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10.1	Jan 24	Inclusion of magistrates leave.
10.2	April 24	Inclusion of carers leave.

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**AT ALL TIMES, STAFF MUST TREAT PATIENTS WITH RESPECT
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY.**

1. INTRODUCTION

- 1.1 Wrightington, Wigan & Leigh Teaching Hospital NHS Foundation Trust (WWL) recognises that employees may have family, personal or domestic responsibilities and obligations in addition to the responsibilities they have to the Trust.
- 1.2 It also appreciates that at times it is difficult to balance these demands and wishes to minimise any undue stress or hardship that arises when a conflict occurs between work and personal life.

2. POLICY STATEMENT

The Trust wishes to provide a range of supportive benefits that will enable an employee to fulfil their family or personal responsibilities during urgent or emergency situations. This can be taken without reference to holiday entitlement.

3. KEY PRINCIPLES

- 3.1 This policy details the eligibility requirements, entitlements and associated procedures relating to a range of circumstances which may necessitate an employee to take paid or unpaid leave for domestic, personal, family, public, civic and related duties, etc.
- 3.2 This policy does not include the provisions connected to Maternity Leave, Paternity Leave or Adoption Leave – those are detailed in the Maternity, Paternity & Adoption Leave Policy.
- 3.3 This policy applies to all established and temporary employees working under a contract of employment who meet the eligibility requirements detailed within each provision of this policy.
- 3.4 The entitlements listed are to be provided on a pro-rata basis for part-time staff.
- 3.5 Annual leave entitlement will not accrue for the period of continuous absence of 4 weeks' due to unpaid special leave.
- 3.6 Applicants who are refused leave/time off are entitled to receive a written explanation as to the reasons why their application was declined. Applicants who feel that their request has been unreasonably refused can seek redress through the Trust's Grievance Policy.
- 3.7 All applications for special leave must be made using the Form attached as Appendix 1. This should be done, where practicable, in advance. The Line Manager/Head of Department must fully complete the form irrespective of whether or not the leave is granted.
- 3.8 There may be exceptional circumstances when a member of staff may be experiencing some personal, family or domestic difficulty that is so grave and serious it may require time off in excess of the paid or unpaid entitlements under this policy. Under such circumstances, managers should seek advice from a senior advisor within the Human Resources Department and seek to exercise discretion on a paid or unpaid basis, according to the circumstances.
- 3.9 This may include a complete break from work for a period of time, resuming their duties at a mutually agreed time. They may also wish to consider revised working arrangements so as to allow the staff member to balance these competing demands. Clearly any such accommodation has to be based on the needs of the service.

- 3.10 There may be exceptional circumstances, where employee special leave will need to be minimised, due to major operational responses, such as a national pandemic. In these circumstances it may be appropriate for authorisations and/or approvals to be assigned at a more senior level, to ensure consistency and the ability to maintain effective services at a divisional and/or organisational level. Divisional Directors (Operational or Clinical) will have the authority to define this within their areas of responsibility. It is expected that this would be for a defined temporary period only.
- 3.11 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality, Diversity and Inclusiveness Policy.

4. RESPONSIBILITIES

4.1 Trust Board

- 4.1.1 The Trust Board delegates authority for approving HR policies to the People Committee.
- 4.1.2 The Trust Board has a strategic responsibility to ensure that the appropriate conditions at work exist to ensure that employees are able to give regular attendance.
- 4.1.3 Trust Board will delegate responsibility for monitoring the operational application of the policy to the People Committee.

4.2 Chief People Officer

- 4.2.1 The Chief People Officer will oversee the introduction, operation and monitoring of the policy.
- 4.2.2 The Chief People Officer will ensure the policy is presented to the People Committee for the required approval.

4.3 Executive Directors, Divisional General Managers, Heads of Service (or equivalent)

Executive Directors, Divisional General Managers, Heads of Service (or equivalent) are responsible for ensuring the implementation of the policy within their areas of responsibility and for monitoring approval/refusal of the application for Special Leave.

