Leicestershire Partnership NHS Trust

# Special Leave Policy

This policy outlines the provisions for employees that require special leave for domestic, personal, family reasons and for public duties.

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## Policy On a Page

Please note that this is designed to act as a quick reference guide only and is not intended to replace the need to read the full policy.

### SUMMARY & AIM

The purpose of the policy is to give information and guidance to employees and managers about how to approach special leave in relation to statutory Carers leave, paid emergency time off, unplanned leave, bereavement leave, volunteer leave, and special leave to undertake public duties. It explains the process to be followed when applying for any of these types of special leave.

### KEY REQUIREMENTS

Section 4 clarifies the various categories of Special Leave for urgent, domestic, personal and family reasons and the process to follow when required. Carer's Leave has changed to reflect
the statutory change which came into effect on 06/04/24. Carer's leave is a statutory right of employees with carer responsibilities, it is a day one right, unpaid, and applies to a dependant with a long-term care need. The previous Carer's leave is now referred to in this policy as "Emergency paid time off".

Section 6 clarifies the process for public duty.

Section 7 clarifies the process for volunteer leave.

### TARGET AUDIENCE

The policy is for all employees and managers.

### TRAINING

Essential HR Training

## 1. Introduction and Purpose

1.1. The purpose of the policy is to give information and guidance to employees and managers about special leave in relation to statutory Carers leave, paid emergency time off, unplanned leave, bereavement leave and special leave to undertake public duties. It describes the options available to employees and stipulates the period of time off in any given situation. It also explains the process to be followed when applying for Special leave.

1.2. Special leave refers to authorised time off from work for specific personal, domestic, or public duty reasons, separate from annual or sick leave.

1.3. The Special Leave Policy is available to all staff across the organisation to support them in achieving an appropriate balance between work and home life. The NHS Constitution for England (2021) refers to staff having the right to fair treatment regarding leave, flexible working and other statutory leave requests relating to working and family including caring for adults that you live with.

1.4. The policy provides an easy-to-follow guide for managers and staff.

1.5. The policy attempts to balance the spirit of equal opportunity and reasonableness with practicality, for both individuals and the service.

1.6. Employees may access a maximum of 37.5 hours paid Special Leave (or the equivalent of their contractual work week) in any leave year except when request is related to child bereavement. The leave year should be managed in line with the annual leave calendar (April to March).

## 2. Policy Requirements and Objectives

2.1 As part of LPT's Health and Wellbeing agenda, the Trust is committed to ensuring that staff are able to achieve a balance between the demands of work and their domestic, personal and family circumstances in order to maintain work performance. The Trust also recognises that the emphasis will shift as individual circumstances change and careers develop.

2.2 Work Life balance is about how we combine the demands of work with the demands of other personal interests and responsibilities. The Trust is committed to improving the working lives of staff and believes that supporting and valuing staff, in turn, support the delivery of patient care. Work Life balance is not just about families, childcare or the eldercare it is about having reasonable influence and flexibility over when, where and how you work. It's about having the energy to enjoy both your work and home life.

2.3 LPT aims to be fair and consistent in implementing a framework to help staff that have an urgent and/or unforeseen need which necessitates absence from work or creates an inability to function safely at work. The Trust recognises that in such circumstances, managers may need to respond by offering compassionate support which could include providing staff with appropriate options for time way from work as needed.

## 3.0 Duties within the Organisation

3.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.

3.2 Trust Board Sub-committees have the responsibility for ratifying policies and protocols.

3.3 Director of Human Resources / Heads of Human Resources are responsible to ensure the development and implementation of appropriate guidance to support work-life balance for employees.

3.4 **Managers and Team leaders will be responsible for:**

- Ensuring that staff are aware of this policy and the guidance to support work life balance and apply this policy in an effective, fair and consistent manner.
- Considering employees requests for special leave and making decisions about such requests in line with the needs of the service.

