

Special Leave Policy

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Version	Date	Comment/Changes
2.0	6/4/01	Agreed policy following negotiation above. To be implemented from 1.5.01.
3.0	5/11/02	Agreed changes following negotiation with JSC. To be implemented from 1.12.02. Revisions by Rachel Barratt, HR Adviser
4.0	18/10/06	Revisions and additions by Peter Cocco, HR Manager and Jackie Wyse, HR Adviser, including the introduction of leave entitlement/guidance on: <ul style="list-style-type: none"> • Special Leave for IVF and other fertility treatment; • Terminal Care Leave; • Jury Service/Attending Court as a witness; • Training with the Territorial Army/Reserve Forces; • Unforeseen circumstances resulting in staff being unable to attend work; • Medical & Dental Appointments; • Religious/Cultural Observance; • Manager's right to invoke Special Leave; and • Recording and Monitoring Special Leave.
5.0	June 2009	Revised policy with the following amendments: <ul style="list-style-type: none"> • Re-worded 'Paid Parental Leave' to 'Paid Parental Leave' • Insertion of 'Evidence of Entitlement' under the Unpaid Parental Leave • Changes made to definition of 'close relative' • Changes made to eligibility section within the IVF and fertility treatment and Training with the Territorial Army/Reserve Forces. Amalgamation of Sabbatical Leave.
5.0	March 2012	Diane Aston, Health & Well-Being Advisor amended policy with the following: <ul style="list-style-type: none"> ▪ Legislation on Additional Paternity Leave
5.0	April 2012	Diane Aston, HR Advisor updated policy with following addition <ul style="list-style-type: none"> ▪ Time off for Home Removal Policy
5.0	June 2012	Diane Aston, HR Advisor amended policy with the following: <ul style="list-style-type: none"> ▪ Legislation for Dependants Leave
5.0	March 2013	Diane Aston HR Advisor amended policy with the following: <ul style="list-style-type: none"> • Legislation for Unpaid Parental Leave
	September 2013	Zenda Butler, LCFS, amended the section on Jury Service. New Jury Service forms introduced. Information which has been removed from the Expenses Policy has been added in section 11. Added in reference to the LCFS and referral to the Police at section 19.
5.1	February 2014	Diane Aston, Human Resources Advisor – reviewed policy and made minor amendments

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Introduction

Policy Statement

East London NHS Foundation Trust (hereinafter referred to as “the Trust”) recognises that from time to time staff will need time-off work for certain matters that require their urgent attention. The Trust is committed to helping staff balance the demands of domestic and work responsibilities at times of urgent and unforeseen needs by the provision of paid or unpaid leave according to circumstances.

The Trust will offer special leave for domestic, personal and family matters, the aim of which is to provide a compassionate response to immediate needs. Leave granted under these arrangements will essentially be short-term and is not intended for long-term domestic or family needs.

Scope of Policy

This policy applies to all substantive staff employed by East London NHS Foundation Trust.

Special Leave Policy

1.0 Introduction

The decision to authorise any special leave will remain with the member of staff's manager or in his/her absence a designated deputy and requests for such leave should be made accordingly. Management will however adopt a partnership approach in discussing time-off with staff, respecting the member of staff's right to confidentiality at all times.

In consideration of special leave requests, managers need to be mindful that individual circumstances vary. Previous decisions will not set a precedent for future decisions.

2.0 Time-off for Dependants (Carers Leave)

Time-off will be given to enable a member of staff to take action, which is necessary to deal with an unexpected or sudden problem concerning a dependant and make necessary longer term arrangements.

The occasional crisis is likely to be resolved within a matter of days. However, these few days will be particularly important to enable a member of staff to cope with sudden difficulties.

2.1 Dependants and caring situations

For the purpose of this policy, '**dependants**' are:

- Partners, children or parents of the member of staff who reside within their household or someone who reasonably relies upon them for assistance.
- It does not include tenants, boarders or pets living in the family home.

For the purpose of this policy '**caring situations**' that may require special leave include:

- Serious illness or injury or assault of any of the above, where the dependant is unable to cope independently and therefore rely on them for physical care at home; or
- Unpredictable breakdown of usual caring arrangements, where the dependant is unable to cope independently and therefore rely on them for physical care at home. For e.g., if the carer/child minder is off sick for the day or resigns without notice.
- It does not include care being provided by a hospital, or the transporting of dependants to pre arranged medical or dental appointments.

2.2 Eligibility

These provisions apply equally to all permanent (bank staff are excluded) staff regardless of their hours worked and regardless of length of service.

2.3 Leave Available

The amount of Time-off for Dependants leave that may be granted is as follows:-

- All staff have a statutory right to take unpaid time off work to deal with emergencies involving a “dependant”.
- Although, a **maximum of five days** paid leave per annum (pro rata for part-time staff) may be granted at the manager’s discretion. A maximum of one day’s paid carer’s leave can be authorised at any one time. The special leave allowance shall not affect the member of staff’s annual or sick leave entitlements.
- Any additional time-off proceeding the day taken as Time-off for Dependant’s leave shall be taken as either annual or unpaid leave with the agreement of the manager. When the situation is envisaged, lengthier longer-term commitments to caring shall take effect (see paragraph 2.5 below).
- If a member of staff takes Time-off for Dependant’s leave then they are unable to work on the Staff Bank for the proceeding seven days. This only applies to permanent staff. It is the member of staff’s responsibility to ensure that they do not breach this condition. Failure to do so may result in disciplinary action under the Trust’s Disciplinary Policy & Procedure.

2.4 Requesting Leave

In order to request Time-off for Dependants Leave, the member of staff must make the manager aware of his/her unexpected or sudden problem concerning a dependant as soon as possible on the day that this has occurred. It is at the manager’s discretion to decide if Time off for Dependants leave is the most appropriate type of leave and if the time off will be paid.. Time-off for dependants leave **cannot** be booked in advance. Managers should remember that staff with caring responsibilities may have to leave work with little notice to cope with a sudden crisis.

Paid Time-off for Dependant’s leave is not an entitlement, and must be authorised in writing by the manager of the member of staff. The manager may reasonably request to meet with the member of staff upon their return to work so as to determine this authorisation. The manager should then complete a Sickness/Absence Notification form confirming the type of special leave taken accordingly.