4.4 Managers/Clinical Managers (or equivalent)

- 4.4.1 Managers must actively manage absence levels to ensure they are kept to an acceptable limit and grant special leave fairly and consistently, and within the parameters of the allowances set out within this policy.
- 4.4.2 Managers are responsible for ensuring the fair application of the Trust policies associated with competence, attendance and compulsory training in their areas.

4.5 Employees of the Trust

- 4.5.1 Employees are responsible for making appropriate arrangements with home responsibilities so that they are able to attend work. Access to special leave will be for exceptional circumstances only as detailed within this policy.
- 4.5.2 Should an employee be considering taking on public duties, they should advise their Line Manager before first entering into such commitments and discuss the extent of the commitment and the implications for their work. Where an employee is already undertaking such duties, prior to commencing employment with the Trust, they should notify their Line Manager as soon as possible after commencement to discuss the implications.
- 4.5.3 Employees will apply for Special Leave in accordance with this policy.

5. TYPES OF SPECIAL PURPOSES LEAVE

5.1 The Policy covers requests for the following types of Special Purposes Leave:

- 5.1.1 Parental Leave

- 5.1.2 Leave for Family Emergencies
- 5.1.3 Bereavement Leave
- 5.1.4 Carers Leave
- 5.1.5 Healthcare Appointments
- 5.1.6 Elective Surgery
- 5.1.7 IVF and other Treatments
- 5.1.8 Domestic Emergencies
- 5.1.9 Participation in Elections
- 5.1.10 Public Duties
- 5.1.11 Jury Service
- 5.1.12 Appearance as a Witness/Expert Witness
- 5.1.13 Reserve Forces
- 5.1.14 Participation in Sporting Events
- 5.1.15 Adverse Weather Conditions
- 5.1.16 Study/Exam Leave
- 5.1.17 Time Off for Job Interviews
- 5.1.18 Absence from duty following contact with a specified disease.

6. PARENTAL LEAVE

- 6.1 All employees with at least one year's continuous service will be eligible for Parental Leave in order to look after a child or to make arrangements for the good of a child under the conditions outlined in this section. Employees will be entitled to rely upon previous periods of service with other NHS Service Providers to satisfy the one year's continuous service requirement.
- 6.2 The employee must be the parent or have acquired formal parental responsibility for the child. The leave must be taken by the child's 18th birthday.
- 6.3 A total of 18 weeks leave is available for each child as described above. Entitlement is reduced on a proportionate basis for part-time employees, for example, an employee who works two days a week will have the right to two-fifths of the leave entitlement. The 18 weeks leave entitlement includes any parental leave already taken for a child during any period of previous employment with another employer. Employees should be aware that references received from previous employers at the start of their employment with the Trust must also provide information on such periods of parental leave taken.
- 6.4 Any period of parental leave will be unpaid. However, employment with the Trust will be treated as continuous service during the period of parental leave and employees will continue to receive the following benefits:
- 6.5 During a period of absence due to Parental Leave annual leave will accrue in accordance with the UK minimum of 28 days (pro-rata) per annum. Contractual leave is not accrued during Parental leave. Carry over of annual leave entitlement from one leave year to another or payment in lieu of annual leave is only permitted as per the terms of the appropriate Agenda for Change or Trust terms and conditions.
- 6.6 Employees provided with a Trust supplied vehicle may retain it and may utilise the vehicle during the absence period. Employees with a job which needs an allocated vehicle must understand that it is provided solely for business needs. The Trust therefore reserves the right to require its return.
- 6.7 If the employee is a member of the NHS Pension Scheme, there will be no change to the terms under which the Trust pays contributions into the pension fund during the parental leave period. The employee's contributions into the pension fund will be recovered once

they have returned to work from parental leave – this ensures that pension membership is maintained throughout the period of parental leave.

