



Leave of Absence Policy

Policy Number	LEAVE001
Target Audience	CCG Board CCG Staff
Approving Committee	CCG Executive
Date Approved	August 2014
Last Review Date	April 2019
Next Review Date	April 2021
Policy Author	Bolton FT HR Business Partner
Version Number	Final

The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

This document can only be considered valid when viewed via the CCG's intranet. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	March 2014	Staff Forum	
Draft v0.2	August 2014	Executive	Remove Career Break Time only for Public Sector Interviews Parental Leave is Unpaid Remove Appendices F&J
Final	August 2014		
Final	April 2019	HR Advisor/ CCG Chief Officer	Review of policy in line with Agenda to Change updates for Child Bereavement leave.

Analysis of Effect completed:	By:	Date:
-------------------------------	-----	-------

Content

Section	Content	Page
1	Policy Statement	4
2	Principles	4
3	Procedure	4
4	Responsibilities	5
5	Equality Statement	5
6	Monitoring & Review	6
PART 2	LEAVE OF ABSENCE CATEGORIES	
1	Introduction	7
2	Adoption Leave	7
3	Annual Leave	7
4	Bereavement	8
5	Dependent Leave	9
6	Examination & Study Leave	10
7	Flexi Leave	10
8	Interview Leave	10
9	Maternity/Maternity Support (Paternity) Leave	11
10	Medical Appointments	11
11	Non regular forces/territorial army	13
12	Parental Leave	13
13	Public Duties	14
14	Religious Observance	15
15	Special Leave (Domestic Emergency/Emergency Carer)	15
16	Trade Union Activities	16

Appendix

A	Equality Assessment	17
B	Annual Leave	18
C	Annual leave Application Form	23
D	Special Leave Application Form	24
E	Parental/Dependent's Leave & Response Form	23
F	Voluntary Public Service Leave Application Form	25
G	Religious Observance Table	26

1. Policy Statement

The overall objective of this policy is to:

- provide a process by which employees can make a request for leave of absence.
- identify the major circumstances where leave of absence may be appropriate.

2 Principles

- 2.1 The CCG is committed to ensuring the service delivers efficiently, effectively and economically to its service users.
- 2.2 Equally, the CCG wishes to preserve its reputation as a fair and equitable employer who provides good working conditions where the highest standards of service delivery can be achieved and maintained.
- 2.3 The CCG is mindful of its responsibility to balance the needs of the individual employee with the requirement to deliver high standards of service to its service users.
- 2.4 The CCG recognises that there are occasions where an employee may be absent for reason other than sickness absence
- 2.5 All employees will be expected to minimise the leave of absence that they apply for.
- 2.6 This guidance applies equally to all employees except where nationally or locally agreed terms and conditions allow for a differing provision.
- 2.7 Where reference is made to another policy or procedure it is the processes within that procedure that shall take precedence.

3. Procedure

- 3.1 Where practical all applications for leave of absence should be made in writing to Line Manager in good time to facilitate reaching a reasonable decision and for any contingency arrangements to be made.
- 3.2 The Line Manager will review the application and inform the employee of their decision as soon as practical especially in those cases where leave of absence is not granted. Whilst decisions will normally be communicated verbally a decision will also be confirmed in writing to the employee. All relevant paperwork can be found in the Appendices of this policy.
- 3.3 The granting of leave of absence, be this paid or unpaid, is at the discretion of the Line Manager as appropriate.
- 3.4 The Line Manager can authorise paid leave of absence. This would not normally exceed the days specified in the policy on any one occasion but will depend on the individual circumstances. This will be pro-rata for part-time employees.

- 3.5 If an application for leave is refused the employee will be notified of the reason in writing. Appeals against the decision should be taken up through the CCG's Grievance Procedure.
- 3.6 Should an employee fail to return to work or to make contact on the expected date of return, all circumstances will be fully investigated and this could lead to disciplinary action under the CCG's disciplinary policy.

4. Responsibilities

Line Managers

- 4.1 To ensure that employees are made aware of and given access to the CCG's Leave of Absence Policy and that the policy is applied consistently and fairly within their area of responsibility.
- 4.2 To keep records of request for leave and subsequent decisions.

Employees

- 4.3 To ensure that they are aware of the location of the policy and procedural documents and how to access them.
- 4.4 Have a duty to read and work within current guidance.
- 4.5 All CCG employees must comply with the requirement to request leave as soon as possible and take responsibility for making alternative arrangements to cover longer periods of absence that may be required.