2.5 Longer-term Commitments to Caring

If it is envisaged that a period of caring will last for several months, then the member of staff may be able to:-

- Take unpaid leave; or
- Agree to a flexible working arrangement with their manager on a temporary basis enabling them to balance professional and caring responsibilities. Any reduction in hours will result in a pro rata reduction of pay accordingly.
(See Trust Work-Life Balance Policy for further details)

The decision as to whether such arrangements can be agreed rests with the relevant manager in light of the overall needs of the service and must be confirmed in writing.

In addition, a member of staff may wish to seek advice from the Health and Wellbeing Advisor who can provide information and guidance on where to seek alternative measures of support from other agencies.

- 2.6** When on Carers Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours. In addition on returning from Carers leave staff members must refrain from undertaking additional bank/agency duties for a period of 7 calendar days.

3.0 Leave for Bereavement

- 3.1** Paid leave may be granted in the event of a bereavement of a partner or a close relative (defined but not exclusively as parents, natural or adopted child/children, brother or sister, grand parents). Individual cases will be discussed at the time with the manager and it will be at the manager's discretion to decide if paid bereavement leave can be taken or if annual or unpaid leave may be more appropriate.

3.2 Eligibility

All permanent staff, regardless of their length of service, may be granted leave for bereavement.

3.3 Leave Available

The length of time-off needed will be agreed by the member of staff and their manager in accordance with their situation.

Managers may grant up to 3 days paid bereavement leave (or equivalent in hours), which will allow for recuperation and time to make arrangements and attendance at a funeral. This may be increased to 6 days paid leave in any 12 month rolling period if staff needs to attend a funeral abroad.

3.4 Requesting Leave

The member of staff must make the manager aware of his/her bereavement for which they request leave as soon as possible.

When allocating bereavement leave, managers should consider the relationship to the member of staff, whether he/she has responsibility for funeral arrangements, the distance to be travelled, and cultural/religious requirements. A request to take annual leave, or unpaid leave, at short notice to allow a longer recuperation period will usually be considered favourably.

- 3.5** When on Bereavement Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours. In addition on returning from Bereavement leave staff members must refrain from undertaking additional bank/agency duties for a period of 7 calendar days.

3.6

4.0 Paid Paternity Leave

4.1 Around the time of the birth of a child, it is important for the parents, be they biological parents or cohabiting partners taking the responsibility of parenting, to be present to maintain domestic and other arrangements. This is particularly true of situations where there is a need to take care of young children.

4.2 Eligibility

Trust staff who become mothers and fathers, whether they are birth or adoptive parents, who have completed 26 weeks continuous NHS service by the end of the 15th week before the week when the baby's due or by the end of the week in which you are notified of being matched with your child will be entitled to take paid parental leave.

These provisions apply equally to all staff; male and female, regardless of their hours worked. In the case of unmarried parents, their name should either feature on the child's birth certificate or they must be party to a parental responsibility agreement. Staff who have taken their allocation of maternity or adoption leave for the period within which parental leave may be taken (see paragraph 3.3), will not be permitted to take parental leave in addition.

4.3 Leave Available

Staff may take up to 10 days paid leave at full pay (pro rata for part-time staff), including the day of confinement.

The leave may be taken any time from the day of confinement up to 52 days afterwards in agreement with their manager. These days can be taken as one single block, weekly blocks or as separate days depending on the family's needs. Pay will be calculated as per annual leave pay entitlements.

4.4 Requesting Leave

In order to apply for paid parental (paternity) leave, the member of staff should complete the Paid Parental (Paternity) Leave Application Form (see Appendix 1) and submit it to their manager at least 28 days before the expected week of the child's birth, or as soon as is practicable in the circumstances. Applicants must produce notification of the expected date of confinement, which is given to the mother on a MAT B1 Form. The actual delivery date may differ from the expected date and therefore it is acknowledged that the request for the leave may alter.

4.5 When on Paid Paternity Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours.

5.0 Unpaid Parental Leave

5.1 Eligibility

In addition to paid parental leave, employees who have completed 12 months continuous NHS service are also able to request unpaid parental leave. These provisions apply equally to all staff; male and female, regardless of their hours worked.

5.2 Leave Available

Staff are entitled to a maximum of 18 weeks per child of unpaid parental leave (pro rata for part-time staff).

A maximum of 4 weeks unpaid leave may be taken any year until the child reaches its 14th birthday. This leave should not exceed a maximum of 18 weeks altogether. A parent of a child in receipt of disability allowance may take the leave until the child's 18th birthday.

Unpaid parental leave must be taken in multiples of one week, (as long as this does not exceed 4 weeks per year). Separate days however, will be classed as a week's parental leave except in the case of a child in receipt of disability living allowance where separate days will be permitted. Parental leave cannot be transferred between parents.

5.3 Requesting Leave

In order to apply for unpaid parental leave, staff must complete the Unpaid Parental Leave Application Form (Appendix 2). This must be submitted to their manager at least 21 days before the leave is to be taken, except in the case of expectant parents who are required to give 13 weeks notice before the expected week of confinement. The form should be accompanied by a copy of a MAT B1 form, which is given to the expectant mother, or a copy of the child's birth certificate.

Managers may, at their discretion, postpone a request for unpaid parental leave for up to 6 months, except in the case of a new born child. The manager will provide the member of staff with a reason for postponement in writing within 7 days of the request and will also detail arrangements for the leave to be taken.

5.4 Evidence of Entitlement

Employees may be asked to produce evidence to show that:

- The employee is the parent of a child
- The employee has parental responsibility for the child
- The child is below the age at which the right to parental leave ceases

This evidence could be:

- The child's birth certificate/MATB1 certificate, child benefit book
- Papers confirming a child's adoption or the date of placement for adoption
- In the case of a disabled child, a record of disability living allowance payments for the child
-

5.5 When on Unpaid Parental Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours.

6.0 Special Leave for In Vitro Fertilisation (IVF) and other fertility treatment

The Trust recognises the emotional pressure of undergoing IVF treatment and understands the potential anxiety and distress that staff may suffer during the process. The Trust wishes to support staff who decide to undertake fertility treatment, or those whose partner is

undergoing the treatment, as much as possible by providing special unpaid or paid leave for this purpose.

6.1 Eligibility

To be eligible for paid leave for IVF/fertility treatment, employees must have 12 months continuous service within the NHS on the date that their IVF/fertility treatment is due to commence.

6.2 Leave Available

6.2.1 Members of Staff receiving or recovering from IVF treatment

Members of staff may be granted up to a total of five days paid leave **per IVF treatment cycle** (pro-rata for part-time staff) for the purpose of receiving and recovering from IVF treatment. The days can be taken to suit the member of staff's needs, for example in one block, separate days or ½ days. If more than 5 days leave is required, then annual or unpaid leave may be used in addition, with the agreement of the manager.

