



TRUST WIDE

	<b>Policy and Procedure</b>
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<b>TARGET AUDIENCE:</b>	All Trust Employees
<b>DOCUMENT PURPOSE:</b>	The Trust recognises the importance of assisting staff in balancing the demands of home and work responsibilities and this policy specifies the types of support available to staff through the provision of paid and unpaid leave, dependent upon circumstances

<b>To be read in conjunction with (identify which internal documents)</b>	Agenda for Change Terms and Conditions Handbook HR76 Armed Forces Reserves and Cadets Policy HR04 Maternity Leave Policy HR23 Work life Balance Policy
<b>SUPPORTING REFERENCES</b>	Employment Rights Act 1996

<b>CONSULTATION</b>		
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<b>AMENDMENTS:</b>	Amendments to Urgent Domestic Leave	

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## **Introduction**

- 1.1 East Lancashire Hospitals NHS Trust recognises the importance of assisting staff in balancing the demands of home and work responsibilities.
- 1.2 This policy specifies the types of support available to staff through the provision of paid and unpaid leave, dependent upon circumstances.
- 1.3 Furthermore, Managers are encouraged to review working arrangements in consultation with staff and their representatives to introduce a more flexible approach so that staff are able to combine a home and work life.

## **2. Definitions**

- 2.1 “Dependent” may be defined as husband, wife, child, parent/step-parent or someone who lives as part of the family. Others who rely solely on an individual for help in an emergency situation.
- 2.2 “Close” may be defined as a person for whom the member of staff has significant involvement with and/or key responsibility for caring. The definition should not be restricted to immediate family and should be extended to include a partner, friend, and in laws amongst others.
- 2.3 “Discretion” allows for a Manager to grant further leave i.e. annual leave or authorised unpaid leave and adopt a flexible approach to circumstances above and beyond the minimum entitlement as appropriate.
- 2.4 A “week” relates to the normal weekly contracted hours worked by a member of staff and will be remunerated in the same way as holiday pay is calculated.
- 2.5 “Parental Leave” applies to natural and adoptive parents or any employee who can demonstrate they are, or who will be, the main carer for a child, or has nominated caring responsibility for a child.

## **3. General Notes**

- 3.1 Advice may be sought from the Human Resources Department to ensure that decisions made are consistent and equitable.
- 3.2 Managers must inform their staff of eligibility for the conditions set out in this policy.
- 3.3 Managers must be fair and award the appropriate leave set out in this policy.
- 3.4 All periods of leave, whether paid or unpaid, shall be regarded as unbroken service for the purpose of contractual and legislative benefits. Staff taking paid

or unpaid leave are entitled to return to the same post. For longer periods of unpaid leave, please refer to the Work life Balance policy (HR23)

- 3.5 Where staff wish to take unpaid leave, Managers should remind individuals of the effect on annual leave and pension entitlements. It is advisable for staff to seek advice on these issues before taking unpaid leave.
- 3.6 Application for leave under any of the circumstances listed must, where possible, be made in writing to the individual's Manager.
- 3.7 Applications for special leave will be considered for the reasons set out in this policy. However, employees can request a further period of up to 10 days for other reasons through the purchase of additional annual leave. Further details can be found in section 11.2 of the Annual Leave Policy.
- 3.9 Where staff wish to take periods of unpaid leave e.g. under the parental leave provisions, on a regular basis, they may choose to have their pay adjusted over a year to reflect the unpaid period. For example, a staff member wishing to take 4 weeks unpaid parental leave per annum may opt to receive 12 equal monthly salaries at the reduced rate to reflect the unpaid parental leave.
- 3.10 Managers must ensure that records are kept of all applications received and decisions made, together with records of actual leave taken.
- 3.11 If staff feel that they have been unfairly treated as a result of the application of this policy, such matters should be pursued through the Early Resolution Policy (HR07).
- 3.13 The following codes should be used when inputting the attendance record on Health Roster:-

CL	Compassionate Leave
LP	Leave with Pay – Please state reason
L	Leave without pay – Please state reason
A	Absence