CCG

- 4.6 To ensure that policy is reviewed and amended as necessary and that Line managers have access to appropriate training and/or advice on the application of the policy.

5. Equality Statement

- 5.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.
- 5.2 An Equality Analysis has been carried out on this policy and can be viewed in Human Resources.
- 5.3 As part of the CCG's equal opportunities monitoring, all leave requests are monitored on a rolling annual basis. Subsequently information may be held on the absence monitoring register longer than the duration of the leave year.

6. Monitoring and Review

- 6.1 The policy and procedure will be reviewed periodically by the CCG in conjunction with the operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.
- 6.2 The implementation of this policy will be audited every 2 years by the CCG Clinical Executive.

Part 2 – Leave of Absence Categories

1. Examples of circumstances where leave of absence may be appropriate are shown below.

1.1 As this list is not exhaustive leave of absence in a circumstance not outlined below may be granted. As with the granting of any leave of absence this will be at the discretion of the Line Manager as appropriate.

2. Adoption

2.1 The Employment Act 2002 introduced a new statutory right for adoptive parents to take paid adoption leave of up to 52 weeks following the adoption of a child. Adoption leave is not available where a child is already known to the adopter(s), as in a step-family adoption or adoption by existing foster carers. (A child is defined as a person under the age of 18).

2.2 For further information please see the CCG's Maternity, Maternity Support (Paternity) & Adoption Policy and Appendix E.

3. Annual Leave

3.1 Annual Leave is an employee's right to paid leave when they are not expected to attend work or engage in any work related activity for the CCG.

3.2 All applications for annual leave must be submitted in writing on the appropriate form and in good time to the line manager. See Appendix C.

3.3 Calculation of annual leave entitlement is dependent upon length of reckonable NHS service with leave entitlements increasing on completion of 5 and 10 years reckonable service. Guidance on allocations is available on the Annual Leave calculator on People Direct.

3.4 Employees who have flexible working arrangements such as Term Time Only or Annualised Hours should be aware that annual leave may be incorporated into their pay arrangements and therefore is "taken" during closure periods only.

4. Bereavement

Child Bereavement Leave

- 4.1 All bereaved parents will be eligible for two weeks of child bereavement leave. Child bereavement leave will be paid at normal occupational pay, which will include any entitlement to statutory bereavement pay. Pay will be calculated on the basis of what the employee would have received had she/he been at work. This would normally be based on the previous 3 months at work.
- 4.2 Parents who receive a still birth from the 24th week of pregnancy will be eligible for these provisions. Bereavement leave and pay may also be extended to members of staff, by local arrangement in circumstances where they were hoping to become parents under surrogacy arrangements.
- 4.3 For the purposes of this leave, a bereaved parent is anyone who had responsibility as one of the primary carers for a child who is now deceased. This includes adoptive parents, legal guardians, individuals fostering to adopt and any other relationship that the CCG deems to be reasonable.
- 4.4 Child bereavement leave does not need to be taken in a two week block and it will be an individual's choice whether they chose to take the leave which can be taken at any point up to 56 weeks following the death of the child. Parents will not be required to provide evidence of the death of a child
- 4.5 Should the parent wish to take the leave immediately following the death of the child they should advise their manager that they will be taking bereavement leave. Should the parent wish to take the leave at another time, they should give their manager reasonable notice. If both parents work for the NHS both parents will be entitled to take the leave.

Other Bereavement leave

- 4.6 Paid leave of absence will be granted to a member of CCG in the event of the death of a relative, subject to managers discretion - in normal circumstances up to a maximum of 5 days.
- 4.7 The actual period of paid absence would depend on the circumstances of the case and the nature of the deceased's relationship with the member of CCG.
- 4.8 Additional unpaid leave may be granted in excess of any paid leave granted under the above arrangements.
- 4.9 In any other cases of bereavement, leave of absence will be without pay.

5. Dependant Leave

- 5.1 Employees may request dependent care leave if they look after a partner, parent or child who need their help because they are seriously ill, frail or have a disability.