6.2.2 Members of staff whose partner is receiving IVF treatment

A member of staff whose partner is receiving IVF treatment may be granted up to five days' paid leave **per 12 month period** (pro rata for part-time staff) to support their partner through the treatment. The days can be taken to suit the member of staff's needs, for example in one block, separate days or ½ days. If more than 5 days leave is required, then annual or unpaid leave may be used in addition, with the agreement of the manager.

IVF leave may be taken within the IVF treatment cycle only. It may not be carried over to a further IVF treatment cycle, or 12 month period, as applicable.

6.3 Requesting Leave

Staff may apply for leave for IVF treatment by way of a formal written request to their manager, who should ensure the utmost confidentiality of this matter. Requests for leave must be supported by documentary evidence from a relevant GP or specialist.

Once an IVF treatment cycle has ended, the member of staff receiving treatment may apply again to their manager for leave for IVF by way of a formal written request to their manager. Requests for leave again must be supported by documentary evidence from a relevant GP or specialist.

For staff whose partner is receiving IVF treatment, after the 12 month period within which they have taken IVF leave has elapsed, the member of staff may apply again to their manager for further leave for IVF by way of a formal written request to their manager. Requests for leave again must be supported by documentary evidence from a relevant GP or specialist.

When requesting a period of leave for IVF treatment, as much notice as possible should be given. Insufficient notice is likely to result in the request being refused.

Members of staff undergoing IVF treatment may require some degree of flexibility in their day-to-day pattern of work over and above the granting of leave. Reasonable adjustments may be made using the range of flexible working options available within the Trust's Work-Life Balance Policy.

Further time-off from duty due to the side effects of treatment should be in accordance with the Trust Sickness Policy. Sickness absence associated with IVF will not be classified as 'pregnancy related'.

- 6.4** When on Special Leave for IVF staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours.

7.0 Terminal Care Leave

- 7.1** Staff who have a dependant (see paragraph 1.1 for definition of 'dependant') diagnosed with a terminal illness with a prognosis that death is imminent may be entitled to take Terminal Care Leave.

7.2 Eligibility

Staff who have completed twelve months continuous service with the Trust may qualify for terminal care leave. These provisions apply equally to all staff.

7.3 Leave Available

The length of time-off needed will be agreed by the member of staff and their manager in accordance with their situation.

Members of staff may be granted up to a total of five days paid leave (pro-rata for part-time staff) for the purpose of spending time with their dependant. The days can be taken to suit the member of staff's needs, for example in one block, separate days or ½ days.

Annual or unpaid leave may be used in addition, with the agreement of the manager. Requests for large blocks of unpaid or annual leave will usually be looked upon favourably.

With regards to annual leave, staff may agree with their manager:

- The carrying over of annual leave to the following annual leave year in excess of five days ordinarily considered (see the Trust's Annual Leave Policy); and/or
- The bringing forward of annual leave from the proceeding annual leave year.

Further to this, staff may also require some degree of flexibility in their day-to-day pattern of work over and above the granting of leave. Reasonable adjustments may be made using the range of flexible working options available within the Trust's Work-Life Balance Policy.

7.4 Requesting Leave

Staff may apply for Terminal Care Leave by way of a formal written request to their manager. Requests for leave must be supported by documentary evidence from a

relevant GP or specialist. The manager should discuss the request with the member of staff as soon as possible.

In all cases the manager must be aware of the member of staff's personal circumstances and the manager must be kept informed and updated on their situation.

7.5 Longer-term Commitments to Caring

If it is envisaged that a period of caring will exceed one month, then the member of staff may be able to:

- Take a longer period of absence as a recognised career break for the purpose of caring responsibilities (see Trust Work-Life Balance Policy). The member of staff will not be paid during this period; or
- Consider flexible working arrangements, enabling the member of staff to balance professional and caring responsibilities.

The member of staff and their manager must be in agreement about the decision reached.

7.6 When on Terminal Care Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours. In addition on returning from Terminal Care leave staff members must refrain from undertaking additional bank/agency duties for a period of 7 calendar days.

8.0 Jury Service/Attending Court as a Witness

8.1 Staff may be required to attend Court for service as a Juror, character witness or witness of fact.

8.2 Eligibility

These provisions apply to all Trust staff.

8.3 Leave Available

Jury Service

Whilst there is no legal requirement for the Trust to pay members of staff who are undertaking Court Service, the Trust does not want employees to be out of pocket by attending Jury Service. The Trust will grant full pay for their contracted hours for the duration of jury service.

In granting full pay, the member of staff will be expected to attend for work as normal if not required by the Court. The member of staff should advise their manager accordingly. The employee must also adhere to this policy. Failure to follow this policy may result in the Trust not paying their salary to the employee.

All other requests to attend court

There is no legal requirement for the Trust to pay members of staff who are summoned to attend court or who are engaged in legal proceedings as a litigant or defendant (with the exception of attending court on Trust business).

8.4 Requesting Leave

A member of staff receiving a summons for attendance to serve at a Court should advise his/her manager of the situation immediately, providing official evidence of the requirement for them to attend on the dates concerned.

The Trust should not apply improper pressure on a member of staff not to serve as a Juror as he/she could be committing the offence of contempt of court. There may be occasions however where the Trust may make a request to the Court appealing for the Jury Service to be postponed.

The employee should complete the Jury Service Request Form (**Appendix 4**) and hand it to their line manager with the official evidence that they are required to attend court.

The manager will sign the Jury Service Request Form (**Appendix 4**) and retain it locally on the employee's file.

8.5 Procedure following completion of Jury Service

Once the employee has been discharged from jury service they should request a Certificate of Attendance Form from the Jury Manager at the court and give this to their line manager immediately upon their return to work.

The manager will review the Certificate of Attendance against their own records of attendance during the period of jury service, and complete the Jury Service Attendance Form (**Appendix 5**). The employee must also sign the Jury Service Attendance Form (**Appendix 5**). Any days that the manager has stated that the employee does not have a Certificate of Attendance for and which the manager did not authorize non-attendance at work, will be treated as unpaid unauthorized absence.

If there are any days which the employee must take as unpaid unauthorised absence, then the Manager will take two copies of the Jury Service Attendance Form, retain one on the employee's local file and give one to the employee. The original form will be sent to Payroll with the Certificate of Attendance. A copy of the Certificate of Attendance should be retained on the employee's local file.

