

SPECIAL LEAVE POLICY



**With you.
For you.**

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Contents

		Page
1	Policy Statement	4
2	Principles	4
3	Definitions	4
4	Types of Leave	5
5	Compassionate Leave	6
6	Bereavement Leave	6
7	Emergency Domestic Leave	6
8	Carers Leave	7
9	Parental Leave	8
10	Doctor / Dentist / Medical Appointments	9
11	Special leave for In Vitro Fertilisation (IVF) and other fertility treatment	9
12	Adverse Weather	10
13	Time off for Study	10
14	Sabbatical / Employment break scheme	10
15	Members of the reserve forces / Territorial Army / Cadet forces	11
16	Public / Civic duties	12
17	Attendance at court / witness in court	12
18	Emergency Services	13
19	Religious observance	13
20	Employment Interviews	14
21	Appeal Process	14
22	Equality Statement	14
23	Monitor and Review	14
24	Associated documents	15
Appendix 1	Application form for Special leave	16
Appendix 2	Application form for parental leave	17
Appendix 3	Application for Membership of sabbatical / employment break scheme	18
Appendix 4	Equality Impact and Risk Assessment	19

1. POLICY STATEMENT

The organisation recognises that from time to time employees will require time-off work for certain matters that require their urgent attention. The organisation is committed to helping employees balance the demands of domestic and work responsibilities by the provision of paid and unpaid leave subject to exigencies of the service.

2. PRINCIPLES

This policy will be applied to all permanent and fixed term employees within the organisation (This policy does not apply to agency workers). The fair and equitable implementation of this policy will be monitored locally by the Human Resources Department and will be regularly checked against legislative requirements. In applying this policy, the organisation will have a 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, sexual orientation.

Where possible the organisation will consider flexible working on a case by case basis, taking into consideration the service needs. Flexible working may include, working from a different base, working from home or swapping days and working on non-contractual day to accommodate the business and employee needs.

For the purpose of this policy, all entitlements will be pro rata for part time employees.

3. DEFINITIONS

For the purpose of this paper, the definitions are as follows:

- 3.1 A dependant' is someone who is married to, is a civil partner, or a partner (whether opposite or same sex) or is a child, a parent or a person who lives at the same house as the employee (other than a lodger, tenant, boarder or employee) or could be someone who would reasonably rely on the employee for assistance, or arrangements for the provision of care in the event of an illness or injury
- 3.2 A 'relative' includes: parents, parents-in-law, adult children, adopted adult children, siblings (including those who are in-laws), uncles, aunts, grandparents and step relatives in a particular emergency.
- 3.3 'Next of kin' may be taken to include a partner, close family member or dependant
- 3.4 'A Carer' are employees with significant caring responsibilities that have a substantial impact on their working lives. These employees are responsible for the care and support of disabled, elderly or sick child, parents, relatives or friends who are unable to care for themselves
- 3.5 'Adverse weather' can be defined as snow, ice, volcanic eruptions, fog and floods which render journeys by road as extremely hazardous. This can be both public and private transport.

- 3.6 Disability an employee may be registered as disabled under the Equality Act 2010, if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.
'substantial' is more than minor or trivial – e.g. it takes much longer than it usually would to complete a daily task like getting dressed.
'Long term' means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection

4. TYPES OF LEAVE

This policy provides leave in the following circumstances:

Compassionate Leave	is to help an employee come to terms with the death of a dependant, relative or next of kin
Child Bereavement	is to help a parent who experiences the death of a child.
Emergency Domestic Leave	is short term leave to deal with an emergency situation relating to a dependant
Carers Leave	is to deal with longer term problems (in addition to time off for emergencies) such as to look after someone who has a serious illness or who is terminally ill.
Parental Leave	is to allow working parents to request a period of unpaid leave during the first 14 years of a child's life. (18 in the case of adoption or disabled child)
Medical and Dental Leave	Allows arrangements for employees to attend medical and dental appointments during a working day
IVF/other Fertility treatment	Allows arrangements to be made to attend medical appointments when undertaking/pursuing In Vitro Fertilization (IVF) treatment
Adverse weather	Allows for alternative arrangements to be made when there is adverse weather, which may include flexible working, Annual leave or unpaid leave.
Time off for study	For when employees are taking time from their duties to study or train.
Sabbatical/ Employment Break scheme	Allows the employee to request leave from their employment on a temporary basis.
Reserves/ TA/ Cadet forces	Where there is a need for time off for activities and training or where an employee is 'called up' for military operations,
Public/ Civic duties	Where the employee is required to be absent for essential civic and public duties
Attendance at court/witness	May be required to attend court for service as a juror, character witness or witness of fact