  Ensuring that all relevant paperwork is completed and sent to payroll/human resources when an employee's request for special leave is made. In particular where unpaid leave is granted, appropriate payroll forms are completed and sent to the HR inputting team promptly, to ensure payroll deductions are made when due.
- In instances where special leave is not supported to provide written reasons to the member of staff.
- Maintaining a full and up to date record of all leave applied for taken or not supported.
- Arranging for appropriate cover where necessary.
- Monitoring all leave taken by staff.
- Respecting and maintaining confidentiality where a member of staff has needed to disclose details of a personal nature in order for their request to be considered.

3.5 Responsibility of Staff:

- To follow Trust procedures in applying for Special Leave.
- Ensure all relevant paperwork is completed according to the guidelines and timelines provided in this policy.
- Employees are responsible for maintaining regular contact with their line manager whilst on Special Leave if circumstances have changed during their period of Special Leave.
- To raise with their manager any concerns they have about being able to effectively manage the balance between their work commitments and home circumstances.

## 4.0 Section A - Special Leave for Urgent, Domestic, Personal and Family Reasons

### 4.1 General Principles

- The Trust recognises that many of its employees combine their working lives with the responsibilities of raising a family, caring for dependant elderly relatives and other domestic commitments and that there will be occasions when urgent domestic, personal and family matters compete with work responsibilities.
- Due to the circumstances of urgent and unforeseen need, it is not appropriate to limit the extent to which Managers can exercise discretion. Managers should use the policy for guidance purposes.
- In the interests of consistency when exercising their discretion in respect of special leave for domestic, personal and family reasons, Managers should discuss the circumstances of particular requests with their appropriate Senior Manager and HR.

- In all cases reference to a working week equates to the normal weekly hours of the individual whether they be full or part-time.
- For the purposes of this policy, A dependant is someone who is married to, is a civil partner, or a partner (whether the same or opposite sex) a near relative or someone who lives at the same address as the employee. A relative for this purpose includes parents, parents-in-law, children (of any age), adopted adult children, siblings, siblings' in-law, uncles, aunts, grandparents and step relatives or is someone who relies on the employee in a particular emergency.
- Special leave must be recorded on an individual's Special Leave record card in appendix 3.
- Separate incidents of paid Special Leave should not normally exceed a total of 37.5 hours or the equivalent of one contractual work week in any leave year, except where request is related to child bereavement.

### 4.2 Categories of Leave – Section A

This section covers provisions for only the Special Leave categories required for urgent, domestic, and personal reasons. For the policy guiding Fertility treatment, Antenatal care, Maternity leave, Paternity leave, Surrogacy, Adoption, Parental leave, Shared parental leave please refer to the 'Maternity, Paternity, Adoption, Shared parental Leave Policy'.

These Provisions for special leave, (both paid and unpaid) fall under the following categories:

- Carer's leave – **Statutory unpaid provision**
- Paid Emergency Time off – **Previously known as Carer's Leave**
- Unpaid emergency time off
- Planned unpaid leave
- Bereavement leave
- Child Bereavement leave
- Time off for Religious Festivals and Spiritual Observance Days
- Time off for interviews.

After paid special leave has been exhausted, staff should explore the options of using their annual leave, or TOIL, (Time off in Lieu) Please refer to the flexible work policy for TOIL guidelines.

Annual leave should be exhausted before staff is granted the option of a planned unpaid leave.

### 4.3 Carer's Leave - Statutory Unpaid Provision

- An employee can take Carer's leave to give or arrange care for a dependant who needs long-term care for needs related to either old age, a disability, or an illness or injury which is likely to need care for at least 3 months.
- Section 4.1 of this policy defines who is recognised as a dependant.
- Where the employee's request falls within the scope of this definition, they may be granted Carer's leave from their first day of employment with LPT for a minimum of a half a day to a maximum of one contractual week in a leave year, as unpaid Carer's leave.
- Employees with Carer responsibilities who will be needing Carer's leave are advised to fill out a Carer's passport (which may be found in the Reasonable Adjustment policy on Staff net) as early as possible and share with their managers so they are aware and can support them effectively.