## ARRANGEMENTS FOR SPECIAL LEAVE FOR DOMESTIC, PERSONAL AND FAMILY REASONS

<u>TYPE OF LEAVE</u>	<u>LENGTH OF SERVICE</u>	<u>PAID ENTITLEMENT</u>	<u>UNPAID ENTITLEMENT</u>	<u>GUIDANCE NOTES</u>
Doctor/Dental/Hospital Appointments	No service required	No	Yes	<p>Employees are expected to make these arrangements outside their normal working day whenever possible. This applies to both full and part time staff</p> <p>There will be occasions where this is not possible. In those circumstances, the employee would be expected to book the first or last appointment. If this is not possible, the individual will be allowed time off, however they will be required to make the time back. This will be managed by the manager. Staff covered by a flexitime system will use their flexitime when booking time off. Staff must request the time off as soon as reasonably practicable and provide as much notice as possible. All time off should be authorised by the manager and staff must keep their manager informed of any changes to the appointment.</p> <p>Hospital Appointments: Managers <i>may</i> ask staff to produce an appointment letter or similar evidence to verify attendance for appointments.</p>
Leave for Urgent Domestic Reasons	No service required	<p>Yes</p> <p>Up to 3 instances in a rolling 12 month period. In exceptional circumstances managers have discretion to grant further leave.</p> <p>There may be instances where an employee may only need a short period of time off work for an urgent matter; managers can also consider other options in these circumstances e.g. change in working hours, use of flexi-time etc.</p>	<p>Yes</p> <p>As required (an entitlement in accordance with the Employment Relations Act 1999).</p>	<p>Urgent domestic reasons include:-</p> <ol style="list-style-type: none"> <li>1. To make arrangements for the care of a dependent who is ill or injured where circumstances are unforeseen</li> <li>2. To provide help when a dependent falls ill or is injured or assaulted.</li> <li>3. To take action to deal with an unexpected breakdown in arrangements for the care of a dependent.</li> <li>4. Deal with an unexpected incident, e.g. flood, fire, pet bereavement/life threatening urgent medical attention is required.</li> </ol> <p>Managers are encouraged be sympathetic individual circumstances when considering approving Urgent Domestic Leave.</p> <p>Paid leave under this category is to allow the employee to deal with the emergency situation and make arrangements for any longer term requirements and as such it is</p>

				not expected that more than one days special leave will be granted on any one occasion. The examples are not exhaustive and situations should be considered on an individual basis.
Bereavement / Compassionate Leave	No service required	<p>Yes</p> <p>Up to two working weeks (pro rata). Managers must acknowledge that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person and the circumstances.</p> <p>Parents / Primary carers will receive 2 weeks' paid following the death of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.</p> <p>If appropriate, in <b>exceptional</b> circumstances further leave may be authorised by a more senior manager and a HR Representative</p>	<p>Yes</p> <p>As required (an entitlement in accordance with the Employment Relations Act 1999).</p>	<p>Leave may be granted in the following circumstances where they apply to a close relative, partner or significant other close person:-</p> <ul style="list-style-type: none"> <li>- Where there is serious illness</li> <li>- Death is imminent</li> <li>- Immediately following bereavement or the funeral.</li> <li>- Where a person wishes to attend an inquest.</li> </ul> <p>There may be other circumstances where compassionate leave is appropriate.</p> <p>A phased return approach for up to 4 weeks may be appropriate to support employees return to work although a period of sickness may not have commenced. Advice may be sought from Occupational Health and / or a HR Representative.</p>
Maternity, Maternity Support (Paternity) , IVF and Adoption Leave				Please refer to ELHT/HR04 Version 3 MATERNITY AND MATERNITY SUPPORT (PATERNITY) PAY AND LEAVE REGULATIONS AND SEPARATE IVF POLICY (TBC)
Parental Leave	12 months continuous service	<p>No</p> <p>Nil</p>	<p>Yes</p> <p><b>For each child:-</b></p> <p>18 weeks up to their 18<sup>th</sup> birthday</p> <p><b>For each adopted child:-</b></p> <p>18 weeks up to their 18<sup>th</sup> birthday</p>	<p>Parents that have a child aged under 18 and:</p> <ul style="list-style-type: none"> <li>• Are named on the birth certificate or adoption certificate</li> <li>• Have legal or formal parental responsibility for the child</li> </ul> <p>No more than four weeks leave (pro-rata) may be taken in respect of each child in a period of 12 months. Within this four week maximum, leave may be taken in a minimum of one week periods or what constitutes a week for part time staff, unless the child is disabled then this can be taken one day at a time.</p> <p>At least 21 days written notice must be given of intended leave to the manager specifying the dates of which the leave will begin and end. Managers are asked to give sympathetic consideration to requests</p>