- 6.8 Parental leave may be taken in blocks of one week (up to 4 weeks per year). Only complete weeks are taken into account, therefore part of a week taken as parental leave will reduce the employee's entitlement by a full week. An exception to taking parental leave in blocks of at least one week applies where the parental leave is taken with respect to a child who is disabled, in which case the leave may be taken as single days, if necessary.
- 6.9 The only other exception to taking parental leave in blocks of at least one week is where the employee intends to take their leave in the form of a temporary reduction in working hours. These arrangements, which must have been previously agreed with their line manager, will be confirmed in writing by Human Resources and will detail the employee's revised hours of work and salary level during the period in question.
- 6.10 Employees wishing to take parental leave must complete the application form (Appendix 1) giving their line manager at least 21 days' notice of the date they wish to commence the leave.
- 6.11 The manager will respond to the request for leave, in writing, within 7 days of the original request and will maintain an individual record within the employee's personal file in order to ensure that the eighteen weeks entitlement for each child is not exceeded.
- 6.12 The request for parental leave will normally be granted subject to the needs of the service. If it has to be declined, it can be postponed to a mutually agreed date, or to a suitable future period, but will not be postponed for more than six months from the date on which the employee wanted to start their leave.
- 6.13 Line managers are required to record periods of parental leave taken by their staff on the weekly Time Sheet or on the monthly Staff Variance List (SVL), as appropriate, which is then sent to the Payroll Department.
- 6.14 Where a redundancy or restructuring exercise occurs in the department/area in which an employee is absent due to parental leave, the employee will be treated as if they were at work. This applies to consultation rights, notification of suitable alternative employment and all other support and assistance provided by the Trust. The fact that the employee was absent due to taking a period of parental leave will not be taken into account for the purposes of any selection for redundancy.
- 6.15 The Trust reserves the right to ask for documentary evidence to support a request for parental leave.
- 6.16 Parental leave will be in addition to any other leave entitlements to which the employee is eligible.

7. LEAVE FOR FAMILY EMERGENCIES

- 7.1 Employees carry primary responsibility for achieving a work/life balance and should ensure, as far as is practicable, that they have robust contingency arrangements in place.
- 7.2 However, the Trust recognises that there will be occasions when the contingency arrangements fall through and in these circumstances employees will be entitled to apply for up to 5 days (pro rata) paid leave in any rolling 12 month period. For the purposes of clarity 5 days equates to weekly contracted hours. For example, an employee is contracted to work 37.5 hours and usually works shifts of 12 hours. They have requested 2 days special leave; both days are 12 hour shifts. Should this leave be approved then 24 hours

leave will be taken and they can request a further 13.5 hours within a rolling 12 month period.

7.3 Employees will be entitled to apply for Leave for Family Emergencies where:-

7.3.1 The employee has to make arrangements for the provision of care for a dependant who is suddenly ill or injured. The immediate line manager should be kept updated every 24 hours;

7.3.2 Because of the unexpected disruption or termination of arrangements already in place for the care of a dependant. In the case of the illness of a registered carer, a letter signed by the carer must be provided within a reasonable timeframe.

7.4 The aim of providing Leave for Family Emergencies is to give the carer adequate time to plan and make alternative arrangements for sudden unforeseen breakdown of care. It is not an automatic right. In exercising discretion, managers should carefully consider all the circumstances of the case and other related factors, such as the nature of the emergency, previous requests, consistency, etc.

7.5 In certain circumstances, the type of leave granted may be decided only once the individual has returned to work. This may include granting paid leave for family emergencies, Annual Leave, TOIL, or a combination of these.

7.6 In addition to the employee's spouse, civil partner, child or parent, a dependant of the employee can be a person who lives in the same household as the employee (excluding employees, tenant, lodger or boarder) or can be any person who reasonably relies on the employee to make such arrangements on their behalf.

7.7 Approval for a period of absence due to a dependants serious illness or for an unexpected family crisis or emergency will only be given where the situation requires the employee to be absent from work.

7.8 This does not cover convalescence after hospital procedures or accompanying/visiting children/relatives/spouse whilst in hospital, this will need to be taken as annual leave.

7.9 The employee concerned must notify their line manager of the situation at the earliest opportunity and inform them of the reason for the absence as soon as reasonably practicable. Where, due to urgent circumstances, this is not possible until after the employee has returned to work employees should still follow the absence reporting requirements and at least tell their line manager how long they expect to be absent.

7.10 Employees who are required to leave urgently to attend to a family emergency must only do so after securing the permission of their manager first.

