



Special Leave Policy & Procedure

CPRCCG HR18

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1. INTRODUCTION

- 1.1 The CCG recognises that there are times when staff have to balance the demands of work with domestic, personal and family matters which may require time away from work and that making provision for this is beneficial to both the employee and the CCG.
- 1.2 The objective of this policy is to provide a fair and consistent framework to support staff at times of need through the provision of paid or unpaid leave because of urgent and/or unforeseen circumstances. It aims to provide a mechanism for requesting and agreeing any special leave.

2. SCOPE OF POLICY AND GUIDING PRINCIPLES

- 2.1 This policy applies to all permanent and fixed term employees within the CCG. The fair and equitable implementation of the policy will be monitored to ensure that no person is treated less favourably on the grounds of their race, gender, religion or belief, disability, age, marriage or civil partnership, pregnancy or maternity, sexual orientation or gender reassignment. Leave relating to maternity and adoption and paternity is cover in separate policies. Reference can also be made to the CCG's Flexible Working, Adverse Weather and Training & Development policies.
- 2.2 For the purpose of this policy, all entitlements will be pro rata for part time employees.
- 2.3 The guiding principles supporting this policy are:
- Each application for special leave will be considered on its own merits;
 - All applications and outcomes will be recorded and reviewed annually to ensure a consistent approach to special leave is maintained throughout the CCG;
 - Applicants for special leave will be entitled to a written explanation where the application is declined;
 - Unless specifically stated, there is no limit to the number of times an employee may request special leave. However, the provision is in place to cover genuine emergencies and pre-arranged public duties. If the need for non-public duty special leave continues, other options may need to be considered, such as annual leave or career break;
 - Staff should not have an expectation that unpaid leave will always be granted or can be used to extend periods of leave. All requests for unpaid leave will be considered on its own merits;
 - Advice and guidance to managers and employees will be available from the HR Service.

3. DEFINITIONS

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

- 3.1 **A parent** is anyone who has responsibility as one of the primary carers for a child. This includes adoptive parents, legal guardians, individuals who are fostering to adopt, and any other parent/child relationship that the organisation deems to be reasonable.
- 3.2 **A 'dependant'** is someone who is married to, is a civil partner, or a partner (whether opposite or same sex) or is a child, a parent or a person who lives at the same house as the employee (other than a lodger, tenant, boarder or employee) or could be someone who would reasonably rely on the employee for assistance, or arrangements for the provision of care in the event of an illness or injury.
- 3.3 **A 'relative'** includes parents, parents-in-law, adult children, adopted adult children, siblings (including those who are in-laws), uncles, aunts, grandparents and step relatives in a particular emergency.
- 3.4 **'Next of kin'** may be taken to include a partner, close family member or dependant.
- 3.5 **'A carer'** are employees with significant caring responsibilities that have a substantial impact on their working lives. These employees are responsible for the care and support of disabled, elderly or sick child, parents, relatives or friends who are unable to care for themselves.
- 3.6 **'Disability'** - an employee may be registered as disabled under the Equality Act 2010, if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to do normal daily activities. 'Substantial' is taken as more than minor or trivial, for example, it takes much longer than it usually would to complete a daily task like getting dressed. 'Long term' means 12 months or more, for example, a breathing condition that develops as a result of a lung infection.

4. RESPONSIBILITIES & AUTHORISATIONS

4.1 Associate Director of Assurance

Will have overall responsibility for ensuring that the policy is implemented, monitored and reviewed.

4.2 HR Service

The local HR team of Arden GEM CSU HR Service will be available to provide advice and support on the application of the policy.

4.3 Line managers

Day to day responsibility of the policy rests with line managers who should inform employees of this policy and its provisions. Managers should consider that leave requested under this policy is often required at short notice and when an employee is under great distress. All requests therefore should be handled promptly and sensitively.

4.4 Authorisations

When dealing with requests for leave under this policy, the appropriate authorisation should be obtained as follows:

- Compassionate leave, maximum of 5 days in a 12-month period: Head of Service;
- Compassionate leave exceeding 5 days: Executive Director or Accountable Officer;
- Any other special leave covered this policy: Executive Director or Accountable Officer in consultation with Senior HR Business Partner;
- Leave without pay: Executive Director or Accountable Officer in consultation with Senior HR Business Partner.