Payroll will review the Jury Service Attendance Form. They will deduct any unpaid unauthorized absences from the employee's next salary payment.

Where there are no unauthorized absences, the Manager will provide the employee with a copy of the completed Jury Service Attendance Form and retain the original on the employee's local file. It does not need to be sent to Payroll.

The employee will be given a jury pack at the start of the Jury Service. Included in this pack is a claim form. The employee must complete this form to claim expenses such as travel, food and drink back from the Court.

Character Witness

A member of staff acting as a Character Witness would need to follow the above procedure for appearing as a Juror or witness of fact, however, the time taken off work, will be unpaid and the employee would need to submit a claim for loss of earnings to the defence solicitor.

- 8.6** When on Jury Service Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours. The exception is where a member of staff is not required by the court and their manager requires them to return to work during their normal contracted hours.

9.0 Training with the Territorial Army/Reserve Forces

- 9.1** Volunteer members of the Territorial Army or Reserve Forces who attend annual camp and who would normally be at work during this period may be granted special leave.

9.2 Eligibility

These provisions apply to all Trust staff. Staff who have completed twelve months continuous service with the NHS will be eligible for 5 days paid leave.

9.3 Leave Available

Staff who are members of a Reserve Force/Territorial Army may receive up to 5 days special leave with pay (pro-rata for part-time staff) for attendance at annual camp. Any additional training may be taken as unpaid leave or annual leave subject to the manager's agreement.

Staff who are required to undergo short periods of training (normally on Saturdays and Sundays) additional to annual camp should arrange to attend either in off-duty time or use annual leave.

9.4 Requesting Leave

Staff must discuss any proposal to join the Territorial Army or Reserve Forces with their manager in advance of making any decision in order to establish the likely time commitment required and seek their agreement before doing so. Failure to do so may result in subsequent requests for leave being refused.

In making a request to take leave for training with the Territorial Army/Reserve Forces, staff must provide their manager with official evidence of the requirement for them to attend on the dates concerned as soon as possible. Insufficient notice is likely to result in the request being refused.

9.5 Active Military Service

Where Trust staff who are volunteer members of the Territorial Army or Reserve Forces are 'called up' on active military service unpaid leave will be granted. Staff

wishing to preserve pension rights should contact the Pensions Department for clarification of their personal circumstances.

9.6 When on Territorial Army or Reserved Forces Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours unless this is within the Military Service itself. In addition on returning from Territorial Army Leave staff members must refrain from undertaking additional bank/agency duties for a period of 7 calendar days.

9.7

10.0 Unforeseen Circumstances resulting in staff being unable to attend work

10.1 This section outlines the expectations of employees, the options that should be explored and the alternative arrangements or actions that may be made or taken when there is a breakdown or severe disruption of public transport services which impact upon travel to and from work. The breakdown or disruption may be due for example to transport strikes, adverse weather conditions (severe, exceptional), security alerts or bomb scares.

10.2 Staff unable to attend work must contact their manager (by telephone) as soon as possible to explain the circumstances. They will be expected to use alternative methods of getting to work, including walking where conditions allow. In such circumstances, consideration will need to be given to the safety and mobility of staff.

10.3 There is a need to ensure that all departments and services are adequately staffed at all times. Staff are expected to make reasonable effort to attend work. Employees should investigate and make alternative arrangements where possible, which may include exploring different routes to work, walking reasonable distances and or using other modes of transport.

10.4 At the discretion of their line manager, staff who reasonably arrive late for work because of disruption to their journey due to the failure or disruption of public transport may be recorded as working the full day.

11.5 Consideration of Alternative Arrangements

Where the journey to work is likely to be very difficult or involves excessive travelling time the employee must discuss the difficulties with his/her manager and should then discuss the most appropriate alternative arrangement from those identified below (a to c). Prior approval from the manager is essential.

The final decision regarding the most appropriate arrangement will be made by the manager, but will be dependent upon the nature, length and frequency of the disruption, the needs of the service or department, the nature of the employee's work and his/her preferences and individual circumstances. Employees will only be required to take annual leave if all of the other options have been explored and are deemed not practicable or appropriate.

(a) Working from home;

If the nature of the employee's work is such that it may be carried out from home, e.g., report writing, staff may work from home with prior approval of manager.

Staff whose duties would not normally allow them to work at home, should ensure they speak to their manager, as far in advance as possible, to attempt to identify and agree tasks which could be undertaken at home. In departments where work is not easily identifiable a directorate wide approach should be taken so that if appropriate, staff in one department may undertake work of another department. Care must be taken in relation to confidentiality issues and confidential information should not normally be taken home.

(b) Making up the work time when unable to attend work;

Where possible and where personal circumstances allow, staff who are not able to work from home or when arrangements have not been made due to unexpected disruption, may wish to request that they be allowed to make up the time as an alternative to taking annual leave. The request should be made directly to the line manager and where practical and appropriate an agreement may be reached with the manager that the staff members makes up the missed work time over an agreed period.

(c) Annual Leave

If the above options have been explored and are not feasible, or staff have not made a request to their line manager to work from home or make time up, staff will be required to take annual leave (or unpaid leave if they have exhausted their annual leave entitlement), when they do not or have not attended work on days of disruption or failure of public transport services.

11.6 In cases where the manager is not satisfied that the member of staff has not made sufficient effort to attend work, the manager will meet with the member of staff upon their return in order to give full consideration of the circumstances. Further to this meeting, the manager may consider recording the absence as unauthorised and, in which case, the period of absence would be unpaid. Consideration may also be given to taking disciplinary action under the Trust's Disciplinary Policy & Procedure.

11.7 In each case, manager's should consult with Human Resources to explore the appropriate action to take in the circumstances, and the member of staff should be advised by the manager of their decision in writing in advance of any deduction to salary.

11.0 Compassionate Leave (Occasional Crisis)

Compassionate leave may be granted at the discretion of the manager in discussion with Human Resources for any other exceptional circumstances that are not covered by this policy. This may include any unforeseen situations, which arise that requires the immediate attention of the member of staff, and cannot be dealt with by anyone else but the member of staff.

11.1 Eligibility

These provisions apply equally to all staff regardless of their hours worked or length of service

11.2 Leave Available

A maximum of one days paid leave may be granted for compassionate leave for the exceptional circumstances that may arise (pro rata for part-time staff) in a 12-month rolling period.. The special leave allowance shall not affect the member of staff's annual or sick leave entitlements.