- 5.2 Dependant Leave is requested to enable the employee to take time off work to care for a dependent or to make arrangements for a dependent's welfare.
- 5.3 Employees are entitled to unpaid leave of absence up to a maximum of 18 weeks during the course of the dependant's life or illness. No more than 4 weeks can be taken in any one year, however in exceptional long term cases, a special case may be made to the Chief Officer to extend the period of unpaid leave beyond 18 weeks.
- 5.4 Part time employees will be entitled to dependant's leave on a pro rata basis.
- 5.5 The CCG requires the employee to produce evidence of entitlement for dependant leave. Evidence that may be requested includes:
- Dependants entitlement to disability living allowance
 - Copies of the dependant's medical certificates confirming their illness.

Applications for dependant's leave should be made on the form in Appendix E

- 5.6 As with parental leave, the CCG reserves the right to postpone the leave for up to 6 months where the service would be particularly disrupted if the leave were taken at the time requested, Leave cannot be postponed when the employee gives notice to take it immediately after the time a dependant is released from hospital or residential care.

6. Examination and Study Leave

- 6.1 For further information see the Education, Training & Development Policy

7. Flexi-Leave

- 7.1 For further information see the Flexitime Policy

8. Interview leave

- 8.1 All employees may request paid leave of absence to attend for interview if the prospective employer is within the Public Sector. This will require evidence of the interview and will be granted at the discretion of the line manager.
- 8.2 Dependent upon the designation of the employee, annual leave, flexi time or unpaid leave of absence would need to be used to attend for interview with a private company.

9. Maternity and maternity support (Paternity) Leave

- 9.1 All employees are entitled to Ordinary Maternity Leave (OML) of **26 weeks** and Additional Maternity Leave (AML) of **26 weeks**.

- 9.2 A pregnant employee is entitled to paid time off to attend ante-natal care. If requested evidence of appointments must be provided.
- 9.3 The duration of maternity support (paternity) leave is up to a maximum of 2 weeks. An employee is entitled to receive the following maternity support leave with pay:

	All CCG
Week 1	5 days full pay
Week 2	5 days full pay

* Please refer to Maternity, Adoption and Maternity Support (Paternity) Policy for further information.

- 9.4 For children born after 3 April 2011 or, in the case of adoption, placed on or after this date, mothers and adopters will be able to transfer a portion of their maternity or adoption leave to the child's father, or their spouse, partner or civil partner. Additional Maternity Support/(Paternity) Leave can only be taken when the mother or adopter has returned to work.
- 9.5 For further information please see the Maternity, Maternity Support (Paternity) & Adoption Leave Policy.

10. Medical Appointments

Hospital/Consultant Appointments

- 10.1 Employees will be granted time off with pay to attend for a hospital appointment subject to:
- The appointment being for treatment or for a consultation as part of a treatment programme. This does not include participation in for example in clinical surveys.
 - The appointment is not discretionary.
 - Proof of the appointment being provided (if requested).
- 10.2 Appointments should be scheduled outside normal working hours where discretion exists unless any resultant delay would lead to deterioration in the medical condition
- 10.3 Subsequent hospital/consultant appointments should be made outside normal working hours where possible.

Cosmetic Surgery

- 10.4 Time off for cosmetic surgery will only be treated as sick leave if the treatment is needed on medical or psychological grounds. Cosmetic surgery of this type must be supported by a letter from a GP outlining the reasons for the surgery in order to be treated as sick leave and receive sick pay. If after surgery an employee becomes unwell and unable to attend work normal sick pay provisions will apply.
- 10.5 If the surgery is undertaken purely due to the employee's wish to change their appearance, this should be taken as annual leave. Only cosmetic surgery for purely medical reasons will be permitted as paid sick pay.

Fertility Treatment

- 10.6 The CCG recognises that employees who are undergoing fertility treatments such as IVF will need to attend appointments and hospital visits in order to receive their treatment. Employees who wish to undergo this treatment are expected to arrange their appointments outside of work wherever possible, however when this is not possible employees will be entitled up to 5 days paid leave per treatment cycle (with a maximum of 2 treatment cycles). Employees who wish to have further treatment may use their annual leave or apply for unpaid leave to cover their appointments.
- 10.7 Applications for fertility treatment should be made as soon as possible (at least 2 weeks in advance) using the special leave application form (see Appendix D). Confirmation of their appointment for fertility treatment from their GP or hospital/clinic should be attached to this form.
- 10.8 If an employee becomes ill and requires time off as a result of the treatment, this will be recorded as sickness absence, but will not be included for the purposes of triggering the sickness absence
- 10.9 If the treatment requires the partner of an employee receiving fertility treatment to attend an appointment, they will be entitled to ½ a day of fertility treatment leave per treatment cycle. If the employee is not receiving treatment but would like to accompany their partner with their partner they will be expecting to take annual leave, time owing or unpaid leave where agreed with their line manager.