5. APPLICATION FOR SPECIAL LEAVE

- 5.1 Applications for any special leave should be made using the proforma at Appendix A. A copy of the completed form should be forwarded to the local HR team for placing on the employee's personal file and the Associate Director of Governance advised of the leave granted to enable the ongoing monitoring as set out above.
- 5.2 All unpaid special leave must also be recorded on a Staff Change Form which must be forwarded to People Services team at Arden GEM CSU for processing in conjunction with Payroll.
- 5.3 Because of the nature of special leave, it is not always possible for an employee to give notice of the requirement to take leave. Where this is the case the employee must contact their line manager at the earliest possible opportunity and at least on the first day of absence and inform them verbally of their request. In such cases, the manager may wish to consult with HR service as to the type of leave that would apply. Advice should be sought as soon as possible and the individual notified.
- 5.4 Where an employee was unable to give notice prior to the period of leave, a retrospective application must be completed on their return to work.
- 5.5 Attached at Appendix B are guidelines regarding the duration of special leave to be granted. Unless otherwise stated, these should only be used for guidance as each set of circumstances will need to be individually assessed. Further advice may be obtained from the HR Service.
- 5.6 As set out in paragraph 4.4 above, Executive Directors have the authority to agree additional extended special leave on an individual basis. This will be done in conjunction with the HR Service.

6. COMPASSIONATE LEAVE

- 6.1 The purpose of compassionate leave is to help an employee come to terms with the death or terminal illness of a dependant, relative or next of kind. It also covers time off to make arrangements for attending funerals of a dependent, relative or next of kin. Child bereavement leave may also be considered where an employee, who is a parent, experiences the death of a children (see section 7 below).
- 6.2 All employees may be granted compassionate leave, regardless of their hours of work, type of contract and length of service. Each case should be viewed sympathetically and the amount of leave granted will depend on the circumstances,

taking into account factors such as immediacy of the family member, responsibility for funeral arrangements and the need to travel long distances. For guidance please refer to Appendix B. Compassionate leave will not be unreasonably refused and a reasonable period of time off will be granted to deal with the circumstances.

- 6.3 The process for applying for compassionate leave is set out in section 5 above and authorisation arrangements set out in paragraph 4.4.

7. CHILD BEREAVEMENT LEAVE

- 7.1 The purpose of child bereavement leave is to help an employee who is a parent come to terms with the death of a child of any age.
- 7.2 All employees may be granted compassionate leave, regardless of their hours of work, type of contract and length of service. Where both bereaved parents work in the organisation, the entitlement to child bereavement leave will apply to both employees.
- 7.3 A bereaved parent will be eligible to take two working weeks' paid occupational child bereavement leave which will include any entitlement to statutory parental bereavement pay. Pay is calculated on the basis of what the individual would have received had he/she been at work. This would normally be based on the previous three months at work or any other reference period that may be locally agreed.
- 7.4 A bereaved parent can choose whether or not to take child bereavement leave and the leave can be taken in either a two week block or two separate one week blocks at any point up to 56 weeks after the death of their child.
- 7.5 Compassionate leave, as outlined in section 6, may also be granted to a bereaved parent in the event of their child's death.
- 7.6 An employee who experiences child bereavement should notify their line manager as soon as practicably possible. Should the employee wish to take immediate child bereavement leave, they can do so by informing the line manager that they will be absent from work for this reason. The special leave application form (attached at Appendix A) must be completed retrospectively on return to work.
- 7.7 Should the employee wish to take child bereavement leave at another after the initial period following the death, then the employee must give the organisation reasonable notice of their intention to take leave and the special leave application form completed. The manager may ask for a written declaration from the employee, within a reasonable timeframe, in order to satisfy statutory requirements.

8. EMERGENCY DOMESTIC LEAVE

- 8.1 The aim of emergency domestic leave is to provide a compassionate, short term response to enable employees to deal with an immediate emergency situation. The provision can be applied when an employee's ability to function normally in their working environment is adversely affected by an unexpected breakdown in normal circumstances, such as:

- Severe domestic stress such as burglary, fire, burst water main;
- Theft or damage of employee's vehicle.

Please note: this list is not exhaustive.

