is not sufficient for an employee to leave a message or discuss the situation with a colleague. If appropriate authorisation is not received on the day that the leave is required, the leave may be declined. This could result in the absence being logged as unauthorised, the individual may not be paid and/or disciplinary action could result.

Special leave will be granted at the discretion of the Line Manager and should not be unreasonably refused. It will be subject however to the needs of the service.

All special leave must be recorded on staff absence record cards and ESR.

6.5 Monitoring and Compliance

Whilst the nature of Special Leave is for unforeseen situations, an application form must be completed by the Employee and their Host Manager (Appendix 3) and a copy forwarded to the Lead Employer Human Resources Department.

Where possible this form should be completed in advance of the leave being taken, but it can be done retrospectively in situations where this is appropriate.

The form must be completed regardless of whether the leave is granted and if Special Leave is refused the reasons should be discussed with the employee and outlined on the form.

The Trust will monitor the impact of this policy and procedure and will take action where necessary to address any unwarranted disparities and ensure fairness and consistency.

The Trust will collect, analyse, interpret and publicise all relevant data.

6.6. Appeals Process

Any employee who feels aggrieved by the application of this policy and procedure may raise the matter through the Trust/Lead Employer Grievance procedure.

Appeals should be addressed to the Director of Human Resources and will follow the procedure outlined in the Trust/Lead Employer Grievance procedure.

7 TRAINING

Managers should be fully conversant with this Policy, the procedures to follow and its application. The Trust acknowledges the importance of awareness training for line managers to ensure the effective dissemination and implementation of this Policy. Working in partnership the Human Resources Department will provide appropriate support including where necessary, policy briefing sessions, Policy Guides and information at Trust Induction.

8 MONITORING COMPLIANCE WITH THIS DOCUMENT

8.1 Key performance Indicators of the Policy

No	Key Performance Indicators (KPIs) Expected Outcomes
1	Number of Staff taking special leave
2	Number of Staff taking unpaid leave
3	Leave by category of special leave
4	All leave by staff group

8.2 Performance Management of the Policy

Minimum Requirement to be Monitored	Lead(s)	Tool	Frequency	Reporting Arrangements	Lead(s) for acting on Recommendations
Understanding of the Policy and appropriate granting of Special Leave	HR Business Partners	Random review of Special Leave applications	Annually	Workforce Council	Head of Human Resources

9. REFERENCES/ BIBLIOGRAPHY

No	Reference
1	Working Families Act 2006
2	Employment Act 2002
3	Employment Relations Act 1999
4	The Human Rights Act 1998
5	Employment Rights Act 1996
6	EU Directive on Pregnant Workers 1994
7	Management of Health and Safety at Work (NHSW) Regulations 1992
8	The Equal Pay (Amendment) Act 1986
9	Sex Discrimination Act 1975

10. RELATED TRUST POLICY/PROCEDURES

No	Related Document
1	Annual Leave Policy
2	Maternity/Paternity/Adoption Policy
4	Employment Break
5	Flexible Working

11. EQUALITY ANALYSIS FORM

The screening assessment must be carried out on all policies, procedures, organisational changes, service changes, cost improvement programmes and transformation projects at the earliest stage in the planning process to ascertain whether a full equality analysis is required. This assessment must be attached to all procedural documents prior to their submission to the appropriate approving body. A separate copy of the assessment must be forwarded to the Patient Inclusion and Experience Lead for monitoring purposes.

Cheryl.farmer@sthk.nhs.uk. If this screening assessment indicates that discrimination could potentially be introduced then seek advice from the Patient Inclusion and Experience Lead. A full equality analysis must be considered on any cost improvement schemes, organisational changes or service changes which could have an impact on patients or staff.

Equality Analysis for this policy

Equality Analysis			
Title of Document/proposal /service/cost improvement plan etc:		Special Leave Policy	
Date of Assessment	02.02.2021	Name of Person completing assessment /job title:	Natalie Villegas
Lead Executive Director	Director of Human Resources		HR Business Partner
Does the proposal, service or document affect one group more or less favourably than other group(s) on the basis of their:		Yes / No	Justification/evidence and data source
1	Age	No	Click here to enter text.
2	Disability (including learning disability, physical, sensory or mental impairment)	Yes	Click here to enter text.
3	Gender reassignment	No	Click here to enter text.
4	Marriage or civil partnership	No	Click here to enter text.
5	Pregnancy or maternity	No	Click here to enter text.
6	Race	No	Click here to enter text.
7	Religion or belief	No	Click here to enter text.
8	Sex	No	Click here to enter text.
9	Sexual Orientation	No	Click here to enter text.
Human Rights – are there any issues which might affect a person's human rights?		Yes / No	Justification/evidence and data source
Right to life		No	Click here to enter text.
Right to freedom from degrading or humiliating treatment		No	Click here to enter text.
Right to privacy or family life		No	Click here to enter text.
Any other of the human rights?		Yes	By nature of ability to have or care for child or dependant
Lead of Service Review & Approval			
Service Manager completing review & approval		Debbie Livesey	
		Job Title: Head of Human Resources	