GP and Dentist Appointments

- 10.10 Appointments should be scheduled outside normal working hours where discretion exists unless any resultant delay would lead to deterioration in the medical condition.

11. Non regular forces/territorial army

- 11.1 Up to 10 days paid leave per year for official training or exercises.
- 11.2 Further unpaid leave may be granted at the discretion the Chief Officer.
- 11.3 Reservists who are recalled for service will be granted unpaid leave of absence. Continuity of pensionable service will not be broken provided that contributions are maintained within the rules of the pension scheme. Employees will be reinstated on

their return to employment with no detriment to their position or contractual entitlements due to being recalled. See Appendix G.

12 Parental leave

12.1 Parental leave is defined as leave to care for a child. This means looking after the welfare of the child and can include making arrangements for the good of the child. Examples include:

- To spend more time with the child
- To accompany a child during a stay in hospital
- To support the new mother immediately following the birth
- Help settle the child into new child care arrangements
- To enable the family to spend more time together.

12.2 An employee has the right to unpaid parental leave if they have one year's continuous service, and; is the parent/adopter of a child who is under 18 years old.

12.3 The amount of parental leave is 18 weeks for each child under the age of 18.

12.4 The nature of the job to which an employee is entitled to return after leave periods will depend on the length and timing of their parental leave.

12.5 **Leave of four weeks or less** - the employee must be given their job back at the end of the leave.

12.6 **Leave of greater than four weeks-** the employee must be given their job back or, if this is not possible, then a job which is suitable and appropriate.

12.7 **Leave four weeks or less but taken immediately after additional maternity leave (AML)** -The employee must be given their job back or, if this was not possible at the end of the AML period and continues to be impossible, then a job which is suitable and appropriate.

12.8 Seniority and pension rights built up by an employee before taking leave are retained.

12.9 The employee is required to give at least 21 days' notice in writing. If requested, an employee must confirm the age of the child and their relationship to them.

12.10 The employer will have the right to postpone the leave for up to six months from the date the employee wished to take the leave. This right arises if the employer's business would be "unduly disrupted" by the employee's absence, e.g. at year end, inspections or at other important periods in the CCG year.

12.11 The employer must give notice of postponement within seven days of the request for leave confirming: the reasons for postponement; and the period of rescheduled leave. Leave cannot be postponed when the employee gives notice to take it immediately after their maternity leave or the adoption of a child.

12.12 Any part of a week which is taken as parental leave will constitute a whole week.

12.13 An employee cannot take more than four weeks' leave for each child in any year. For these purposes, a year commences on the date of adoption or birth or the date on which the employee satisfies the qualifying condition of one year's employment. Refer to Appendix E.

13. Public duties

13.1 All requests for leave of absence for the following or similar public duties will require the prior approval of the Chief Officer as appropriate.

13.2 If an employee occupies more than one role, they will be entitled to only receive paid leave for carrying out one of the duties listed, if they sit on different bodies.

13.3 Leave entitlements will be pro rata for part time employees.

13.4 The maximum unpaid leave that an employee can take for being a:

- Member of a Local Authority or a committee or subcommittee;
- School Governor
- Member of a Statutory Tribunal
- Member of a Police Commissioning Body
- Member of a board of Prison Visitors or a prison visiting committee
- Member of Board of a CCG

is up to 6 days per annum

Magistrates/Justice of the Peace

13.5 A maximum of 1 day's paid leave per month will be granted in line with the magistrate's cycle.

13.6 Jury Service & Witnesses

Paid leave up to a maximum of two weeks as required unless an exemption is granted. Employees should not volunteer for any trial that they are advised will last in excess of two weeks. The jurors allowance will be offset against normal pay.

14. Religious observance

14.1 The CCG recognises the personal commitment of individuals to observe their religious duties. Please see Appendix H.

15. Special Leave

15.1 Special Leave encompasses Domestic Leave and Emergency Carer Leave and is paid up to a maximum of 10 days in total in a rolling 12 month period.

15.2 The extent and type of leave provided depends on the details of each case. The needs of the service will be considered. Part time staff will receive a pro rata amount of special leave according to hours worked and converted into hours where appropriate. The leave must be taken in blocks of ½ day or single days. If further time is required then the manager may grant leave or unpaid leave as appropriate.