				<p>for leave at shorter notice.</p> <p>Where circumstances so justify it, e.g. staff shortages, managers may postpone the leave (for a period of up to 6 months), providing written notice is provided to the employee stating the reason and specifying, after consultation with the employee, when the leave may be taken. This must be done within seven days of the request.</p> <p>Entitlements to parental leave is transferable between employers (including Non NHS employment). Managers are entitled to information about parental leave taken with previous employers. Staff have the right to cancel or postpone leave already booked, unless the manager has already arranged a temporary replacement.</p>
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### **Leave for Training with the Reserve and Cadet Forces**

Leave arrangements apply to staff who are members of the following reserve forces (see HR76 Armed Forces Reserves and Cadets Policy) :-

**Royal Navy:**

Royal Naval Reserve

Royal Marine Reserve

Queen Alexandra's Royal Naval Nursing Service (R)

Women's Royal Naval Reserve

Royal Naval Auxiliary Service

**Army:**

Territorial Army

Army Regular Reserve

Regular Army Reserve of Officers

**Royal Air Force:**

Royal Air Force Reserve Class "E" Category 1, Sections A & B compulsory membership

Royal Air Force Reserve Officers

Royal Air Force Volunteer Reserve

Royal Air Force Volunteer Reserve (Training Branch)

Royal Auxiliary Air Force

Royal Observer Corps

Women's Royal Auxiliary Air Force

Women's Royal Air Force Volunteer Reserve (Voluntary membership and Training Branch)

## **SCHEDULE OF SPECIAL LEAVE ARRANGEMENTS**

TYPE OF LEAVE	EVIDENCE REQUIRED	PAID	UNPAID	TRAVELLING & SUBSISTENCE
1. Time off for informal visits with view to applying for a job within the NHS.	Job Advert OR Recruitment Literature	NO	Managers Discretion	NO
2. Time off for informal visits with view to applying for jobs <b>outside</b> the NHS, or job interviews <b>outside</b> the NHS <b>EXCEPT</b> if the employee has been made redundant.	Job Advert OR Interview Letter as appropriate.	NO	Managers Discretion	NO
3. Time off for job interviews <b>WITHIN</b> the NHS/ELHT	Interview Letter	2 interviews in a 12 month period	NO	NO
4. Time off to look for work, job interviews or to arrange training where an employee has been declared redundant.	Redundancy Dismissal Notice	Reasonable time off as required	NO	NO
5. Absences following contact with diagnosed notifiable disease.  Please see Appendix A for the complete List of Notifiable Diseases	Letter from GP, Occupational Health or equivalent	Until cleared from a medical viewpoint to return to work.	NO	NO
6. Jury Service.	Summons/Letter for Court	As required.	NO	NO
7. Attending Court as a Witness.	Subpoena OR similar	As required.	NO	NO
8. Parliamentary Candidate	Letter from appropriate political party.	Four Weeks	NO	NO
9. Local Government activities i.e. elected to local Council 10. Magisterial Duties. 11. Membership of NHS Bodies e.g. NHS Trusts, FHSA etc. 12. Membership of a statutory tribunal e.g. Industrial Employment Tribunals. 13. Membership of the National Rivers Authority or the Boards Authority. 14. Membership of the managing body of an educational establishment maintained by a local Education Authority.	Initial letter of appointment or election or other acceptable evidence.	18 days max. in any period of a financial year. Can be taken in half or full days.	After 18 days as requested at the discretion of the manager	NO