Any additional time-off proceeding the day taken as compassionate leave shall be taken as either annual or unpaid leave with the agreement of the manager.

If a member of staff takes time-off for compassionate leave then they are **unable** to work on the Staff Bank for the proceeding seven days. It is the member of staff's responsibility to ensure that they do not breach this condition. Failure to do so may result in disciplinary action in accordance with the Trust Disciplinary Policy & Procedure.

11.3 Requesting Leave

In requesting compassionate leave, the member of staff must make the manager aware of his/her exceptional circumstances as soon as possible on the day that this has occurred. Time-off for compassionate leave **cannot** be booked in advance. Managers should remember that staff may have to leave work with little notice to cope with this sudden crisis.

Compassionate leave is not an entitlement and must be authorised by the manager of the member of staff. The manager may reasonably request to meet with the member of staff upon their return to work so as to determine this authorisation.

11.4 When on Compassionate Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours. In addition on returning from Compassionate Leave staff members must refrain from undertaking additional bank/agency duties for a period of 7 calendar days.

11.5

12.0 Medical & Dental Appointments

12.1 Every effort should be made by staff to arrange medical or dental appointments in off duty time. From time to time however, staff may need to attend pre-arranged medical or dental appointments within work time. Employees must inform their line managers about their medical and dental appointments giving as much notice as possible.

12.2 Eligibility

These provisions apply equally to all staff regardless of their hours worked or length of service.

12.3 Requesting time-off for Medical & Dental Appointments

All staff who require time-off for a medical or dental appointment will be entitled to request the following, subject to the needs of the service:

- Flexibility in arrangement of working hours;

- Annual leave;
- Time-off in lieu; or
- Unpaid leave

In authorising reasonable time-off, the member of staff's manager should consider:

- The amount of time-off that is reasonable in the circumstances;
- The notice given for the request for time-off; and
- Previous time-off permitted

If time-off is agreed, staff will be expected as far as possible to book their appointment time either at the beginning of their shift or working day or the end of their shift or working day. If staff need to take time off for planned hospital appointments (either for one off or ongoing appointments), then the Special Leave policy will not apply. Staff need to discuss this with their line manager and take this time off either as annual leave, unpaid leave or time off in lieu.

For antenatal care appointments, please refer to the Trust's Maternity Leave Policy.

13.0 Religious/Cultural Observance

13.1 There may be staff who request time-off or a temporary change to their working hours for a particular religious or cultural occasion.

13.2 Eligibility

These provisions apply equally to all staff regardless of their hours worked and regardless of length of service.

13.3 Requesting time-off/leave for Religious/Cultural observance

All staff who require time-off for religious or cultural observance will be entitled to request the following, subject to the needs of the service:

- Flexibility in arrangement of working hours;
- Annual leave;
- Time-off in lieu; or
- Unpaid leave.

In authorising reasonable time-off, the member of staff's manager should consider:

- The needs of the service, (for example, whether it is practical to grant a request for leave if the ward/department is vulnerable, this may include instances where leave has already been granted to staff for the period requested); and
- The notice given for the request for time-off.

When requesting time-off/leave for religious observance, as much notice as possible should be given. All managers should be sympathetic to requests and should accommodate them wherever it is reasonably practicable to do so. However, if needs of the service require or reasonable notice for such requests is not given, then the manager may have no choice but to refuse the request for time-off.

14.0 Manager's right to invoke Special Leave

In such circumstances as deemed appropriate, managers, with advice from human resources, can insist on staff taking special paid or unpaid leave. This may include an occasion where the manager considers the member of staff unfit to perform duties due to particular circumstances although the member of staff may consider themselves fit. Where appropriate, managers should also refer the member of staff to the Occupational Health Department for advice and support.

15.0 Recording and Monitoring Special Leave

It is imperative that managers record special leave taken in order to ensure that leave is granted as appropriate to the guidance outlined within this policy. Special Leave should be recorded as indicated on the Trust 'Sickness Notification Form'. The completed form should be sent to Payroll accordingly, with copy held by the manager for reference.

Managers are also required to monitor leave requested and identify areas where there are trends as to when special leave is taken and the causes for such requests. In some circumstances, the trends may be such that it gives the manager cause for concern, for example, where the reasons for urgent leave/time-off are recurring or where there is a pattern as to when requests are made.

It may be necessary for the manager to raise concerns that they have with the member of staff so as to explore whether there are any underlying issues of which the member of staff may voluntarily declare. Depending upon the circumstances, staff may require further support, which may include referral to the Occupational Health Department or consideration given to flexible working arrangements, as appropriate. Where a manager has concern in such circumstances, they should consult their Human Resources representative for guidance.

16.0 Sabbatical Leave

The Sabbatical Leave Policy allows a member of staff to take an extended period leave from work that begins with an intention to resume working at an agreed date in future. The policy also prepares the employee to return to a career with the Trust. The policy forms part of the Department of Health's Improving Working Lives- Programme for Change. The policy is in accordance with Agenda for Change Terms of Conditions of Service Handbook.

East London Foundation NHS Trust considers that Sabbatical Leave is an important element in the intellectual and academic life of individual members of staff. While the Trust seeks to support alternative ways, all such decisions will be made in the light of the operational requirements of the service area, service users, and the needs of other employees.

16.1 Reasons for Sabbatical Leave

Some typical reasons for requesting sabbatical leave are:

- To return to career related study
- For personal development

This is not exhaustive and consideration will be given to members of staff who wishes to apply for a sabbatical leave for other reasons that may benefit the Trust. However granting a sabbatical will be entirely at the discretion of the Trust, and all requests will be considered in line with the needs of the service.

16.2 Objectives of the Policy

- Improve knowledge, skills and experienced staff
- A better return on investment
- Exemplifies the Trust's commitment to equal career opportunities
- It boost the Trust's credentials as an employer of choice
- Reduces 'burn-out' in mid-career
- Reduces recruitment cost and enhances retention
- Results in a more engaged workforce
- To pursue unfulfilled ambition

16.3 Duration

The policy covers all substantive employees, including Doctors and Consultants retained by East London Foundation Trust, irrespective of the employee's grade, or whether they are full time or part-time.

Sabbatical leave is not transferable, cumulative or retrospective.

Sabbatical period is normally 3 months minimum and up to 12 months maximum. Periods of time requested for sabbatical leave outside this minimum and maximum will be considered by the Service and Borough Director(s) in conjunction with Human Resources.