7.11 Any cases of terminal illness will be dealt with individually and with the utmost sympathy. In these cases, managers should liaise with their Senior HR Business Partner.

8. **BEREAVEMENT LEAVE**

8.1 The death or serious illness of a relative, partner or dependant affects every individual differently. The personal circumstances surrounding such an event must therefore be taken into account. To provide an appropriate and sympathetic response to an employee who has suffered a bereavement of a near relative or wishes to be with a near relative at end of life (i.e., considered by a medical professional whose care they are under to be in the final days or hours of their lives), employees may be granted paid leave.

- 8.2 Staff may request to up to one contractual working weeks' leave (pro rata for part-time staff).
- 8.3 In exceptional circumstances managers may also grant an additional one-week of paid leave (pro-rata for part-time staff) when taking the following into account:-
- 8.3.1 The closeness of the employee's relationship with the deceased in real terms, not simply by blood ties;
 - 8.3.2 Whether the employee has administrative responsibilities resulting from the bereavement, e.g., funeral arrangements;
 - 8.3.3 The availability of other relatives and friends to assist in making arrangements;
 - 8.3.4 The distance the employee needs to travel to make arrangements or to attend the funeral;
 - 8.3.5 Differing cultural and religious requirements that may have a bearing on the amount of leave required.
- 8.4 If appropriate, further leave may be granted without pay, at the discretion of the manager, or the employee may prefer to take annual leave or toil.
- 9. CHILD BEREAVEMENT LEAVE**
- 9.1 WWL recognises the trauma and upset experienced by parents upon the death of a child. The provisions below are designed to provide grieving parents with paid time off to help them grieve the death of their child. There is no requirement for the child to be under 18 years of age.
- 9.2 For the purpose 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: -
- 9.2.1 Adoptive parents.
 - 9.2.2 Legal guardians.
 - 9.2.3 Individuals who are fostering to adopt.
 - 9.2.4 Grandparents who have caring responsibilities for the child.
 - 9.2.5 Someone other than the biological parent who is the primary carer of the child.
- 9.3 A bereaved parent will be eligible for two weeks (pro rata for part-time staff) of child bereavement leave. They will not be required to demonstrate any eligibility criteria in order to access bereavement leave or pay.
- 9.4 Where both parents of the deceased child work for WWL they will each be entitled to child bereavement leave and pay.
- 9.5 A bereaved parent will be entitled to two weeks' occupational child bereavement pay, based upon what the employee would have received had she/he been in work. This will include any entitlement to statutory parental bereavement pay which was introduced in April 2020.
- 9.6 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 Trust's Maternity, Paternity and Adoption leave procedure.
- 9.7 A person's grief is unique to them and to each lost relationship, and acute grief can re-emerge particularly around the time of significant events, such as holidays, birthdays, anniversaries, inquests, another loss, or a particularly stressful time. Therefore bereaved parents are not required to take the two weeks of leave in a continuous block. It can be taken over any period up to a maximum of two weeks and at any point up to 56 weeks following the death of the child.

- 9.8 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. Should the parent wish to take child bereavement leave at another time, where possible, they should give one weeks' notice of their intention to take the leave at this time by completing the Special Leave Application Form (Appendix 1), although it is recognised that giving such notice may not always be possible.
- 9.9 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.

10. CARER LEAVE

- 10.1 Employees will be entitled to up to one week of unpaid leave per annual leave year (pro rata to your contracted week) to give or arrange care for a dependent. The dependant does not have to be a family member, it can be anyone who relies on them for care, who has:
- 10.1.1 a physical or mental illness or injury that means they're expected to need care for a period of more than three months
 - 10.1.2 a disability (as defined in the Equality Act 2010)
 - 10.1.3 care needs because of their old age.
- 10.2 Employees can request this from the first day of employment and are not required to provide evidence or explain how the leave will be used. The leave can be taken from half a day up to and including one whole week of leave.