Domestic emergency

15.3 The CCG recognises that unavoidable domestic emergencies can arise that will require the immediate attention of the employee. In such circumstances the CCG should be contacted as soon as possible to allow alternative cover arrangements to be made.

15.4 To allow suitable alternative domestic arrangements to be made, up to 5 days paid leave of absence may be granted in a rolling 12 month period.

15.5 For leave of absence for sickness of relatives see dependant leave.

Emergency Carer

15.6 The CCG recognises the employees may require leave to provide carer support to children and/or elderly, disabled or seriously ill relatives. Emergency carer leave is designed to cover

- Unanticipated illness or injury of children/ dependants
- Unanticipated breakdown of normal caring arrangements

15.7 The purpose of such leave is to help the employee to take time off work to resolve a situation or to arrange for the longer term care of the dependent.

15.8 Paid Emergency Carer Leave will only be granted solely for the purposes of dealing with urgent carer responsibilities, such as:

- where a dependent suddenly falls ill / injured during the working day
- to make arrangements when caring arrangements for a dependent break down
- an unexpected incident involving a dependent child during school hours or on a school trip

15.9 Emergency Carer Leave is not intended to cover known/planned carer commitments.

15.10 Normal family sickness will usually be covered by the employee taking either annual leave, making up the hours at a later date or taking unpaid leave.

15.11 The Line Manager may insist that annual leave is used before unpaid leave is granted.

15.12 Regarding known/planned carer commitments, employees are expected to provide for any such absences as part of their annual leave entitlement.

15.13 As a basis for planning, employees will be expected to declare normal carer responsibilities to their managers at the earliest opportunity following commencement in role. Please see Appendix D.

16. Trade union activities

16.1 Representatives engaging in employee relations business on behalf of their members who work for the CCG will be permitted to take reasonable time off during working hours for Trades Union duties and activities for such purposes as negotiating on terms and conditions and attending disciplinary and grievance interviews.

16.2 For further information please see the Partnership Agreement

Appendix A - Equality Analysis Initial Assessment

Title of the change proposal or policy:

Leave of Absence

Brief description of the proposal:

To ensure that the policy amends are fit for purpose, that the policy is legally compliant, complies with NHSLA standards and takes account of best practice.

Name(s) and role(s) of staff completing this assessment:

Date of assessment:

Please answer the following questions in relation to the proposed change:

Will it affect employees, customers, and/or the public? Please state which.

Yes, it will affect all employees

Is it a major change affecting how a service or policy is delivered or accessed?

Yes - The policy proposes to merge the special leave policy, the annual leave policy and the parental leave policies into one document. It addresses gaps in previous policies such as interview and exam leave and is compliant with statutory leave requirements set out in legislation.

Will it have an effect on how other organisations operate in terms of equality?

If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:

No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards, AFC Terms and Conditions, is legally compliant and takes account of best practice. Makes all reasonable provision to ensure equity of access to all staff. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.

Please return a copy of the completed form to the Equality & Diversity Manager

Appendix B - Annual Leave

1.1 The annual leave period is from 1 April to 31 March.

1.1.1 The annual leave provisions under NHS Terms and Conditions are contained in Table 1 below.

Length of Service	Annual Leave plus general public holidays
On appointment	27 days+ public holidays
After 5 years' service	29 days + public holidays
After 10 years' service	33 days + public holidays

1.2 Annual leave entitlement is calculated based on contractual hours except in the case of zero Hours bank Contract staff, where actual hours worked will be used for the calculation subject to a maximum of 37.5 hours per week.

1.3 The calculation of leave entitlement using the annual leave calculator on Share Point/People Direct which includes a calculation for general public holidays.

1.4 For staff who work full days, annual leave may only be taken in periods of not less than ½ day.

1.5 Previous service with an NHS employer, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave.

1.6 Annual leave entitlement for part time employees will be calculated in hours, not days. The benefit of this is to ensure that employees who work variable hours or shifts, do not receive either more or less leave than colleagues who work a standard pattern.

1.7 In order to have previous service regarded as reckonable service, it will be the employee's responsibility to provide formal documentary evidence of any relevant reckonable service.

1.8 On joining the organisation, all employees will be entitled to annual leave plus general public holidays, in the year of joining on a pro rata basis. Entitlement is accrued from the first day of employment and for the first year is calculated to the end of the annual leave year.