- 8.2 All employees may be granted emergency domestic leave, regardless of their hours of work, type of contract and length of service.
- 8.3 Exceptional leave is essentially short term in response to a crisis. Managers may grant one day's (paid) leave or part of a day to deal with the emergency and a further day can be agreed with the line manager, depending on the circumstances. However, the total number of days should not exceed more than three days in any rolling 12-month period. It may also be considered by the line manager whether the employee can work from home during the time off, or change their working hours where possible.
- 8.4 Where employees are not able to attend work or unable to work from home, other options which may be considered are as follows:
- Flexible working, for example, temporary change in work pattern;
 - Annual leave;
 - Unpaid leave.
- 8.5 Once the immediate emergency has been addressed, the expectation is that the employee will return to work, or, if further time is necessary, has agreed alternative arrangements with their line manager, such as annual or unpaid leave, or change in working hours or pattern.
- 8.6 The process for applying for compassionate leave is set out in section 5 above and

9. CARER'S LEAVE

- 9.1 Carers leave is designed to provide a compassionate, short term support for staff to enable them to respond to immediate needs where normal arrangements have broken down or to deal with an unforeseen emergency relating to someone for whom the employee has caring responsibilities, for example:
- Where a dependant falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than injured physically;
 - Where longer term care arrangements for a dependant who is ill, injured or unable to care for themselves need to be arranged;
 - To deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when the childminder or carer fails to turn up;
 - To deal with an incident during school hours.
- 9.2 The definitions of a 'carer' and a 'dependant' are included at section 3. This kind of special leave is strictly to deal with emergencies. For example, if an employee's child suddenly becomes ill and it is inappropriate to send them to nursery/school, carer's leave may be requested by the employee in order to stay with their child that

day. This would also provide the opportunity to make alternative arrangements, for example, request annual leave for further time off, if required. Carer's leave is not for hospital stays or appointments which are already prearranged and where alternative arrangements should be made.

- 9.3 The initial request for leave should be made to the immediate line manager (or other manager acting on his/her behalf as appropriate). The line manager may grant reasonable leave at any one time. Where it is not appropriate to give paid time off, an explanation should be given and arrangements should be made with the employee to use annual or unpaid leave. It is expected that further requests for leave after five days will be unpaid or taken as annual leave.
- 9.4 Where extended leave of absence is required, other options should be discussed with the line manager as to how ongoing caring responsibilities can best be met by the employees, for example use of the Flexible Working policies or other leave provisions.
- 9.5 All employees may request emergency carer's leave, regardless of their hours of work, type of contract and length of service.

10. PARENTAL LEAVE

- 10.1 Parental leave aims to provide support to working parents who wish to take an extended period of unpaid time off to care for their child(ren). When taking up position with the CCG all staff must declare any parental leave taken in their previous employment organisation/s.
- 10.2 In order to qualify for parental leave, an employee must:
- Have 12 months' continuous service in the NHS; and
 - Be a parent or guardian of a child who is aged under 18*
- * or have established parental or equivalent caring responsibility for that child
- 10.3 Parental leave gives an entitlement of 18 weeks' unpaid leave for each child and can be added to periods of maternity, paternity or adoption leave. Parental leave must be taken in blocks of one week or multiples of one week (except in relation to a child who is disabled where leave can be taken in multiples of one day). There is a maximum of four weeks' parental leave each year (unless more is agreed as an exceptional case).
- 10.4 An employee who wishes to exercise the right to parental leave must make an application form, proforma attached at Appendix C and submit to their line manager, together with evidence of the parental responsibility and the child's age, such as birth or adoption certificate.