Emergency Services	Leave to support activities of retained Fire Fighters, Special constables, RNLI, Search and Rescue and similar activities
Religious Observance	When an employee seeks leave for a religious festival or cultural observance
Employment Interviews	To attend an internal/external interview with the organisation

5. COMPASSIONATE LEAVE

The purpose of compassionate leave is to help an employee come to terms with the death of a dependant, relative or next of kin. It also covers time off to make arrangements for attending funerals of a dependant, relative or next of kin.

It is acknowledged that family situations differ and there may be circumstances when the 'next of kin' fall outside of these categories. e.g. if an employee's parent died on when they were younger, and their grandparents brought them up. In this instance the grandparent would be the 'next of kin'

5.1 **ELIGIBILITY** All employees regardless of their length of service, may be granted leave.

Each case should be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. For example, relationship, domestic responsibilities and travel.

5.2 Managers may grant up to 5 days paid leave (this should be pro-rated for part time staff) to accommodate the time required for the individual to plan and arrange the funeral following the death of their dependant, relative or next of kin.

5.3 In the case of a death of a relative/close friend (who is not the 'next of kin') the employee may request 1 days' paid leave to attend the funeral. This will be agreed by the Line Manager depending on the circumstances.

5.4 Any further absence required by the individual will be managed in accordance with the relevant organisational's policy (Absence Management Policy or Annual leave Policy)

5.5 The employee must make any requests for Compassionate Leave to their Line Manager. If it is not feasible prior to the period of leave, this should be completed retrospectively (See Appendix 1).

6. BEREAVEMENT LEAVE

The purpose of child bereavement leave is to show compassion in circumstances where an employee experiences the death of a child.

For the purposes of this section, 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 who are fostering to adopt, and any other parent/child relationship that the employing organisation deems to be reasonable.

6.1 **ELIGIBILITY**

All employees regardless of their length of service, may be granted this special leave.

- 6.2 A bereaved parent will not be required to demonstrate any eligibility criteria in order to access bereavement leave or pay and for this agreement, there is no requirement for the child to be under 18 years of age.
- 6.3 All bereaved parents will be eligible for a minimum of two weeks of child bereavement leave.
- 6.4 All bereaved parents will be entitled to two weeks' occupational child bereavement pay which will include any entitlement to statutory parental bereavement pay. Pay is calculated on the basis of what the individual would have received had he/she been at work.
- 6.5 Where both parents of a deceased child work in the same NHS organisation, the entitlements in this Section will apply to both members of staff.
- 6.6 Parents who experience a still birth from the 24th week of pregnancy will be eligible for these provisions, and will subsequently still be eligible for the provisions set out in the Maternity and Paternity leave policies.
- 6.7 Bereaved parents do not have to take the two weeks of leave in a continuous block. The employee should agree with their Line Manager the leave they wish to take. Taking child bereavement leave is an individual choice, it is not compulsory.
- 6.8 Bereaved parents may request to take child bereavement leave at any point up to 56 weeks following the death of the child. Should the parent wish to take child bereavement leave immediately following the death of a child they shall be able to do so upon informing their Line Manager that they will be absent from work for this purpose.
- 6.9 Should the parent wish to take child bereavement leave at another time, after the initial period following the death, they should give their Line Manager reasonable notice of their intention to take the leave at this time.
- 6.10 The employee must make any requests for Child Bereavement Leave to their Line Manager and complete the application form at Appendix 1. Bereaved parents will at no point be required to produce the child's Death Certificate, or any other official documents, in order to access child bereavement leave or pay.