15. Membership of a Board of Prison Visitors.				
16. Membership 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.				
17. Attendance as a witness/appellant at NHS Appeal Hearings	Letter OR Similar	As required	NO	
18. Membership of the following:- - The NMC  - The Standing Advisory Committees for Nursing and Midwifery, Medical and Pharmaceutical and Dental	Letter of appointment and invitation to meetings	Up to six meetings per financial year – one day for each	NO	NO
19. Training with the Reserve and Cadet Forces (see attached list)				
19.1 Leave for annual camp	Camp booking form/letter	One week per financial year. Additional time at the discretion of the manager	NO	NO
19.2 Special training courses	Camp booking form/letter	At the discretion of the Manager	NO	NO

**LIST OF DIAGNOSED NOTIFIABLE DISEASES**

Acute encephalitis  
Acute infectious Hepatitis  
Acute Meningitis  
Acute poliomyelitis  
Anthrax  
Botulism  
Brucellosis  
Cholera  
COVID-19  
Diphtheria  
Enteric Fever (Typhoid or Paratyphoid fever)  
Food poisoning  
Haemolytic Uraemic Syndrome (HUS)  
Infectious Bloody Diarrhoea  
Invasive Group A Streptococcal Disease  
Legionnaires Disease  
Leprosy  
Malaria  
Measles  
unspecified  
Meningococcal septicaemia (without meningitis)  
Mumps  
Plague  
Rabies  
Rubella  
SARS (Severe Acute Respiratory Syndrome)  
Scarlet fever  
Smallpox  
Tetanus  
Tuberculosis  
Typhus fever  
Viral haemorrhagic fever  
Viral hepatitis – Hepatitis A, Hepatitis B, Hepatitis C, other  
Whooping cough  
Yellow fever

## **Carers - Guidance Sheets**

### **Introduction**

The Trust recognises that as Health Care providers they must give the needs of carers a high priority.

- Most carers manage with no support from Statutory or Voluntary Agencies
- Many carers do not recognise themselves as carers, they do not know they can have help and would benefit from some kind of support

As employers we value skilled, experienced and committed members of staff and are keen to keep them.

This guidance is applicable to all staff who are employees of East Lancashire Hospitals NHS Trust.

### **Definition**

Most carers choose to care for reasons of love, loyalty, friendship or support for others. Many do not realise they are becoming carers and each case is unique. A carer may be someone who gives help or support at home, beyond that generally expected, to a relative, or friend, who is ill, frail or old, or disabled in some way. The help the carer gives is unpaid.

A young carer is a child or young person (up to the age of 25) whose life is affected by caring.

### **Carers Responsibilities**

To speak with your Manager, the Human Resources Department, the Occupational Health Department or a Staff Side Representative to inform them you are a carer and to seek advice and information to help you balance being a carer and continuing to work for the Trust.

If you choose to, you could tell your work colleagues that you are a carer as they can often be very supportive and understanding. You may find that some of them are also carers and therefore have someone to talk with and support each other.

## **Trusts responsibilities**

All Managers are responsible for ensuring that their staff are aware of the carers guidance. As working carers these members of staff are likely to need some support in the workplace, and often different levels of support at different times. You should encourage and support our staff to remain at work for as long as possible using a variety of options which may include any of the following:

Access to a telephone

Rotas well in advance

Flexible working- Reduced hours (temporary)\*

Special Leave- Urgent Domestic Leave, Family Leave or Flexible leave

### Other Flexible Working options available to all staff are:

Career Break\*

Compressed hours\*

Part time working\*

Term time working\*

Job share\*

Additional Unpaid Leave\*

For information or advice contact:

The Human Resource Department by emailing [askHR@elht.nhs.uk](mailto:askHR@elht.nhs.uk)

The Occupational Health Department ext: 82295

Staff Representatives

*\*Please see the Work Life Balance Policy (Number HR23)*