- 10.5 Employees are required to give 21 days' notice before leave is to commence. However, where a period of more than four weeks' leave is to be taken at any given time, a minimum of two months' notice of the intention to take parental leave is required. There will be cases, however, where such notice cannot be given and in these cases, employees should give the notice as soon as reasonably practical.
- 10.6 Once parental leave has been agreed, the parental leave application form must be signed by the line manager and forwarded to the HR service for placing on the employee's personal file. In addition, a Staff Change form must be completed, indicating the duration of parental leave to be taken. This should be forwarded to People Services for processing through Payroll, with a copy retained on the employee's personal file.
- 10.7 The CCG will endeavour at all times to support staff needing parental leave and will not unreasonably postpone any such requests. Except in the case of expectant fathers and anticipated adoptions, the line manager can postpone the leave where services would be substantially adversely affected if the employee took the leave during the period requested, such as if pre-arranged cover breaks down within the service, leave may be postponed until further cover can be arranged.
- 10.8 If parental leave is postponed, the manager must give the employee an equivalent period of parental leave within three months from the date on which the original leave period was due to begin. If this means that the leave is postponed beyond the 18-year age limit, the parent still has the right to take it. The line manager must also provide written notice of the postponement, stating the reasons for it and when it can be taken instead.
- 10.9 If an employee becomes ill during a period of parental leave and produces a medical certificate to cover this period, this will be regarded as sick leave and the period of parental leave will be given at a later date.
- 10.10 During parental leave, the employee retains all their contractual rights, except remuneration, and should return to the same job after it. Pension rights and contributions shall be dealt with in accordance with NHS Pension Scheme rules. Time away from work for parental leave will count towards continuous service.

11. GP, DENTAL AND OTHER MEDICAL APPOINTMENTS

- 11.1 From time to time, employees will need to attend GP, hospital, dental, optician and other similar appointments. Wherever it is possible to do so, employees (both full and part time) should endeavour to be flexible and arrange such appointments in their own time or if this is not possible, at times that will cause the minimum absence from work, for example at the beginning or end of the day.
- 11.2 Where an employee has no alternative but to attend such appointments during working hours, options such as flexibility in working hours, annual leave or unpaid leave should be considered. The line manager should work with the employee to come to a flexible agreement which supports the employee and also maintains the needs of the service.

- 11.3 When the appointments become more frequent or the employee has a disability or long term condition which will require regular appointments, the line manager should be advised so that reasonable adjustments can be considered to accommodate the appointments, for example, variation in working hours, flexible working hours or using a combination of unpaid and annual leave or paid time off to attend appointments.
- 11.4 Wherever possible, employees should inform their line manager of any appointments at least one week in advance. They should bring in their appointment letter or other evidence when requesting time off to attend appointments.
- 11.5 Employees who are pregnant have a statutory right not to be unreasonably refused time off work with pay for ante-natal appointments. Reference should be made to the CCG's Maternity policy.
- 11.6 Staff attending cancer screening and blood donation sessions should be allowed reasonable time off with pay.
- 11.7 Any other medical or dental appointment which the employee has requested to attend which is not directly related to their health or wellbeing should be discussed with their line manager. Advice is available from the HR Service,

12. IN VITRO FERTILISATION(IVF) AND OTHER FERTILITY TREATMENT

- 12.1 The CCG recognises the emotional pressure of undergoing IVF treatment and aims to support any employee during the process, where possible. The organisation will allow the employee to use a reasonable number of days' leave using annual, paid or unpaid leave during the course of the process or where possible, to work flexibly in line with service needs. The line manager should be advised in advance and documentary evidence provided. The employee must notify their line manager of any ongoing appointments that they will be required to take due to the treatment.
- 12.2 Any leave requested for appointments will be managed in accordance with section 11 of this policy up until the point of pregnancy when this will then be managed in accordance with the Maternity Policy.
- 12.3 Any sickness or ill health resulting from the treatment which requires further time off work will be managed in accordance with the Managing Sickness Absence policy.

13. GENDER RE-ASSIGNMENT

- 13.1 The CCG recognises the emotional pressure and psychological pressure involved in undergoing gender re-assignment and aims to support any employee during the process, where possible. The organisation will allow the employee to use a reasonable number of days' leave using annual, paid or unpaid leave during the course of the process or where possible, to work flexibly in line with service needs. The line manager should be advised in advance and documentary evidence provided. The employee must notify their line manager of any ongoing appointments that they will be required to take due as part of the process.

13.2 Any sickness or ill health resulting from the treatment which requires further time off work will be managed in accordance with the Managing Sickness Absence policy.

14. COSMETIC SURGERY

14.1 Time off for voluntary cosmetic surgery will not be treated as a health related appointment. Employees should request either annual leave or unpaid leave. Planned cosmetic surgery should be booked in conjunction with the line manager, taking into account other leave within the team and the needs of the service.

14.2 Any sickness or ill health resulting from the treatment which requires further time off work will be managed in accordance with the Managing Sickness Absence policy.

14.3 Where cosmetic surgery is as a result of medical advice, for example, breast reconstruction, the Managing Sickness Absence policy will apply.