11. HEALTHCARE APPOINTMENTS

- 11.1 Whenever possible, employees should arrange their appointments outside normal working hours or when rostered off-duty.
- 11.2 Managers may ask staff to change their normal working pattern in line with service needs to accommodate appointments.
- 11.3 Where this cannot be achieved, appointments should be made at the beginning or end of the working day. Providing that the employee notifies their line manager in advance and can produce evidence that the appointment is arranged, time off for Hospital/Consultant or Specialist appointments will be treated as paid time off. All other healthcare appointments, including GP and Dentist will be treated as unpaid time off/time off in lieu of previously worked overtime, or annual leave.
- 11.4 For departments operating flexi-time schemes, time should be taken outside core hours and no flexi-time credit will be granted for appointments.
- 11.5 The Trust reserves the right to request the submission of an appointment card and/or proof of attendance before attendance at the appointment.
- 11.6 Applications for attendance at pre-planned appointments for dependants must be agreed by the line manager in advance and will be treated as annual leave or unpaid.
- 11.7 An agreed level of paid disability leave per annum may be negotiated on an individual basis with a disabled staff member as an expected or tolerated level of leave required to manage their disability effectively. In agreeing to this, consideration should be given to patients, service and organisational needs. Employers may also wish to take advice from Occupational Health services. This should be recorded as Paid Disability Related absence.

- 11.8 With regards to staff who are affected by domestic abuse, upon referral from the IDVA team, reasonable time may be given to attend Domestic Abuse support appointments within work time (paid). In agreeing to this, consideration should be given to patients, service and organisation need.

12. ELECTIVE SURGERY

Employees who are absent as a result of undergoing elective surgery (of a cosmetic nature) which is supported by a medical certificate will be covered under the provisions of the Attendance Management Policy.

13. IVF OR OTHER FERTILITY TREATMENTS

- 13.1 The Trust recognises that infertility is a medical condition causing considerable psychological and physical distress and is sympathetic to staff who decide to undergo this treatment. Special leave will be granted for these purposes where this is supported by documentary evidence from the employee's doctor or consultant.
- 13.2 Staff will be granted 5 days paid leave and up to 7 days unpaid leave, in any rolling 12 month period, after which time they should use their annual leave entitlement or TOIL. A combination of all four can be used depending on the circumstances of each case and after discussion between the employee and their manager. If it is an essential requirement within the course of treatment for the partner to attend a specific appointment, the Trust will also allow up to 2 days of paid leave after which time, annual leave entitlement or TOIL should be used.
- 13.3 The employee will inform their manager of a likely duration of treatment, number of occasions, possible dates and when they expect to need time off work.
- 13.4 If an individual's course of treatment causes them to become ill or hospitalised, their absence should be dealt with under the Trust's Attendance Management Policy.

14. DOMESTIC EMERGENCIES

- 14.1 In cases of an unexpected domestic crisis or emergency, such as fire, flood or burglary, employees may request to take up to 1 day's paid leave.
- 14.2 Where appropriate, additional time off without pay may be considered.
- 14.3 Approval for a period of absence due to a domestic emergency will only be given where the situation requires the employee to be absent from work. The Trust may request details to show that the situation is of a sufficiently serious nature as to warrant time off.
- 14.4 The employee concerned must notify his/her line manager of the situation at the earliest possible opportunity and keep him/her informed.

15. PARTICIPATION IN ELECTIONS

- 15.1 All employees who are standing for parliament or participating in national or local elections are entitled to up to 3 days unpaid leave, subject to the needs of the service. Alternatively, an employee may choose to take Annual Leave or TOIL provided that this is agreed in advance.
- 15.2 Employees considering participating in an election must inform their line manager at an early stage and assure the Trust that these activities can be exercised without conflict of interest with their duty as an employee.
- 15.3 Employees elected as Members of Parliament will be expected to resign unconditionally from their posts.