1.9 Where employees reach an anniversary which will increase their annual leave entitlement, the new entitlement will be calculated from the 1st day of the month following the anniversary.

1.10 Employees are entitled to paid general public holidays. In the case of part time staff, this entitlement is pro rata to the full time allowance. The calculation of this entitlement is always proportional to the number of basic contracted hours worked. This removes the potential for inequity in cases where employees work varying days.

- 1.11 The general public holiday hour's entitlement will be pro rata based on the number of general public holidays remaining in the current leave year from the date of joining. Please note Christmas Eve and New Year's Eve are not public holidays and are normal working days.
- 1.12 On each occasion an employee takes paid time off on a general public holiday as part of their basic week, the appropriate deduction of their normal basic hours per day will be made from their overall entitlement. For part time staff, where operationally possible, and subject to mutual agreement, an employee may change their days of working during a general public holiday week and therefore retain their leave entitlement in respect of a general public holiday. This leave could then be taken at another time.
- 1.13 There will be some years where more or less than 8 general public holidays fall in the leave year. When this situation arises, the appropriate hours adjustment will need be made.
- 1.14 It is expected that all employees will be provided with the opportunity to take all their leave within a leave year. In exceptional circumstances, 1 week of the employees working week may be carried over to the following leave year, with the agreement of the Chief Officer and in the following circumstances:-
- i) Where employees are prevented from taking the full allowance of annual leave before the end of the leave year because of business needs.
 - ii) Where employees are prevented from taking annual leave because of sick leave, they will be allowed to carry forward up to 1 week of the employee's working week during the following leave year at a time to be mutually agreed, however, refer to Section 2.
 - iii) On application and consideration of an individual's personal circumstances subject to the exigencies of the service.
- 1.15 An employee falling sick during a period of annual leave or who is absent on sick leave and has pre-booked annual leave should refer to the Managing Attendance Policy.
- 1.16 Where employees change their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed months on the new and the old contracted hours to give the full year entitlement. Where employees change their contracted hours part way through a month they should not lose entitlement. Therefore, in these cases the entitlement for the first month will be calculated on the basic weekly contracted hours that they predominantly worked for that initial month.
- 1.17 On leaving the organisation, any outstanding holiday leave remaining will be paid as will any outstanding general public holiday leave for general public holidays that have occurred in the leave year prior to the leave date. Holiday leave entitlement will be calculated to the date of leaving based on completed months of service.
- 1.18 When calculating leave due on leaving the CCG, the figure is not rounded i.e. if the calculation says someone is entitled to 2.66 days leave that is what they will be paid for.

- 1.19 Where staff leave on 31 March they will only be entitled to be paid for up to 1 week of their working week they may have carried over into the next leave year.
- 1.20 On leaving the organisation any leave taken (including general public holiday entitlement) which is in excess of that which the staff member would have been entitled to (on a pro-rata basis) will be deducted from the final salary payment.
- 1.21 Employees who have a Term Time working pattern have their annual leave accrual accommodated in their pay. As such their annual leave is taken during school closure periods and employees should not request annual leave during term time.
- 1.22 Where an agreement has been made that staff will work during term time only, holiday entitlement will be calculated based on the average number of hours worked per week across the whole year. The calculation is the number of hours worked multiplied by the number of weeks worked then divided by 52.143 (the number of weeks in a year). This gives the average hours worked per week.
- 1.23 The annual leave entitlement is then calculated by taking the average hours per week, divided by the full time equivalent for a week and then multiplying by the number of days entitlement. Please note that the number of weeks per year used in the examples shown in Appendix 1 may change depending upon the length of the term time.

2 Requesting Annual Leave

- 2.1 All annual leave requests must receive management approval, in line with local/departmental arrangements, before being taken. An employee taking annual leave that has not been previously approved may be subject to disciplinary action.
- 2.2 All requests for annual leave should be made to their manager, in line with local/departmental arrangements, giving as much notice as possible. Employees wishing to take more than 2 weeks leave in any one block must put their request in writing to their manager at least 3 months in advance.
- 2.3 The manager must consider the application taking into account the needs of the service.
- 2.4 The manager will respond to the employee indicating whether the leave has been “approved” or “not approved”. In the event of the leave not being approved the reasons for refusal will be clearly explained.
- 2.5 Employees should not commit themselves to any holiday plans until they have received approval of their holiday requests.
- 2.6 The manager should record the request and update the employee’s Annual Leave Record, in line with local/departmental arrangements.