15. OTHER MEDICAL REASONS AND OCCUPATIONAL HEALTH

15.1 Where the CCG considers that an employee is unwell and not fit to attend work, either through a physical or psychological illness, then a decision can be made (in agreement with the HR Service) to place the employee on paid special leave. The purpose of this leave is to ensure that the employee obtains urgent medical advice/fit note etc.

15.2 The CCG will meet with the employee and explain the purpose of the special paid leave. It is not expected that this will be for more than the employee's contractual working week.

15.3 Any Occupational Health appointments which an individual is requested to attend, can be taken during working hours unless the employee is already absent from work. All Occupational Health appointments should be managed in accordance with the Managing Sickness Absence policy.

16. CIVIC/PUBLIC DUTIES

16.1 Leave provisions apply to employees who are a:

- Magistrate (also known as a Justice of the Peace);
- Local councillor;
- School governor;
- Member of any statutory tribunal (for example an employment tribunal);
- Member of the managing or governing body of an educational establishment;
- Member of a health authority;
- Member of the Environment Agency;
- Member of the prison independent monitoring boards;
- Member of a Water Customer Consultation Panel
- Recognised trade union representative (see below).

16.2 The length of leave available to attend meetings, or perform duties for the above will take into account the following:

- How much time off is required for the performance of duties;
- How much time the employee has already taken; and
- The effect of the employee's absence on service delivery.

16.3 The amount of paid leave granted in any 12-month period should not exceed five days. If further leave is requested, unpaid leave may be granted. the line manager may grant unpaid leave. An original headed letter/notification confirming the official notice of dates should accompany the special leave request form (proforma at Appendix A).

17. TRADE UNION TRAINING AND ACTIVITIES

17.1 Employees appointed as accredited representative of a trade union or staff side organisation recognised by the NHS are entitled to be given reasonable paid leave to attend training and activities relating to their representative role.

17.2 Further advice or information can be obtained from the HR Service or ACAS Code of Practice (<https://www.acas.org.uk/codes-of-practice?articleid=2818>)

18. MEMBERS OF RESERVE/CADET FORCES

18.1 Employees who, with the consent of their line manager, volunteer for service with the Reserve Forces may be granted two weeks' paid leave for attendance at annual camp. This is subject to the individual declaring their membership to the line or appointing manager at the time of their appointment.

18.2 Employees who are required to undergo further short periods of additional training, and are unable to arrange for such training in off duty times, may be granted additional unpaid time off, subject to the discretion of their line manager.

18.3 An original headed letter/notification confirming the official notice of dates should accompany the special leave request form (proforma at Appendix A).

19. EMERGENCY SERVICES

19.1 Leave to support activities of retained firefighters, special constables, RNLI, Search & Rescue or similar activities and services may be granted at the discretion of the line manager, taking into account the needs of the service.

20. JURY SERVICE AND ATTENDANCE AT COURT/WITNESS IN COURT (includes attendance at Professional Tribunal, Employment Tribunal or Fitness to Practice Hearings)

20.1 Employees who are cited to attend court as a juror shall be granted paid special leave for a period of up to two weeks. After the initial two weeks, any further periods will be unpaid and the employee will be able to claim loss of earnings from the court. All other expenses such as travel should be claimed from the court.

- 20.2 As soon as an employee has been notified that they are required for jury service, they should inform their line manager and provide evidence. Employees are required to attend work when they are not needed at court.
- 20.3 Employees who are required to attend court (or a hearing for a professional body, for example, Nursing & Midwifery Council) as witnesses and as part of their role with the CCG will be paid for the time away from work. They are required to attend work when they are not needed at court or by the hearing.
- 20.4 Employees who are required to attend court for cases not related to their job role should discuss this with their line manager in the first instance and options such as annual leave, temporary change to work pattern or unpaid leave may be considered to support the employee.
- 20.5 Where any unpaid leave is agreed, this must be recorded on a Staff Change form and forwarded to People Services for processing with Payroll. A copy should be retained on the employee's personal files.