7. EMERGENCY DOMESTIC LEAVE

All employees are entitled to take a reasonable amount of time off to deal with an emergency situation relating to a dependent.

The leave can be taken for example to:

- Deal with a breakdown in childcare
- To put longer term care in place for children or elderly relatives
- If a dependant falls ill or is taken into hospital
- To deal with an incident that involves their child and occurs unexpectedly while the child is at school/ other education

It may also deal with any unforeseen domestic emergencies including:

- Flood
- Fire
- Burglary

7.1 **ELIGIBILITY** All employees regardless of their length of service may be granted leave.

7.2 A Manager may grant 1 paid day (or part of a day) to deal with the domestic or dependant emergency. A further day can be agreed with the Line Manager depending on the circumstances. However, the total number of days will not exceed more than 3 days in any rolling 12 month period. It may also be considered by the Line Manager whether during the time off, the employee can work from home, or change their working hours where possible. If a longer period of time away from work is required to deal with the emergency, it may be necessary to consider Carer's leave (Section 6) which would be discussed with the Line Manager.

Employees who are not able to attend work or unable to work from home will have the option to also consider:

- Flexible working (manager may agree revised working hours to enable the employee to fulfil their contracted hours)
- Annual leave
- Unpaid leave

7.3 Once the immediate emergency has been addressed, the employee is expected to return to work or, if further time off is necessary, further annual leave, unpaid leave or alternative working hours could be agreed with the employees Line Manager.

7.4 The employee must make any request for leave directly to their Line Manager in the first instance, detailing the reasons for the request. If this is not feasible prior to the period of leave, this should be completed retrospectively. (Appendix 1).

8. **CARERS LEAVE**

This includes employees who have caring responsibilities for dependants. Carers are people who have the responsibility of looking after partners, children, close relations and close friends. If such personal commitments are likely to make demands of the employee within their working hours, they must let their manager know. Carers leave is provided as an alternative form of leave in addition to time off for emergencies (which is for short term/ emergencies only). As such a request for leave does not provide an automatic right to time off, however the employee's Line Manager will consider each case carefully.

An example of when carers leave could be considered is when an employee is required to look after someone who has a serious illness, terminally ill or has a disability

8.1 **ELIGIBILITY** Employees must have a minimum of 26 weeks service with the organisation before being considered for extended carers leave.

8.2 A Manager may grant the employee up to 5 days paid leave and a further 5 days unpaid based on a full-time worker (20 in exceptional circumstances, which will be decided on a case by case basis by the Line Manager) in one leave year. If necessary additional unpaid leave may be granted, up to a combined period of 6

months in total. For any additional leave required for a longer period, the employee may wish to consider a Sabbatical/Employment Break. The length of the break will normally be for a minimum of 3 months up to a maximum of 5 years. (Please refer to the Section 12, Sabbatical/Employment break scheme for further information).

8.3 A caring situation may arise when an individual from any of the groups identified above is dependent on the employee. This may include:

6.3.1 Illness of a dependent.

6.3.2 Unforeseeable breakdown of normal caring arrangements, (e.g. sick childminder, closure of school or any other regular form of provision). Employees are responsible for ensuring that they have adequate childcare to fulfil their contractual obligations.

6.3.3 Accompaniment of any of the dependants to a GP, dentist, clinic or hospital. If the time outside working hours is not possible, managers may wish this time to be made up in lieu rather than grant carer leave.

6.3.4 This list is not exhaustive and carer leave may be granted for other purposes which fall under the spirit of this agreement.

8.4 The employee must make the request for any leave directly to their Line Manager in the first instance, detailing the reasons for the leave. (Appendix 1)

9. PARENTAL LEAVE

Parental leave is where working parents can request a period of unpaid leave during the first 14 years of a child's life. (18 in cases of adoption or disabled children)

9.1 **ELIGIBILITY** To qualify for parental leave the employee must have completed 26 weeks continuous service.