3 Sickness and Annual Leave

- 3.1 Employees still accrue annual leave whilst on sick leave. Therefore, in the event that an employee has remaining annual leave following a period of sickness, reasonable

opportunity should be given to allow the employee to take this leave within the same holiday year.

- 3.2 Where an employee is considered long term sick between the months of January and March and annual leave is still outstanding, with no likely return to work date during this period, employees will be given the opportunity to take their annual leave as opposed to sick leave during this period.
- 3.3 If an employee on sick leave does not have the opportunity to take their annual leave entitlement because of illness, within the current holiday year, they may have the opportunity to carry their statutory holiday entitlement (currently 20 days for full time employees) over to the next holiday year.
- 3.4 This will only be agreed in exceptional circumstances, by their line manager and any outstanding leave must be taken at the end of the sickness period. Where possible any outstanding holidays should be used as part of any phased return to work plan.
- 3.5 No lieu of bank or public holidays will be given if an employee is off sick on a statutory holiday year.

Appendix C

The annual leave/flexi leave form for the year can be found on:-

N:\shared\corporate office\document templates and forms\staff annual leave & flexi time documents

Appendix D

Special Leave Application Form

Employee Details:

Name:

Job Title:

Location:

Type of leave requested: *(please tick as appropriate)*

- Emergency Carer Leave** - response to short notice, unexpected crisis and urgent domestic situations
- Compassionate Leave** - response to a death in the family
- Domestic Leave** - response to unexpected crisis at home, e.g. crime, fire or flood
- Fertility Leave** - time off for undergoing fertility treatment
- Exceptional Leave** - time off in exceptional circumstances

Period of Leave Requested:

From

To (Inclusive)

Request Agreed: **Yes** **No**

The period of special leave is: **Paid** **Unpaid**

Details of any additional / alternative leave granted: (e.g. annual leave / flexi time etc)

Authorised By:

Name:

Position:

Signature:

Date:

Parental/Dependant's Leave Response Form

Dear:

Job Title:

I confirm receipt of you application for paternity leave / parental leave / dependants' leave (*delete as applicable*)

- A** I am pleased to advise that your application has been granted
- B** Unfortunately your application has not been granted, the reasons for this are detailed below
- C** I am unable to authorise parental leave at this time. Your leave has therefore been postponed to the below dates

A Your application has been granted for the following period:

From:

To:

 (Inclusive)

B Your application has been not been granted for the following reasons:

C Your request for parental leave has been postponed for the following reasons:

If you require any further assistance please do not hesitate to contact me.

Name:

Job Title:

Appendix F Voluntary Public Service Leave

Personal Details:

Name:

Job Title:

Department:

Employment Start Date:

Type of leave applied for: *(please tick as appropriate)*

- Jury Service
- Character Witness
- Witness of Fact
- Volunteer Reservists
- Justice of the Peace
- Member of a Local Authority
- Member of a Statutory Tribunal
- Member of a Police Authority
- Member of a Board of Prison Visitors or a Prison Visiting Committee
- Member of a Managing or Governing Body of an Education Establishment
- Member of the Environment Protection Agency

Dates of Leave Requested:

From:

To:

What is the purpose of the leave?

Manager's Confirmation of Receipt (to be completed and returned to employee)

I confirm that your application for leave to

From To has been accepted/rejected (delete as appropriate)

Name

Job Title:

Signature:

Date:

	<p>The Ploughing Festival May</p> <p>Buddhist New Year Varies</p> <p>Asalha Puja Day June</p> <p>Ulambana July</p> <p>Abhidhamma Day October</p> <p>Kathina Day October</p> <p>The Elephant Festival November</p> <p>Loy Krathorg December</p> <p>Bodhi Day December</p> <p>Uposatha Quarterly Observance Days</p> <p>Avalokitesvara's Birthday</p>	
Christianity	<p>There are a wide variety of Christian churches and organisations. Many dates of festivals are set by the lunar calendar:</p> <p>Ash Wednesday February/March</p> <p>Maundy Thursday March/April</p> <p>Good Friday March/April</p> <p>Easter Sunday March/April</p> <p>All Saints Day 1 November</p> <p>Christmas Eve 24 December</p> <p>Christmas Day 25 December</p> <p>In addition there are a number of "holy days of obligation" when Christians may wish to attend a church service and request a late start to the working day, or an early finish in order they can attend their local church. Many practicing Christians will wish to attend their Church on Sundays throughout the year.</p>	No special requirements beyond normal bereavement leave.