21. RELIGIOUS OBSERVANCE

- 21.1 When an employee seeks leave for a religious festival or cultural observance, the request should be made in advance to the line manager and subject to the needs of the service. The following can be considered to support the employee's request:
- Flexibility in arrangement of hours;
 - Annual leave;
 - Time off in lieu (where applicable);
 - Unpaid leave.
- 21.2 Managers should give priority to such requests when these are made in good time to ensure continued service delivery.
- 21.3 Employees who wish to perform religious observance or prayer during the working day should discuss this with their line manager. Employees who observe times or fasting or abstinence should also discuss this with their manager. Longer periods of fasting and abstinence can be particularly challenging and tiring for employees and it may be possible to alter work tasks or break times to support the employee.

22. VOLUNTEERING

- 22.1 All employees regardless of length of service may request time off to volunteer within the community or for charitable institutions.
- 22.2 Line managers may grant up to three days' unpaid leave (pro rata for part-time staff) within any 12 month rolling period. Requests for time off to volunteer should be made to the line manager and considered, taking into account service needs and the circumstances of the volunteering opportunity.
- 22.3 Consideration may be given to flexible working arrangements or taking annual leave as an alternative to unpaid leave or to extend beyond the maximum three days' unpaid leave that may be granted.

- 22.4 In addition, where a volunteering opportunity is for longer than three months an employee may request an unpaid career break (see section 24).
- 22.5 Time off for duties associated with reserve forces and volunteer emergency services is covered separately under above sections.

23. EMPLOYMENT INTERVIEWS

- 23.1 Where employees wish to attend an interview in relation to other employment, the expectation is that this is arranged in the employee's own time or when the interview is during working hours, the time off required is taken as annual or unpaid leave or change of work pattern.
- 23.2 However, separate arrangements will apply at times of organisational change when employees will be given paid leave to attend any interviews. Reference should be made to the CCG's Organisational Change policy.

24. EMPLOYMENT BREAK

- 24.1 The CCG provides staff with access to an unpaid employment break scheme which is open to all employees who have a minimum of 12 months' service.
- 24.2 The purpose of the scheme is to support the CCG's commitment to enabling staff to balance work, personal and other commitments, including making provisions for carers. The scheme should be viewed with other types of leave in this policy, together with the Flexible Working policy.
- 24.3 The main reasons for which employment breaks can be used are:
- Child care, care for elderly relatives or another dependant;
 - Training, study leave;
 - Opportunity to work abroad;
 - Other reasons will be considered on their merits.
- 24.4 Employees granted an employment break are not normally allowed to take up paid employment with another employer, except where, for example, work overseas or charitable work could broaden experience. In such circumstances written authority from the CCG will be necessary.
- 24.5 The minimum length of break should be three months and the maximum length of break can be up to five years. The length of any break should balance the needs of the employee with the needs of the service.
- 24.6 Application to take an employment break should be made in writing to the line manager in the first instance and any employment break subsequently agreed by the CCG will be subject to an agreement between it and employee before the break begins. The agreement should cover:
- Effect of the break on various entitlements related to length of service;

- Guarantee that, if the employee returns to work within one year, the same job will be available, as far as is reasonably practicable;
- Where the break is longer than one year, the employee may return to a role similar to that being undertaken prior to the break and at the equivalent salary level, reflecting increases awarded during the break;
- Notice period required before the return to work. This should be two months if the break is less than a year and six months if the break is more than a year;
- Provision for breaks to be extended with appropriate notice, or for early return from breaks;
- Arrangements for keeping in touch during the break;
- Requirements on the employee to keep up to date with their relevant professional registration needs, including attendance at specified training courses and conferences, and any assistance the employer will give in the support of this;
- Proposed arrangements for re-induction to work;
- Any other conditions agreed by either by the employer or the employee;
- Signposting to the NHS Pensions Agency regarding arrangements during the break.

24.7 The period of the break will count toward continuous employment for statutory purposes. Other provisions depending upon length of service, for example, contractual redundancy payments, leave entitlements, will be suspended for the period of the break

24.8 Employees will be entitled to a written reason for the refusal of any application.

25. MISCELLANEOUS

25.1 Whilst the provisions of this policy are intended to be as inclusive as possible it is recognised that there may be occasions when leave is requested which does not fit of any of the circumstances detailed above. Such requested will be considered on their own merits by the line manager. In considering any such requests, the manager should take into the account the need to retain and motivate good staff, the needs of the service and any other precedents relating to the granting of paid and unpaid leave. The use of annual leave and flexible working options may also be considered. Advice should be sought from the HR Service.