9.2 Employees are entitled to 18 weeks of unpaid parental leave (based on contracted working week) in respect of any individual child. In the case of multiple births or the adoption of more than one child as part of the same placement, the employee has the right to take parental leave in respect of each child, therefore in the event of twins being born, the employee would be entitled to take a total of 36 weeks' parental leave during the first 14 years of the child's life. This also covers an employee if they are a legal guardian who has parental responsibility for a child (i.e. Foster child/ temporary custody),

9.3 The maximum amount of parental leave that may be taken in any one year in respect of a child is four weeks. It should not be taken in blocks of less than one week, except where the child is disabled, in which case it may be taken one day at a time.

9.4 The leave can be taken at any time after the child is born up until the child's 14th birthday (18 in cases of adoption or disabled children) and it may be taken immediately after maternity/paternity/adoption leave with your Line Manager's agreement. The employee must give the organisation 21 days notice of the date of which they intend to commence their parental leave, along with the duration of leave required.

9.5 The employee will remain employed whilst on parental leave and will count as continuous service. The employee will be entitled to return to the same job.

- 9.6 To request for Parental Leave, the employee should complete (Appendix 2) and return to their Line Manager.

10. DOCTOR / DENTIST/ MEDICAL APPOINTMENTS

- 10.1 Employees will from time to time need to attend medical, hospital, dental, optician, and other similar appointments. Wherever it is possible to do so, employees (both full time and part time) should endeavour to be flexible and arrange such appointments in their own time or if this is not possible, then at times that will cause the minimum amount of absence from work.
- 10.2 Where an employee has no alternative but to attend such appointments during working hours options available are flexibility in working hours, annual leave or unpaid leave. The Line Manager will work with the employee to come to a flexible agreement which supports the employee and the needs of the service,

When the appointments become more frequent or the employee has a disability and is required to attend regular appointments (i.e. regular physiotherapy/ attending on-going treatment) the individual should advise their Line Manager in advance of the appointments. The manager shall consider reasonable adjustments to accommodate the disability related requirements including variation of working hours, flexible working hours or using a combination of unpaid and annual leave or paid time off to attend appointments.

Employees must inform their Line Manager of any appointments where possible at least 1 week in advance of the appointment. The employee should also bring in their appointment card and pass to their Line Manager when requesting time off to attend an appointment.

- 10.3 Employees who are pregnant have a statutory right not to be unreasonably refused time off work with pay for antenatal appointments on medical advice. Paid time off in such circumstances will automatically be granted. Please refer to the organisations Maternity Policy <http://www.westlancashireccg.nhs.uk/resources/policies-and-procedures/> for further guidance.
- 10.4 Any other medical or dental appointment which the employee is requested to attend which is not directly related to their health or wellbeing should be discussed with their Line Manager or alternatively please contact HR department for further guidance.
- 10.5 Should an employee be required to attend an appointment with a dependant, the employee is required to follow, section 8.1 and 8.2 when requesting time off.
- 10.6 Any Occupational Health appointments which an individual is requested to attend can be taken during working hours unless the employee is already absent from work. All Occupational Health appointments should be managed in accordance with the Absence Management Policy.

11. SPECIAL LEAVE FOR IN VITRO FERTILISATION (IVF) AND OTHER FERTILITY TREATMENT

- 11.1 The organisation recognises the emotional pressure of undergoing IVF treatment and wishes to support any employee during the process where possible. The organisation will allow the employee to use a reasonable number of days leave using annual leave

or unpaid leave during the course of the treatment or where possible to work flexibly in line with the service needs. Any agreement will be made with the Line Manager.

- 11.2 Any leave requested for appointments will be managed in accordance with section 8 of this policy (doctors/ dentist and medical appointments) up until the point of pregnancy when this will then be managed in accordance with the organisations Maternity Policy <http://www.westlancashireccq.nhs.uk/resources/policies-and-procedures/>. 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.

12. ADVERSE WEATHER

It is the duty of each employee to make their own arrangements to get to work at the normal time. However, it is recognised at times that employees may experience severe difficulties in getting to and from work as a result of adverse weather and disruption to travel.