16.4 Eligibility

The following criteria will be considered in relation to applications for sabbatical leave:

A satisfactory performance and attendance record. (However, in circumstances where there are performance and attendance issues due to pregnancy and disability, specific HR advice should be sought from your Human Resource Manager/Adviser).

Substantive members of staff with 7 years or more of NHS employment (or in the case overseas-trained staff, equivalent experience) including 3 years continuous service with the East London Foundation NHS Trust. The Trust will however take a flexible view in individual cases to allow for periods of special leave interrupting continuous service.

A Sabbatical leave should not commence when long term sickness, capability or disciplinary issues (Whether formal or informal) are pending or on-going. Sabbatical leave may be taken after maternity leave as long as it meets the eligibility criteria.

Employees will need to gain the agreement of their line manager in conjunction with Service/Borough Director(s) to the proposed sabbatical leave

16.5 Managers' Responsibilities

Notify Payroll and HR as soon as the Sabbatical Leave is agreed arrange replacement cover for the employee consult/inform affected employees as appropriate have a duty of care to ensure all their employee are consulted on any change in working practices consider impact and potential cover and recruitment implications prior to agreeing an employment break and maintain the communication process for the duration of the sabbatical leave.

16.6 Keeping in Touch

Line managers and employees have a joint responsibility for keeping in touch on a regular basis to ensure that the employee is kept up-to-date with relevant departmental information.

Employees are also expected to maintain any professional registration, attend departmental meeting where necessary and keep up to date with developments in their profession.

16.7 Employee's Responsibilities

- Agree and maintain the communication process for the duration of absence
- Must state clearly what they wish to do and highlight personal and organisation benefits
- Employee must state when they wish to commence and end leave.
- Submit the request for a sabbatical leave on the appropriate form (i.e. Appendix 4) to their line manager for approval, giving a minimum of three months' notice
- Be available to return on the agreed date, giving notice stipulated on their contract of employment. For example:
 - Bands 1-4 = 4weeks
 - Band 4 = 6weeks
 - Bands 5-6 =2months
 - Bands 7-9 =3months
- Notify the Trust if they wish to terminate the agreement

16.8 Terms & Conditions

There is no entitlement to paid sick leave during the Sabbatical leave. However, in some cases statutory sick pay may be payable, in accordance with SSP regulations.

Statutory paid leave will accrue during the employment break and the amount of leave so accrued should be taken at some point during the break (28 days inclusive of Bank Holiday for 2009/2010 leave years).

Employees should notify their line manager or service manager in writing of the dates they intend to take annual leave so that Payroll can be advised in order to avoid overpayment of salary. This leave will be pro rata where the employee is on Sabbatical leave of less than a year.

The Trust reserves the right to treat the employment break as one in respect of which annual leave under the Working Time Regulations does not accrue. If an employee

takes maternity/paternity leave during a Sabbatical leave, they will be required to notify their employer in writing of their intention to take this at least 28 days before they go on sabbatical leave or as soon as reasonably practicable.

Continuity of employment will not be affected as far as any contractual or statutory rights are concerned the exceptions in terms of contractual rights are annual leave and sick leave.

Incremental status credit will be given for periods of paid NHS employment during sabbatical leave.

Employees may not undertake permanent employment with another employer during sabbatical leave, without terminating their employment with the Trust. If the employee secures a permanent post, it will be deemed that they have terminated their contract with Trust on the date their employment with the new employer starts.

Sabbatical Leave will be unpaid.

16.9 Procedure for Applying for Sabbatical Leave

Staff including Doctors and Consultants wishing to apply for Sabbatical leave should do so on the Sabbatical leave Application Form (Appendix 1) at least 3 months in advance of the proposed commencement date. This form should be submitted to their line manager for Service/Borough Director(s) approval. For Doctors and Consultants, applications should be made to their line manager and for ratification by the Clinical/Borough Director(s).

In considering request for sabbatical leave, managers should give particular regard to the cost and availability of cover and impact on the service. All Sabbatical leave must be authorised by relevant Line Manager and Borough Director/Clinical Director in consultation with HR. Staff will be informed in writing within 10 working days by their manager as to whether their application is successful. If the application is successful, the employee will be required to sign an agreement varying the contract of employment for the duration of the Sabbatical Leave.

The Trust maintains the right to decline a request for Sabbatical leave. In these circumstances, the employee will receive written reason for the refusal. If the individual is not satisfied with the decision, they may pursue the matter under the Appeal's Procedure in section 12.

16.10 Returning to work

The employee is required to give the notice period stipulated in their contract of employment. If the break is less than six months, so far as reasonably practicable the employee will return to the same grade and post. If the break is more than six months, the employee may be offered an alternative post, which is considered suitable in terms of knowledge, skills and experience. Every effort will be made to enable employees to return to the same or similar job at the grade/level as when they left but no guarantee can be given in this respect.

If their substantive position is no longer available the employee will be treated as a re-deployee under the Policy on The Management of Staff Affected by Change. The employee will be consulted on any organisational change that could affect their post

during the break. The employee must ensure that their line manager/service manager is given contact details if the employee is travelling abroad, or an alternative form of contact such as a close relative.

If the employee wishes to return earlier than the date agreed at the beginning of the employment break this should be discussed and agreed with the manager. Where an employee does not return by the due date of return they are to be treated like any other employee who does not return after authorised leave. Unless they can provide a reasonable explanation and/or evidence for their absence, they will be considered to have been on unauthorised leave, which could result in disciplinary action.

On return to work the employee will be inducted and/or offered relevant training so they can be provided with an opportunity to update their skills and knowledge where the absence has been for a significant period.

16.11 Appeals Procedure

The Trust maintains the right to decline a request for Sabbatical leave. In the circumstance, the employee will receive written responses for the refusal, if the individual is not satisfied with the decision, they may pursue the matter through the new Grievance Policy

17.0 Time-off for home removal

18.1 Introduction:

The Trust recognises that moving home is a stressful and time-consuming event. Under Trust policy of introducing initiatives for staff such as “Improving the Quality of Working Life”; by encouraging Family Friendly Policies; healthy work-life balances and arising from the Quality of Working Life staff surveys, it is the policy of the Trust to grant any substantively-employed member of staff one day’s leave of absence for purpose of relocation of living accommodation.