25.2 Where any exceptional paid leave is agreed, the proforma at Appendix A should be completed. Where any unpaid leave is agreed, a Staff Change form must be completed and forwarded to People Services team at Arden GEM CSU for processing with payroll. Copies of the completed forms should be retained on the individual's personal file.

26. MISREPRESENTATION

26.1 The CCG will view the misrepresentation of any circumstances relating to special leave requests with the utmost seriousness and accordingly and as potential fraudulent or false claims. Any abuse of this policy will be pursued by the CCG,

including advice from NHS Counter Fraud and may leave to disciplinary action in line with the CCG's Disciplinary policy.

27. APPEAL

- 27.1 If an employee feels that an application for special leave has been unreasonably declined, they should discuss the matter with their line manager in the first instance, putting their case in writing within five working days. If the line manager upholds the original decision, they should respond in writing within five working days, setting out the reasons for the decision.
- 27.2 If the employee still feels aggrieved by this decision, they may appeal through the provisions of the CCG's Grievance policy.

28. MONITORING AND REVIEW

- 28.1 The effectiveness of this policy can only be judged by ongoing and regular monitoring and feedback. The HR Service will be responsible for the provision of relevant recorded data and will review this in conjunction with Associate Director of Governance who has overall responsibility for monitoring of the policy.

APPLICATION FOR SPECIAL LEAVE

SECTION A - to be completed by employee	
Assignment no:	
Employee name:	
Job title:	
Department / Directorate:	
Locality:	
Dates of leave requested:	
No of days/hours' leave requested:	
Paid/unpaid request, please specify:	
REASON FOR REQUEST (PLEASE TICK AND SPECIFY DETAILS)	
<i>Compassionate leave (incl child bereavement)</i>	
<i>Emergency domestic leave</i>	
<i>Carer's leave</i>	
<i>Health appointment</i>	
<i>IVF & Fertility treatment</i>	
<i>Gender re-assignment</i>	
<i>Leave for other medical reasons (please give details)</i>	
<i>Civil/public duties</i>	
<i>Trade union training and activities</i>	
<i>Reserves/cadet forces</i>	
<i>Emergency services</i>	
<i>Jury service/attendance at court</i>	
<i>Religious observance</i>	
<i>Volunteering</i>	
<i>Miscellaneous (please give details)</i>	
SIGNED:	
DATE:	

SECTION B - to be completed by line manager or other more senior manager (see policy section 4 regarding authorisations)	
Request agreed / not agreed	
No of hours' leave approved	
Comments <i>(If request for leave not approved, please state reason)</i>	
Manager's name:	
Job title	
SIGNED:	
DATE:	
Counter signature (where applicable)	
Name	
Job title:	
Date:	

Once completed and authorised, a copy should be forwarded to the local HR team for placing on the employee's personal file, together with a copy to the Associate Director of Governance for recordkeeping and to enable ongoing monitoring.

Any unpaid leave agreed should also recorded on a Staff Change Form which must be forwarded to People Services team at Arden GEM CSU for processing in conjunction with Payroll.

GUIDELINES FOR SPECIAL LEAVE

Type	Duration of paid leave	Duration of unpaid leave
<i>Compassionate leave</i>	Normally up to 5 days in a 12-month period but may be extended in certain circumstances, for example, need to travel long distance. Extended leave agreed by Executive Director or Accountable Officer	Compassionate leave may be extended to include period of unpaid leave in certain circumstances. All unpaid leave to be agreed by Executive Director or Accountable Officer
<i>Child bereavement leave</i>	Up to 2 weeks' paid leave which can be taken in either a 2 week block or 2 one week blocks at any point up to 56 weeks after the death of a child	
<i>Emergency domestic leave</i>	1-2 days per episode but no more than 3 days in any rolling 12-month period. If further leave required, to be agreed by Executive Director or Accountable Officer	
<i>Carer's leave</i>	Short term paid leave to deal with emergencies, usually 1-2 days in each episode, but not to exceed 5 days in a 12-month period	Can be used to extend leave in certain circumstances but other options such as annual leave, flexible working or employment can be considered. Any unpaid leave to be agreed by Executive Director or Accountable Officer
<i>Parental leave</i>		18 weeks' unpaid leave, to be taken in one block or multiples of one week (except in relation to a child who is disabled where leave can be taken in multiples of one day); maximum of 4 weeks' parental leave each year
<i>Health appointment</i>	Primarily to be dealt with through consideration of flexible working options, time off in lieu and annual leave; Paid leave for occupational health appointments	