- 12.1 For the purpose of this section, 'adverse weather' can be defined as snow, ice, volcanic eruptions, fog and floods which render journeys by road as extremely hazardous. This can be both public and private transport. However, employees are expected to make reasonable attempts to attend work for services to be maintained even if this means they arrive late.

- 12.2 If it is not possible for the employee to attend work at their normal base, it should be considered whether there is another base closer to home that they can work in, or work from home. This should be discussed with their direct Line Manager in this instance.

Employees not able to attend work or unable to work from home or a separate base will have the option of:

- Flexible Working (manager may agree revised working hours to enable the employee to fulfil their contracted hours).
- Annual leave
- Unpaid leave

13. TIME OFF FOR STUDY

Employees may submit requests in relation to any type of study or training that they believe will improve their effectiveness in their organisation and the performance of the business. Please refer to the Policy for Training and Development for further information.

14. SABBATICAL/ EMPLOYMENT BREAK SCHEME

An employment break allows the employee to leave their employment on a temporary basis. It can be used for various reasons including, travel, care of an elderly relative or dependant or voluntary work. The purpose of the break is normally linked to personal development outside the usual confines of the job, allowing the employee to return to work with new ideas and enhanced skills which can benefit both the employee and the organisation.

14.1 ELIGIBILITY

Please refer to section 36 the Agenda for Change Terms and Conditions Service Handbook for information and guidance relating to taking an employment break.

Additionally reference should be made to the Career Break policy when making an application. In brief:

- Applications should be submitted in writing
- All breaks should be subject to an agreement between the employer and the employee before the break begins
- Open to all employees who have 12 months service
- Max length of the break is 5 years, minimum break is 3 months
If the employee returns to work within one year, the same job will be available, as far as is reasonably practicable;
- If the break is longer than one year, there will be a return to as similar job as possible.

Employees should submit their application to their Line Manager and this will be considered on their individual merit, the interests of the service and the ability to offer suitable employment after the break (Appendix 3)

The period of the break will continue to count towards continuous employment for statutory purposes. However, any contractual entitlements will be suspended for the period of the break. Please refer to Agenda for Change, Terms and Conditions handbook section 36 for further information and the Career Break policy. The employee shall take advice directly from the Pensions Agency.

15. MEMBERS OF THE RESERVE FORCES / TERRITORIAL ARMY / CADET FORCES

The reserve forces include the Royal Naval Reserve, Royal Marines Reserve, Territorial Army and the Royal Auxiliary Air Force.

The organisation recognises that many of the skills that reservists gain during their training are transferable to the workplace.

It is a requirement that employees advise their line manager as soon as possible of their intention to become a reservist. This requirement is to allow the department / organisation to deal with the practical implications.

15.1 ELIGIBILITY

These provisions apply to all employees

- 15.2 Employees who need time off for activities as reservists are expected to use days out of their normal holiday entitlement. To avoid reservists being unable to take time off when needed, they should apply for any leave they require as soon as possible. This should be submitted in the usual manner to the employee's Line Manager in accordance with the annual leave policy.
- 15.3 An additional 5 days paid leave and 5 days unpaid leave in any 12 month rolling period will be given to help the reservist meet their commitments. This includes attendance at the annual camp.
- 15.4 Reservists may be 'called up' for military operations, with notice typically given 28 days before mobilisation. Should this occur the employee should present their papers from the MOD to the organisation, outlining the date and possible duration of the employee's mobilisation. During this period of active service, unpaid leave will be granted. Employment will continue without pay, unless specified otherwise by the employee. Staff wishing to preserve pension rights should contact the Pension Department for clarification of their personal circumstances.

- 15.5 Reservists have the right to return to their former posts on terms and conditions no less favourable than those that would have applied if they had not been 'called up'. To exercise the right to be reinstated, the reservist must write to the organisation confirming the employee's intention to return to work within 13 weeks of a return.
- 15.6 The continuity of a reservist's employment is not broken by the period of voluntary mobilisation, if the employee is reinstated within their employment within 6 months of the demobilisation.