<p>Hinduism</p>	<p>Hinduism is diverse and not all Hindus will celebrate the same festivals:</p> <table border="0"> <tr> <td>Maha Shiva Ratri</td> <td>February</td> </tr> <tr> <td>Holi</td> <td>March</td> </tr> <tr> <td>Ramnavami</td> <td>April</td> </tr> <tr> <td>Rakshabandham</td> <td>August</td> </tr> <tr> <td>Janmashtami</td> <td>August</td> </tr> <tr> <td>Ganesh Chaturthi</td> <td>August/September</td> </tr> <tr> <td>Navarati</td> <td>September/October</td> </tr> <tr> <td>Dushera</td> <td>September/October</td> </tr> <tr> <td>Karava Chauth</td> <td>October</td> </tr> <tr> <td>Diwali</td> <td>Late October/early November</td> </tr> <tr> <td>New Year</td> <td>Late October/early November</td> </tr> </table>	Maha Shiva Ratri	February	Holi	March	Ramnavami	April	Rakshabandham	August	Janmashtami	August	Ganesh Chaturthi	August/September	Navarati	September/October	Dushera	September/October	Karava Chauth	October	Diwali	Late October/early November	New Year	Late October/early November	<p>Following cremation, close relatives of the deceased will observe a 13 day mourning period during which they will wish to remain at home. The closest male relatives may take the ashes of the deceased to the Ganges, in India. They may therefore request extended leave.</p>
Maha Shiva Ratri	February																							
Holi	March																							
Ramnavami	April																							
Rakshabandham	August																							
Janmashtami	August																							
Ganesh Chaturthi	August/September																							
Navarati	September/October																							
Dushera	September/October																							
Karava Chauth	October																							
Diwali	Late October/early November																							
New Year	Late October/early November																							
<p>Islam</p>	<p>The festivals are reliant on a sighting of the new moon and will therefore vary from year to year. Whilst approximate dates will be known well in advance, it is not always possible to give a definitive date until much nearer the time:</p> <p>Ramadam The festival takes place in the 9th month of the Muslim lunar calendar. Most Muslims will attend work in the normal way. Fasting is required from dawn and sunset.</p> <p>Eid Al-Fitr 3 days to mark the end of Ramadan. Annual Leave may be requested for these days.</p> <p>Eid Al-Adha This is a 3 day festival that takes place 2 months and 10 days after the Eid Al-Fitr. Annual leave may be requested for this time.</p> <p>Pilgrimage All Muslims are required to make a pilgrimage to Mecca once in their lifetime. Muslims may therefore request an extended leave period in which to make a pilgrimage.</p>	<p>Burial must take place as soon as possible following death and may therefore occur at short notice.</p>																						

Jainism	Oli April and October Mahavira Jayanti April Paryusan August/September Samvatsari September Diwali October/November Death anniversary of Lord Mahavira	Cremation will take place as soon as practical after death (usually 3-5 days). There is no specified mourning period and normal bereavement leave arrangements will suffice.
Judaism	Passover (2 sets of 2 days) March/April Pentecost (2 days) May/June New Year (2 days) September/October Day of Atonement (1 day) September/October Tabernacles (2 sets of 2 days) September/October	Funerals must take place as soon as possible following death – the same day where possible – and therefore take place at short notice. Following a death, the immediate family must stay at home and mourn for 7 days. Following the death of a Father or Mother, an observant Jewish man will be required to go to a synagogue to pray morning afternoon and evening for 11 months of the Jewish calendar.
Rastafarianism	Birthday of Haile Selessie 23 July Ethiopian New Year 11 September Anniversary of the Crowing of Haile Selassie 2 November	No special requirements beyond normal bereavement leave.
Sikhism	Birthday of Guru Gobind Singh 5 January Vaisakhi 14 April Martyrdom of Guru Arjan Dev 16 June Sri Guru Granth Sahib Day 1 September Diwali October/November Martyrdom of Guru Tegh Bahadur 24 November Birth day of Guru Nanak November	Cremation takes place as soon after the death as practical. There are no specific mourning periods although an additional ceremony takes place on the 10 th day after cremation.