- Employee does not have to provide evidence of the dependant's care needs.
- Where an employee might need to care for more than one dependant, the minimum of a half a day to a maximum of one contractual week in a full leave year is inclusive for all the dependants.
- If an employee is a parent either requesting for more Carer's leave within the definition provided in this policy, or their child's need is not related to a disability, or an illness or injury which is likely to need care for at least 3 months, such an employee can consider taking up Parental Leave under the Maternity, Paternity, Adoption, Shared parental Leave Policy.
- Employees wishing to take this unpaid Carer's leave must ensure they give their managers adequate notice for planning. Please see table 1 for the required notice timelines per intended number of days required. However, managers can be flexible if notice is unavoidably shorter.
- Where an employee's absence can cause serious disruption to the service or team, the manager can request that the Carer's leave be taken at a different time. The new date must be scheduled to fall within one month of the original request.
- Manager must explain in writing why they need to delay the leave within 7 days of the request or before the leave is to start, whichever is the earlier.

**Guidelines for staff who work with rotas:**

- For staff who work in wards with rotas of long and short shifts, Carer's leave may be taken as either a full contractual week, individual shifts, or half shifts.
- The leave must match the shift the employee is scheduled for. For example, if scheduled for an 11-hour shift, 11 hours should be deducted and where scheduled for a 7.5 hours shift, 7.5 should be deducted.
- Staff must provide at least 3 days' notice for up to 1 day leave and double the notice of length of leave for longer periods (e.g. 6 days' notice for 3 days off). The request should be submitted to the manager via the Special Leave request form in appendix 1. Manager must send form to the HR inputting team to complete the approval and documentation process before releasing the staff from the rota.
- Although no evidence of caring responsibilities is required, clarity of dates and shifts are expected, and it would be helpful to have an already agreed Carers passport to aid awareness and planning.
- The staff should remain on the rota as normal until leave returns as approved from HR inputting team. Once removed, manager may then make arrangements for cover as required.
- Managers may postpone Carer's leave request for up to a maximum of one month if absence will cause undue disruption, but this must be communicated to the staff in writing within 7 calendar days of receiving their request.
- Where staff works with regular rotas with proportionate number of hours, the same principles listed here apply.
- Overall, within a leave year, staff can only take a maximum of 4 calendar weeks of unpaid leave, and this includes time taken for Carer's leave.
- However, unlike other unpaid leave, Carer's leave is not expected to impact pension accrual according to current statutory legislature.

### 4.4 Paid Emergency Time Off (previously known as Carer's Leave)

- An emergency is an unforeseen, serious, and unexpected situation requiring immediate action. In novel or complex situations not covered by this definition,

Managers should discuss the circumstances with their appropriate Senior Manager and HR.

- Managers may grant paid emergency time off as a compassionate response to an employee's request for time off due to an urgent and unforeseen emergency.
- There is no qualifying period for eligibility.
- Paid emergency time off would not normally be for more than one day/shift per episode. If further time off is needed, annual leave and/or unpaid leave may be agreed with the Manager.
- Note that this one day counts towards the obtainable 37.5 hours paid special leave (or contractual hours equivalent) maximum for the leave year,

### 4.5 Managing and Supporting Staff who are victims of domestic abuse

- Where an employee reports an incident of domestic abuse, managers should refer to the Trust's process for providing Domestic Abuse Support on Staff Net.
- Manager should consider granting paid emergency leave within the obtainable 37.5 hours paid special leave (or contractual hours equivalent) maximum for the leave year, before considering recording any associated absence as sickness absence.
- Manager may also contact Human Resources for further advice.