16. PUBLIC / CIVIC DUTIES

The Organisation shall allow reasonable unpaid time off to staff required to be absent from work for essential civic and public duties of the kinds listed in Section 18 of the Employment Rights Act 1996 and as required by other legislation. Any agreed paid time off will be at the discretion of the Line Manager and agreed locally. The duties for which an employer is required to permit reasonable time off, without pay, are with regard to employees who are members of any one of the bodies listed in 14.2, in order to:

- Attend meetings of the body or any of its committees or sub-committees.
- Perform duties approved by the body which need to be done in discharging its functions or those of any of its committees or sub-committees.

16.1 In deciding what is reasonable, the manager needs to take into account the time required to perform these duties, the amount of time off which has already been taken, and the effects of the absence on the needs of the service.

16.2 Public duties apply to employees who, in an unpaid role, are:

- a member of a local authority,
- Justice of the Peace/Magistrate
- a member of any statutory tribunal,
- a member of, in England and Wales, a National Health Service Trust or organisation.
- members of, in England and Wales, the managing or governing body of an educational establishment maintained by a local education authority.
- members of the 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
- a member of, in England and Wales, the National Rivers Authority
- members of the Broads Authority,
- members of a Board of Prison Visitors (England and Wales)

This list is not exhaustive and other roles may be determined locally.

16.3 Employees are requested to inform their Line Manager in writing outlining the dates, times and frequency of meetings, visits and training commitments in advance

17. ATTENDANCE AT COURT/ WITNESS IN COURT (which includes attendance at Professional Tribunal, Employment Tribunal or Fitness to Practice Hearing's)

17.1 Jury service

17.2 Employees may be required to attend court for service as a juror, character witness or witness of fact.

- 17.3 The employee will continue to be paid while on jury service at the normal rate of pay.
- 17.4 In the event that an employee is called up for jury service they should provide their Line Manager with a copy of the court summons and any relevant documentation at the earliest opportunity in order to discuss cover for the period they will be required for Jury service. The employee will also be provided with a 'Certificate of Loss of Earnings' which will need to be completed by the employee and their Line Manager. Once submitted the organisation can be reimbursed for the loss of earnings incurred due to being absent.
- 17.5 If it is practicable for the individual to return to work at any point during the period of jury service, they should do so.
- 17.6 **Attending as a witness**
- 17.7 Where an employee is required to give evidence at court on behalf of the organisation, paid leave will be granted for as long as required.
- 17.8 Where an employee is called as a witness by another NHS organisation, leave will be granted which will be paid. The pay will be reclaimed from the relevant organisation.
- 17.9 Unpaid leave will be granted for attendance at court as a witness in respect of matters arising from outside of work, i.e. personal matters. Individuals can claim for expenses occurred and loss of earning through the courts. Please refer to the Crown Prosecution Service website for further information current rates and guidance on how to claim. www.cps.gov.uk

18. EMERGENCY SERVICES

Leave to support activities of retained Fire-fighters, Special Constables, Royal NATIONAL LIFEBOAT INSTITUTION (RNLI), Search and Rescue or similar activities and services.

18.1 Eligibility

These provisions apply to all employees

- 18.2 Where possible, duties should be undertaken outside of the individual's normal working hours. Annual Leave may however be requested where activities impact in working time.
- 18.3 In addition, to annual leave, a provision of up to 5 days unpaid leave in any rolling 12 month period will be granted to carry out the duties required.

19. RELIGIOUS OBSERVANCE

When an employee seeks leave for a religious festival or cultural observance, employees will be entitled to request the following, subject to the needs of the service:

- Flexibility in arrangement of hours
- Annual leave
- Time off in lieu
- Unpaid leave

- 19.1 When requesting time off/ leave for a religious observance, employees should provide as much notice as possible to their Line Manager.