18.2 Scope

- This leave is in addition to annual, special or study leave entitlements and separate from Agenda for Change arrangements for house or home removal necessitated by job moves within or when joining the NHS.
- There is a limit of one day or one night home removal leave in each leave year period.
- Time-off applies to any one day or night period which falls on a day or night when the member of staff would normally work and is pro-rata for part-time staff.
- It is not transferrable, cumulative or retrospective before the date of this policy.
- Eligible staff are full or part time substantive employees of the Trust.

18.3 Process of application

- Booking arrangements must be made in the usual way with the line manager or other authoriser of leave.
- For recording purposes the Line Manager will record this as “Home Removal Leave”.
- The line manager has power of discretion in authorising the leave subject to the overriding demand of ensuring service cover.
- In the event of dispute, reference may be made in the first instance to the Director of Human Resources and Corporate Development.

17.1 When on Home Removal Leave staff must not undertake paid or unpaid work either in the Trust or outside of the Trust, during their normal contracted hours. In addition on returning from Home Removal Leave staff members must refrain from undertaking additional bank/agency duties for a period of 7 calendar days.

17.2

18.0 Misuse of this policy

This policy is intended to provide support and leave for staff to help them balance the demands of home and work-life at times of urgent and/or unforeseen circumstances. Any misuse of this policy may lead to action taken under the Trust Disciplinary Policy & Procedure. An investigation may also be undertaken by the Trust’s Local Counter Fraud Specialist which could result in the matter being referred to the Police.

19.0 Impact Assessment Statement

This policy has been impact assessed in accordance with the East London NHS Foundation Trust Equality Impact Assessment Guide.

20.0 Policy Review

It is the responsibility of the Director of Human Resources to monitor and review this policy, and to present any necessary changes, after negotiation with the Joint Staff Committee to the Service Delivery Board and the Trust Board.

SUMMARY OF SPECIAL LEAVE THAT MAY BE GRANTED

NOTE: The amounts of leave as specified below provide a guide only. Please see the Trust Special Leave Policy for main details. There is no “entitlement” to take Special Leave. All Special Leave is granted at the manager’s discretion, subject to the needs of the service and is granted on a pro-rata basis for part-time staff.

TYPE OF LEAVE PROVISION	LEAVE THAT MAY BE GRANTED BY MANAGER
Time-off for Dependants (Carers Leave)	Up to 5 days (1 day per episode – (Pro-rata for part-time staff)
Leave for Bereavement	Up to 3 days per episode (up to 6 days in exceptional circumstances)
Paid Parental Leave (Paternity)	Up to 10 days (Depending on NHS Contentious Service)
Unpaid Parental Leave	Up to 18 weeks (not more than 4 weeks any year up to the child’s 14 th birthday – this should not exceed a maximum of 18 weeks altogether). For parents of children in receipt of Disability Living Allowance (not more than 4 weeks per year up to the child’s 18 th birthday.
Special Leave for in vitro fertilisation (IVF) and other fertility treatment	Up to 5 days per treatment for staff receiving/recovering from IVF treatment; Up to 5 days per 12 month period for staff whose partner is receiving/recovering from IVF treatment
Terminal Care Leave	Up to 5 days per episode - (Pro-rata for part-time staff)
Jury Service/ Attending court as a witness	Dependent upon summons of Court
Training with the Territorial Army/ Reserve Forces	Up to 5 days for annual camp - (Pro-rata for part-time staff)
Unforeseen circumstances resulting in staff being unable to attend work	No special leave, however the following may be granted: <ul style="list-style-type: none"> • Flexibility in arrangement of working hours; • Annual leave; • Time-off in lieu; or • Unpaid leave.
Compassionate Leave (Occasional Crisis)	1 day per episode
Medical & Dental Appointment	No special leave, however the following may be granted: <ul style="list-style-type: none"> • Flexibility in arrangement of working hours; • Annual leave; • Time-off in lieu; or • Unpaid leave
Religious/Cultural observance	No special leave, however the following may be granted: <ul style="list-style-type: none"> • Flexibility in arrangement of working hours; • Annual leave; • Time-off in lieu; or • Unpaid leave
Sabbatical Leave	Minimum of 3 months to 12 months unpaid leave
Time off for Home Removal	One day in each leave year

EAST LONDON NHS FOUNDATION TRUST

PAID PARENTAL (PATERNITY) LEAVE APPLICATION FORM

This form should be completed by the member of staff at least 28 days before the expected date of birth, or as soon as practicably possible and submitted to their manager with a copy of the child's birth certificate or MAT B1 form.

Once the manager has signed the form it should be returned to the Human Resources Department together with the following documents:

- Copy of wife/partners MATB1 certificate
- Copy of MATB1 certificate

Name:..... Date:.....

Address:..... Post:.....

..... Service Unit:.....

Date of Commencement with the Trust or its predecessors:.....

Expected Date of birth (If applicable):.....

Copy of Birth Certificate or MAT B1 Attached: YES / NO

Commencement of Paid Parental Leave:.....

Date of Return in Accordance with Paid Parental Leave Conditions:.....

If you wish to take paid parental leave, please could you provide an indication as to how you would like to take this:

- 10 days** paid parental leave in a single block (pro rata for part-time)
- 10 days** paid parental leave in a weekly block (pro rata for part-time)
- 10 days** paid parental leave on separate occasions (pro rata for part-time)

I wish to apply for paid parental leave as detailed in the Special Leave Policy. I confirm that I will be a named parent of the child.

I also understand that whilst on Paid Parental (Paternity) Leave I must not undertake paid or unpaid work either in the Trust or outside the Trust during my normal contracted hours.

Signed:..... Date:.....

Managers Signature:..... Date:.....

EAST LONDON NHS FOUNDATION TRUST

UNPAID PARENTAL LEAVE APPLICATION FORM

This form should be completed by the member of staff at least 28 days before the leave is to be taken except in the case of expectant parents who are required to give 13 weeks notice before the expected date of birth. The completed form should be submitted to their manager with a copy of the child's birth certificate or MAT B1 form.

Once the manager has signed the form it should be returned to the Human Resources Department.

Name:..... Date:.....

Address:..... Post:.....

..... Service Unit:.....

Date of Commencement with the Trust or its predecessors:.....

Expected Date of birth (If applicable):.....

Child's Name:.....

Copy of Birth Certificate or MAT B1 Attached: YES / NO

Commencement of Unpaid Parental Leave:.....

Date of Return in Accordance with Unpaid Parental Leave Conditions:.....