16. PUBLIC DUTIES

- 16.1 In the interpretation of this policy the following appointments will be defined as “public duties”:
- 16.1.1 A Justice of the peace/Magisterial duties;
 - 16.1.2 A member of a local authority;
 - 16.1.3 A member of a statutory tribunal;
 - 16.1.4 A member of a police authority;
 - 16.1.5 A member of the Service Authority for the National Criminal Intelligence Service or the Service Authority for the National Crime Squad;
 - 16.1.6 A member of a prison board of visitors or a person visiting committee;
 - 16.1.7 A member of a relevant health body;
 - 16.1.8 A member of a relevant education body;
 - 16.1.9 A member of the Environment Agency.
- 16.2 This list is not exhaustive and may include other activities which should be discussed with HR for clarification.
- 16.3 Any employee wishing to take time off in order to fulfil any of the above activities must give as much advance notice of their request as possible. Details must be provided of the duty being performed and the specific activity for which time off is considered necessary.
- 16.4 There is no right to unlimited time off. In determining how much time off from work is reasonable the Trust will take account of the following:
- 16.4.1 The nature of the duties of the office or as a member of the body in question; and/or
 - 16.4.2 The amount of time off which has already been permitted for other public duties or for trade union duties or activities; and/or
 - 16.4.3 The operational requirements and the effect of the employee's absence upon the Trust.
- 16.5 In addition to the above the Trust will take into account any minimum attendance levels, or any compulsory activity requirements stipulated by the public office or body.
- 16.6 The employee will also need to show that they are contributing a reasonable amount of their own time towards meeting their public duty commitments - possibly including a proportionate amount of their annual leave entitlement.
- 16.7 A colleague who has volunteered for Magistrates Duties will be given a maximum of 13 paid days in a 12-month period to attend court and undertake training days as required. This time must be mutually agreed with the line manager. (In exceptional circumstances this can be extended by agreement with a Director) Any additional time required should be taken as annual leave. Time off may be taken in days or half days.
- 16.8 An employee who is engaged in any of the other public duties shown in 15.1 will be entitled to reasonable unpaid leave to attend relevant meetings or participate in other approved activities. Alternatively, an employee may choose to take Annual Leave or TOIL provided this is agreed in advance.

17. JURY SERVICE

- 17.1 Where requested to attend court as a juror, employees will be granted leave to attend. However, where, in the Trust's view, the release of an employee for jury service raises major staffing or operational problems, assistance will be provided to the employee in order to appeal to the court to re-arrange or cancel the dates of service.

- 17.2 Employees being asked to attend for jury service must notify their line manager immediately. On days where the employee is not required to attend court they will be expected to report to work. Where jury service lasts for less than half a day the employee must return to work for the remainder of the day.
- 17.3 During attendance at the court employees should claim from the court any travel expenses both to and from the court. Employees will continue to be paid as normal whilst on jury service, until reimbursement for loss of earnings is confirmed by the court, at which point the Trust will make the appropriate deduction from their pay in the next monthly payroll. Payroll staff will complete the form supplied by the court in respect of salary at the end of Jury service. Staff will be paid by the court in respect for "Loss of Earnings"; this money is then to be repaid to the Trust via deduction from salary.
- 17.4 Prior to attending Jury Service the employee must submit to the Payroll Department the "Certificate of Loss of Earnings" received from the court in order to claim this allowance and complete the attached form (Appendix 2).
- 18. APPEARING AS A WITNESS OR EXPERT WITNESS**
- 18.1 If in a private capacity, an employee is summonsed to appear as a witness in third party proceedings or is required to give evidence in their own court proceedings they may request annual leave or in certain circumstances unpaid leave may be granted with the agreement of their manager.
- 18.2 Where unpaid leave or annual leave has been granted, the employee may retain any compensation for loss of earnings or other sums payable or ordered by the court. The employee may also retain any travelling and subsistence allowances received from the court.
- 18.3 Where an employee is called by the Trust to act as a witness on its behalf at an Employment Tribunal hearing or any other court proceedings, the employee will continue to receive their full pay, as this will be deemed part of their normal duties.
- 18.4 Where the employee is required to attend a tribunal or court hearing in their professional capacity and receives authorisation from the Trust via their Divisional Director the employee will continue to receive full pay.
- 19. RESERVE FORCES**
Please refer to The Reserve Forces Policy.
- 20. SPORTING EVENTS**
Employees who are representing their country in national or international sporting events may apply for up to 5 days unpaid leave in any 12 month period. Alternatively, an employee may choose to take Annual Leave or TOIL provided that this is agreed in advance.
- 21. ADVERSE WEATHER CONDITIONS**
Employees are responsible for getting to work on time. Any absence due to the inclement weather conditions must be covered by annual leave, flexitime or TOIL in the first instance. When these options have been exhausted, unpaid leave may be granted at the line manager's discretion.
- 22. STUDY/EXAM LEAVE FOR STAFF OTHER THAN MEDICAL/DENTAL STAFF**
- 22.1 Where examinations are not an integral part of the course hours, a maximum of 1 days paid leave will be granted for each examination the individual is required to sit.