QUICK GUIDE FOR MANAGERS

Limited Paid Leave –Total Amount (ie not 22.5 hours each of these categories)

Carers Leave	Emergency Leave
22.5 hours per year pro rata for part time staff (see Appendix 3)	22.5 hours per year pro rata for part time staff (see Appendix 3)

Bereavement Leave

Up to 22.5 hours(pro rata) days per year (in exceptional circumstances up to 30-45 hours (pro rata) may be granted by Directorate Manager/LE HR Department). The amount of leave will be dependent on individual circumstances and the factors detailed in the policy should be taken into consideration

Fertility Treatment

A member of staff undergoing IVF treatment will be able to request up to 22.5 total hours per annum (pro rata for part time staff –see table in Appendix 3) and this may be taken in either full/half days or a shorter number of hours to accommodate appointments/treatment.

The above is for a maximum of two occasions during employment in the Trust.

Other Types of Leave (Not all is Paid Leave)

Civic Duties	Medical Appointments	Dependant leave	Armed Forces	Parental Leave	Public Duties	Time off for interviews
Paid as normal if relevant forms provided	Reasonable time off given for the duration of the appointment on production of appointment letter/card. No travelling time given	No qualifying period - Reasonable time off	5 days	12 months continuous service needs = 13 weeks unpaid Disabled child = 18weeks	Reasonable unpaid time off	Employees allowed reasonable time off for interviews within the NHS.

PART TIME STAFF CALCULATION

FTE	Hours worked per week	Yearly entitlement in hours
0.03	1	0.6
0.04	1.5	0.9
0.05	2	1.2
0.07	2.5	1.5
0.08	3	1.8
0.09	3.5	2.1
0.11	4	2.4
0.12	4.5	2.7
0.13	5	3
0.15	5.5	3.3
0.16	6	3.6
0.17	6.5	3.9
0.19	7	4.2
0.2	7.5	4.5
0.21	8	4.8
0.23	8.5	5.1
0.24	9	5.4
0.25	9.5	5.7
0.27	10	6
0.28	10.5	6.3
0.29	11	6.6
0.31	11.5	6.9
0.32	12	7.2
0.33	12.5	7.5
0.35	13	7.8
0.36	13.5	8.1
0.37	14	8.4
0.39	14.5	8.7
0.4	15	9
0.41	15.5	9.3
0.43	16	9.6
0.44	16.5	9.9
0.45	17	10.2
0.47	17.5	10.5
0.48	18	10.8
0.49	18.5	11.1
0.51	19	11.4
0.52	19.5	11.7
0.53	20	12

0.55	20.5	12.3
0.56	21	12.6
0.57	21.5	12.9
0.59	22	13.2
0.6	22.5	13.5
0.61	23	13.8
0.63	23.5	14.1
0.64	24	14.4
0.65	24.5	14.7
0.67	25	15
0.68	25.5	15.3
0.69	26	15.6
0.71	26.5	15.9
0.72	27	16.2
0.73	27.5	16.5
0.75	28	16.8
0.76	28.5	17.1
0.77	29	17.4
0.79	29.5	17.7
0.8	30	18
0.81	30.5	18.3
0.83	31	18.6
0.84	31.5	18.9
0.85	32	19.2
0.87	32.5	19.5
0.88	33	19.8
0.89	33.5	20.1
0.91	34	20.4
0.92	34.5	20.7
0.93	35	21
0.95	35.5	21.3
0.96	36	21.6
0.97	36.5	21.9
0.99	37	22.2
1	37.5	22.5

MEDICAL STAFF LIMITED PAID LEAVE HOURS

Full time (40 hrs per week)	22.5 hours
80%	18 hours
70%	15.5 hours
60%	13.5 hours
50%	11 hours

APPLICATION FOR SPECIAL LEAVE

PART A: To be completed by the Employee

NAME:

JOB TITLE:

DEPARTMENT/ WARD:

TYPE OF LEAVE APPLIED FOR: (please tick box)

CARERS

MEDICAL APPOINTMENT/
TREATMENT (INC IVF)

BEREAVEMENT

PARENTAL

CIVIC/ PUBLIC DUTIES

JURY DUTY

EMERGENCY DOMESTIC

RELIGIOUS/ CULTURAL
OBSERVANCE /

ARMY RESERVE

DATE FROM:

DATE TO:

NO. OF
DAYS:

REASON:

Part B: To Be completed by the Manager

REQUEST GRANTED:

YES:

NO:

IF NO, REASON REQUEST
DENIED:NUMBER OF HOURS/DAYS
GRANTED:

PAID

UNPAID

HOURS/DAYS ENTITLEMENT TAKEN TO
DATE:

MANAGERS NAME:

JOB TITLE:

SIGNED:

DATE:

Original: to Employee for record ☐Copies: Personal File ☐HR Department ☐