20. EMPLOYMENT INTERVIEWS

- 20.1 To attend an internal interview within the organisation, paid leave will be granted with the Line Manager's approval and within the needs of the service.
- 20.2 Paid leave will be granted to attend interviews external to the organisation if the employee is under notice of redundancy or have been notified that they are 'at risk'.
- 20.3 For any other interviews external to the organisation unpaid leave may be requested or annual leave can be used. Any requests for annual leave should be requested to the Line Manager in accordance with the organisations Annual Leave Policy.

21. APPEAL PROCESS

- 21.1 If the employee feels that an application for other leave has been unreasonably declined they should discuss the matter with their Line Manager in the first instance, putting their case in writing within 5 days. If the manager upholds the decision s/he should respond in writing setting out the reasons for the decision within 5 days.
- 21.2 If the employee still feels aggrieved by this decision the employee should appeal through the grievance procedure.

22 EQUALITY STATEMENT

NHS Business Services Authority recognises its responsibility to ensure that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, particularly including people with disabilities, people from different ethnic backgrounds or religions, or on the grounds of their gender, age, or sexual orientation. In response to the public sector equality duty workforce monitoring reports are produced and published.

An Equality Impact and Risk Assessment has been carried out on this policy – Appendix 4

23 MONITORING AND REVIEW

This policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

24 ASSOCIATED DOCUMENTS

Absence Policy

Annual Leave Policy

Career Break Policy

Training and Development Policy

Maternity Leave Policy

Agenda for Change Terms and Conditions handbook

Appendix 1 - APPLICATION FORM FOR SPECIAL LEAVE

Please refer to the Special Leave Policy for details of eligibility, entitlement, application process and requirements for supporting documentation.

Employee Name: _____

Job Title: _____

Assignment Number: _____

Type of Leave requested:

Reason for request:

Number of days/ hours leave requested:

Paid _____ Unpaid _____

Employees Signature: _____ Date _____

To be completed by Line Manager

Manager's Comments:

Manager's Name: _____

Job Title: _____

Signature: _____ Date _____

C.c. Employee Personnel File

One copy to be provided to applicant

APPENDIX 2- APPLICATION FORM FOR PARENTAL LEAVE

The form should be completed by the employee at least 21 days before the leave is to be taken. The completed form should be submitted to the Line Manager along with a copy of the birth certificate or MAT B1 form.

Employee Details

Employee Name: _____

Job Title: _____

Assignment Number: _____

Department: _____

Start Date with organisation: _____

Request Details

Name of Child: _____

DOB of Child: _____

Note: A separate form **MUST** be completed for each child

Declaration

I declare that I have parental responsibility for _____ (name of child)

I have received _____ days parental leave in respect of this child in the last year's whilst working in _____ (department or previous employer(s), if appropriate)

Record of Parental Leave

Date Request made	Parental Leave Requested From - To	No of Weeks Approved	Total Leave Remaining	Signature of Line Manager

Note: Leave should not be taken in blocks of less than one week, except where the child is disabled

APPENDIX 3 - APPLICATION FOR MEMBERSHIP OF SABATICAL/EMPLOYMENT BREAK SCHEME

Please complete Part A and then ask your Line Manager to complete Part B

Part A: Staff Details

Name:	
Address	
Contact details:	
Job title:	
Proposed Start date:	
Length of break:	
Reason for break:	<ul style="list-style-type: none"> • Care responsibility for child(ren) • Care responsibility for other dependants • Personal • study/training/development (relevant to operational/service needs of the West Lancashire Clinical Commissioning Group) • Other (Please Specify)

I confirm that I wish to apply for a sabbatical/ employment break. I have read and understood the Policy. I agree to participate in the scheme under the terms stated within the policy and I can confirm that I have contacted the Pensions office with regard to my pension. Following this **I wish / do not wish** (delete as appropriate) to remain in the Pension scheme for the duration of the employment break.

Signed: Date:

Part B - Manager Approval

Please indicate whether you approve this application

Yes **No**

If **No** please give reasons:

If **Yes**, have you agreed with the scheme member their commitment to yearly professional updating/work experience whilst they are on an employment break?

Yes **No**

If **Yes**, please give details:

Appendix 4 - Equality Impact and Risk Assessment



**Other Leave Policy
EIA**