- 22.2 Candidates pursuing private study must use their own annual leave. Where this is exhausted application may be made for unpaid leave.

23. TIME OFF FOR JOB INTERVIEWS

- 23.1 Where an employee has been selected for a post within the Trust, they should be allowed to take reasonable paid time off for the duration of the interview/selection event, with the agreement of their line manager. An employee will not be entitled to take paid time off for more than 3 interviews /selection events within any rolling 12 month period.
- 23.2 Where an employee has been selected for interview for a post external to the Trust time off should be taken as annual leave, or time-owing in the first instance. Where these options have been exhausted unpaid leave may be granted at the line manager's discretion.
- 23.3 The only exception to this is where an employee is "At Risk" as a result of Organisational change, and time off for interview would be covered by the Trust's Job Security and Change policy.
- 23.4 In every case, the employee should inform their line manager as soon as practicably possible of the selection event, where time off is required. Evidence of the interview selection event should also be produced, upon request.

24. ABSENCE FROM DUTY FOLLOWING CONTACT WITH SPECIFIED DISEASE

- 24.1 Paid leave will be granted as required under the Health Services and Public Health Act 1968 for those employees who are under medical observation as required by the designated Medical Officer.
- 24.2 Managers must ensure that this is properly indicated on returns to the Payroll Department.

25. APPEAL PROCESS

- 25.1 Where an individual feels that they have been unreasonably refused Special Purposes Leave, they can seek a review by their Divisional General Manager /Head of Department or equivalent as appropriate.
- 25.2 During exceptional circumstances, where the authority to agree special leave has been escalated to a higher level, the employee may seek a review by the Deputy Chief People Officer
- 25.3 The decision of the reviewing manager is final.

26. HUMAN RIGHTS ACT

Implications of the Human Rights Act have been taken into account in the formulation of this document and they have, where appropriate, been fully reflected in its wording.

27. INCLUSION AND DIVERSITY

The document has been assessed against the Equality Impact Assessment Form from the Trust's Equality Impact Assessment Guidance and, as far as we are aware, there is no impact on any protected characteristics.

28. MONITORING AND REVIEW

- 28.1 Policy to be reviewed every 3 years.

- 28.2 The Senior HR Business Partner (Workforce Informatics) is responsible for the production of regular reports by division for use divisionally to determine employee use of Special Leave.
- 28.3 The Senior HR Business Partner for the division will meet with the senior divisional team regularly to review staff recorded as having access Special Leave and to consider consistent compliance with this policy.

29. ACCESSIBILITY STATEMENT

This document can be made available in a range of alternative formats e.g., large print, Braille and audio cd.

For more details, please contact the HR Department on 01942 77 3766 or email equalityanddiversity@wvl.nhs.uk

Appendix 1

WRIGHTINGTON, WIGAN & LEIGH NHS TEACHING HOSPITAL FOUNDATION TRUST - APPLICATION FOR SPECIAL PURPOSES LEAVE

Staff should complete **Section A and B** then pass the form to their manager/supervising clinician. The leave granted will be on a pro-rata basis for part-time staff.

SECTION A - PERSONAL DETAILS

Name: _____ Directorate: _____

Dept: _____ Job Title: _____ Grade: _____

Number of **working** hours per week: _____ Date joined Trust: _____

SECTION B - LEAVE REQUESTED

Purpose of Leave: _____

The request for paid or unpaid leave will be dependent on the type of Special Purpose Leave requested as outlined within the Special Leave Policy:

From: _____ To: _____ (PAID) as appropriate

From: _____ To: _____ (UNPAID) as appropriate

Number of **PAID working hours** requested: _____

Number if UNPAID working hours requested: _____

Previous Special Leave Requested during Rolling 12 months period? Yes..... No

Previous Special Leave Granted.....