If you wish to take Unpaid Parental Leave, please could you provide an indication as to how you would like to take this:

4 weeks unpaid parental leave in a single block

4 weeks unpaid parental leave on separate occasions

I wish to apply for unpaid parental leave as detailed in the Special Leave Policy. I understand that if I take 4 weeks unpaid parental leave in one single block, I will not be entitled to any further unpaid parental leave until the following financial year. I confirm I will be a named parent of the child.

I also understand that whilst on Unpaid Parental Leave I must not undertake paid or unpaid work either in the Trust or outside the Trust during my normal contracted hours.

Signed:..... Date:.....

Managers Signature:..... Date:.....

JURY SERVICE REQUEST FORM

(To be completed before commencement of Jury Service)

Employee Personal Details

Name: _____ Band: _____

Base: _____ Job Title: _____

Assignment Number: _____

Period of Jury Service as per notification from HM Court Service

From: _____ (First day of jury service)

To: _____ (Last day of jury service – provisional date)

I confirm I will return to work on full days that I am not required in Court. If I finish early one day before the end of my normal contracted finish time, I will contact my line manager to check whether I am required to attend work on that day. If I am released early from jury service I will return to work. .

I will request a Certificate of Attendance form from the Jury Manager upon being discharged from jury service and will provide this to my manager immediately upon my return to work.

I accept that any days or half days between Monday and Friday (other than bank holidays) during the period of jury service stated above, that are not included on the Certificate of Attendance form and for which I did not report for work or seek authorisation from my line manager to take the days as authorised paid leave, will be treated as unpaid unauthorised absence by East London NHS Foundation Trust.

I also understand that whilst on Jury Service Leave I must not undertake paid or unpaid work either in the Trust or outside the Trust during my normal contracted hours. The only exception to this is where I am not required by the court and I am asked to return to work by my manager.

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Manager's Name (print): _____

Manager to retain

Copy to be given to Employee

EAST LONDON NHS FOUNDATION TRUST

Appendix 5

JURY SERVICE ATTENDANCE

Confirmation of Non-attendance at Work During Jury Service

(To be completed on completion of jury service)

Employee Personal Details

Name: _____ Band/Grade: _____

Base: _____

Job Title: _____ Assignment Number: _____

Period of Jury Service

From: _____ (First day of jury service)

Dates during the period stated above should be treated as follows;

Category	Dates (specify if half day)
Did not work but attended jury service (Certificate of Attendance received)	
Reported for work but not required (paid authorised absence)	
Worked	
Did not report for work or attend jury Service (unpaid unauthorised absence)	
Bank holidays	

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Manager's Name (print): _____

Manager to send to Payroll with Certificate of Attendance only if there are any unauthorised absences

Copy to be given to employee

EAST LONDON NHS FOUNDATION TRUST

APPLICATION FORM UNPAID SABBATICAL LEAVE APPLICATION FORM

Full Name :
Home Address:
Job Title :
Grade Ward/Department :
Date of Continuous NHS Service:
Date of Continuous Service with the Trust:
Length of Sabbatical Leave:
Requested Dates:
Start Date :
End Date :
Reason for Sabbatical Leave:
Personal Benefits of Sabbatical Leave:
Benefits of Sabbatical Leave to the Trust (if applicable):

I understand and accept the conditions of the Sabbatical Leave

Signed Dated

Managers will take all factors into account when considering an application for a Sabbatical Leave:

-
- All sabbatical leave must be authorised by the relevant Manager/Clinical Director or someone with delegated authority in consultation with HR
- Department - A decision should be made within 2 weeks of the meeting

EAST LONDON NHS FOUNDATION TRUST

SABBATICAL LEAVE AGREEMENT TO VARY TERMS AND CONDITIONS OF EMPLOYMENT

I, ("The Employee") hereby agree in consideration for taking a Sabbatical Leave commencing on [date] until [date] ("The Career Break Period") in accordance with the East London NHS Foundation Trust Sabbatical Leave ("the Sabbatical Leave"), to the following variations to the Terms and Conditions of my employment with the East London Mental Health NHS Trust ("The Employer"):

- 1 I understand and accept that under the Sabbatical Leave I will not necessarily be able to return to the same post at the same level/grade as I occupied prior to commencement of the sabbatical leave period. I understand that whilst every effort will be made to enable me to return to the same or a similar post at the same level/grade as I occupied prior to commencement of the Sabbatical Break Period, that the Trust does not guarantee that such a post or grade will be available.

In this regard, I accept and acknowledge that if:

- a) The post which I occupied prior to commencement of the Sabbatical leave is unavailable; and
- b) On the date that the Sabbatical leave comes to an end, if I refuse to return to a post identified as a suitable alternative by the Trust, I will not be entitled to a contractual redundancy payment. This will be regarded as resignation and the effective date will be the date you notify the Trust.

- 2 I understand and accept that my Reckonable Service for the purposes of calculating contractual benefits will cease to accrue during unpaid Sabbatical Period (except insofar as Reckonable Service is accrued in accordance with the Sabbatical Leave) and will recommence if and when I return to the post I occupied prior to the commencement of the Sabbatical Break Period or a suitable alternative post which has been identified by the Trust, at the level that had been accrued prior to the commencement of the Sabbatical Leave Period.

For the avoidance of doubt, I accept that this applies to the following contractual benefits:

- (i) Occupational Sick Leave
- (ii) Occupational Sick Pay
- (iii) Additional Maternity Leave
- (iv) Occupational Maternity Pay
- (v) Contractual Annual Leave
- (vi) Contractual Redundancy Payment
- (vii) Any other contractual benefits not specifically mentioned above for the purposes of which Reckonable Service is calculated

- 3 I understand and accept that I must be available for work and/or training for a minimum of 10 days per year at a mutually agreed time during the Sabbatical Period. For the avoidance of doubt, I understand and accept that I will not be paid during the Sabbatical Break Period.

- 4 I shall not undertake paid employment of any kind during my Sabbatical Leave Period, except in accordance with the Sabbatical Break. I understand that failure to comply with any of the conditions could lead to the termination of my employment.

- 5 I understand and accept that I must give written confirmation of my return date as set out in paragraph 15.10 of the Sabbatical Leave Policy.

- 6 I understand, accept and agree to all provisions of the Sabbatical Scheme as set down in the attached document.

Signed.....Date.....
(The Employee)

Signed.....Date.....
(On behalf of East London NHS Foundation Mental Health NHS Trust)

Name -----

Position-----

This Agreement is intended to vary the Terms and Conditions of Employment between the Employer and the Employee