	Blood donation and cancer screening appointments granted paid leave Other non-routine health appointments maximum of 5 days over 12-month period	
<i>IVF & other fertility treatment</i>	Reasonable number of days using annual , paid or unpaid leave during the process or where possible to work flexibly in line with service needs	Unpaid leave may be granted as extended leave and by agreement with Executive Director or Accountable Officer
<i>Gender re-assignment</i>	Reasonable number of days using annual , paid or unpaid leave during the process or where possible to work flexibly in line with service needs	Unpaid leave may be granted as extended leave and by agreement with Executive Director or Accountable Officer
<i>Civil/public duties</i>	Sufficient time off to perform duty; should not exceed 5 days in any 12-month period	If more than 5 days in any 12-month period required, can be extended by granting of unpaid leave. To be agreed by Executive Director or Accountable Officer
<i>Trade union training and activities</i>	Sufficient time off to carry out role	
<i>Reserves/cadet forces leave</i>	2 weeks paid leave to attend annual camp, subject to membership previously declared by employee	Sufficient time off to perform duties; to be agreed by Executive Director or Accountable Officer
<i>Emergency services leave</i>	Can be agreed at discretion of line manager; maximum of 10 days per rolling 12-month period	Sufficient time off to perform duties; to be agreed by Executive Director or Accountable Officer
<i>Jury service or attendance in court as witness</i>	Up to 2 weeks' paid leave for jury service; thereafter any continued requirement as juror will be unpaid leave Attendance in court as witness as part of CCG role will be paid	

<i>Religious observance</i>	Any requirement for time off will be dealt with using flexible working, time off in lieu or annual leave	
<i>Volunteering</i>	Any requirement for time off will be dealt with using flexible working, time off in lieu or annual leave	Up to 3 days' unpaid leave within any 12-month rolling period; unpaid leave to be agreed by Executive Director or Accountable Officer
<i>Miscellaneous</i>	To be agreed at discretion of line manager but only in exceptional circumstances. Initially, consideration to be given to flexible working, time off in lieu and annual leave options	To be agreed at discretion of Executive Director or Accountable Officer but only in exceptional circumstances. Initially, consideration to be given to flexible working, time off in lieu and annual leave options

APPLICATION FOR PARENTAL LEAVE

An employee wishing to take up their right to parental leave should complete this form and return to their line manager for approval

SECTION A - to be completed by employee	
PERSONAL DETAILS	
Assignment no:	
Employee name:	
Job title:	
Department / Directorate:	
Locality:	
DETAILS OF PARENTAL LEAVE	
<i>Length of service with NHS</i>	
<i>Date of birth of child/or date of placement for adoption</i>	
<i>Is the child disabled?</i>	
<i>Is the child adopted?</i>	
DETAILS OF PREVIOUS PARENTAL LEAVE TAKEN	
<i>Previous parental leave taken with current employer</i>	
<i>Previous parental leave take with any other previous employer(s)</i>	
Dates of leave requested:	
No of days/hours' leave requested:	
<i>I would like to continue to pay my pension contributions during this period of unpaid leave (please circle)</i>	
Yes	No
<i>I attach a copy of the birth / adoption certificate (together with evidence documenting disability allowance award if appropriate)</i>	
SIGNED:	
DATE:	

SECTION B - to be completed by line manager			
<i>I AGREE to the employee's request for unpaid parental leave, as follows:</i>			
From:		To:	
Total no of hours' unpaid leave:			
SIGNED:			
JOB TITLE:			
DATE:			
I POSTPONE this request for parental leave for a period of _____ weeks / months (maximum of three months) for the following reasons:			
SIGNED:			
JOB TITLE:			
DATE:			

Once completed and authorised, a copy should be forwarded to the local HR team for placing on the employee's personal file, together with a copy to the Associate Director of Governance for recordkeeping and to enable ongoing monitoring.

A Staff Change Form which also be completed in respect of the unpaid leave to be taken. This should be forwarded to the People Services team at Arden GEM CSU for processing in conjunction with Payroll.