Employee Signed: _____ Date: _____

THIS FORM SHOULD NOW BE PASSED TO YOUR MANAGER/SUPERVISING CLINICIAN (IN EXCEPTIONAL CIRCUMSTANCES APPROVAL MAY BE REQUIRED BY A MORE SENIOR MANAGER THAN YOUR LINE MANAGER)

SECTION C - MANAGERIAL APPROVAL

(*please delete as appropriate)

Leave granted: YES/NO/PARTIALLY*

Dates leave Granted

From: _____ To: _____ (PAID)

From: _____ To: _____ (UNPAID)

Number of **PAID working hours** approved: _____

Will you be replacing this member of staff?: YES/NO/PARTIALLY*

If **Yes** or **partially**, please give details of estimated cost to your budget: £ _____

Authorising Manager signed: _____ Date: _____

Authorising Manager title: _____ Date: _____

You should now inform the member of staff of your decision. A copy of this form should be retained on the employees file and a record of all special leave taken should be maintained and monitored.

Appendix 2

WRIGHTINGTON, WIGAN & LEIGH TEACHING HOSPITAL NHS FOUNDATION TRUST

ATTENDANCE PAYMENT

Name: _____ Department: _____

I confirm that I attended on the date(s) shown below and have received a total of £ _____ in payment. I agree that this amount be deducted from my next salary payment.

In this manner the Trust will be making these allowances up so that I do not suffer any financial loss due to my attendance.

Dates of Attendance:

From _____

To _____

Signed: _____ Dated: _____
(Employee)

Signed: _____ Dated: _____
(Manager)

Equality Impact Assessment Form

STAGE 1 - INITIAL ASSESSMENT

For each of the protected characteristics listed answer the questions below using Y to indicate Yes and N to indicate No	Sex (male/female/transgender)	Age (18 years+)	Race/Ethnicity	Disability (hearing/visual/physical / learning disability / mental health)	Religion/Belief	Sexual Orientation (Gay/Lesbian/ Bisexual)	Gender Re- Assignment	Marriage/Civil Partnership	Pregnancy & Maternity	Carers	Other Group	List Negative/Positive Impacts Below
Does the policy have the potential to affect individuals or communities differently in a negative way?	N	N	N	N	N	N	N	N	N	N	N	
Is there potential for the policy to promote equality of opportunity for all/promote good relations with different groups – Have a positive impact on individuals and communities.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Positive benefits for female staff who may need emergency leave more often due to higher % of carer responsibilities. Positive benefits to carers for paid leave if required in emergency situations Positive benefits for staff with disabilities as adjustments can be made to support hospital/specialist appointments where needed.
In relation to each protected characteristic, are there any areas where you are unsure about the impact and more information is needed?	N	N	N	N	N	N	N	N	N	N	N	If Yes: Please state how you are going to gather this information.

Job Title	Strategic HR Lead			Date	02/12/2022
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IF 'YES a NEGATIVE IMPACT' IS IDENTIFIED - A Full Equality Impact Assessment STAGE 2 Form must be completed. This can be accessed via http://intranet/Departments/Equality_Diversity/Equality_Impact_Assessment_Guidance.asp

Please note: As a member of Trust staff carrying out a review of an existing or proposal for a new service, policy or function you are required to complete an Equality Impact Assessment. By stating that you have NOT identified a negative impact, you are agreeing that the organisation has NOT discriminated against any of the protected characteristics. Please ensure that you have the evidence to support this decision as the Trust will be liable for any breaches in Equality Legislation.

Appendix 4

POLICY MONITORING AND REVIEW ARRANGEMENTS

Para	Audit/Monitoring requirement	Method of Audit/Monitoring	Responsible person	Frequency of Audit	Monitoring committee	Type of Evidence	Location where evidence is held
26.2	Every request should be approved on the approval form	Data Report	Senior HRBP	Bi -Annually	Divisional Management Group	Minutes	HR Department