### 4.6 Unpaid Emergency Time Off

- There might be instances where either the paid 'one day emergency time off per episode' has been taken, or paid special leave within the leave year has been exhausted, or the emergency requires an extra day or longer period, and the staff has exhausted their annual leave, then the manager may grant an unpaid emergency time off which must not exceed 3 days per episode.
- The manager must process the unpaid leave request with the HR inputting team within 3 working days from the date the employee was granted the leave.
- Manager and employee must ensure they communicate in a timely manner so they can make adequate arrangements if employee will needs extended time under either this policy, Annual leave policy, Reasonable Adjustment Policy, Attendance Management policy, or Maternity policy.
- Manager should highlight the relevant leave options available in such cases and support employee with application process within the timelines required in either this policy - refer to Table 1 or the application form in Appendix 1 for timelines, or any other applicable policy as listed above.

### 4.7 Planned Unpaid Leave

- Where an employee has exhausted Annual Leave and still needs planned time off, they may explore the option of applying for planned unpaid leave.
- The total unpaid leave granted to an employee must not exceed a total of 4 calendar weeks in a leave year. This includes the extra days for unpaid emergency leave referenced in this policy above.
- Where Staff require more than 4 calendar weeks of planned unpaid leave they can refer to the career break policy for guidance.
- Employees must complete the form in Appendix 1, and following their manager's approval, the form should be shared with the HR inputting team for processing.

- Managers must not release the employee for planned unpaid leave without receiving the confirmation from the HR Inputting Team.
- It is important to note that unpaid leave is classed as disallowed days for pension and cannot be purchased retrospectively.
- Where employee foresees, they are unable to return from planned unpaid leave by the agreed date, it is important to notify their manager promptly as extensions without prior agreement may result in absence being considered as unauthorised and could have implications for continued employment.

### 4.8 Bereavement Leave

- Bereavement should be reported to the manager either as soon as it happens or as soon as staff knows it will impact attendance to work. Kindly refer to Attendance and Wellbeing policy for the procedure to report absence. The details of bereavement and expected duration of absence along with any relevant work matters should be shared at the point of notification.
- If the bereavement is related to the child of an employee, please refer to the next section of this policy for guidelines.
- Where bereavement is not related to a child but relates to any other dependant (as defined within section 4.1 of this policy), managers may grant paid bereavement leave for up to 37.5 hours (or the contractual week equivalent for the employee) provided they have not already taken any hours of paid special leave within the leave year. If they have taken some paid special leave, then only the remaining balance within their contractual week limit, as set in section 4.1 of this policy may be granted for bereavement.
- Bereavement leave may be spread across days or weeks to enable the employee to have enough time for both grieving and making applicable funeral arrangements where applicable.
- Where employee needs more time off, manager can refer them to annual leave and/or planned unpaid leave in 4.7 above.
- It is the manager’s responsibility to highlight the various leave options available to the employee in a supportive and compassionate manner.
- It is the employee’s responsibility to communicate transparently their plans to the manager so the manager can guide on absence management in a supportive and compassionate manner.
- A manager can grant a staff their paid bereavement leave up to 56 weeks following the bereavement where the staff has clear reason to defer the leave for so long. This might be due to reasons such as travel, funeral arrangements- as applicable in some cultures, or other related reasons. The Bereavement leave can be postponed or split within that 56-week window, but no part of it can be taken beyond the 56-week limit that follows the incident. Where a manager requires further guidance or clarity they can contact their HR Advisor.
- Note that this is all subject to the cap of one contractual week for all paid special leave per leave year.

#### Child Bereavement Leave

- All bereaved parents will be eligible for a minimum of two weeks child bereavement leave. These 2 weeks can be taken together as 2 consecutive weeks or as two separate weeks.
- A bereaved parent will not be required to demonstrate any eligibility criteria in order to access bereavement leave or pay.

- There is no requirement for the child to be under 18 years of age.
- Parents who experience a still birth from the 24th week of pregnancy will be eligible for child bereavement leave. Please refer to the Trust's Maternity, Paternity, Adoption, Shared Parental Leave and Parental Leave Policy and Procedure for further information.
- Where both parents of a deceased child work for the Trust, the entitlements will apply to both members of staff.
- All bereaved parents will be entitled to two weeks' occupational child bereavement pay which will include any entitlement to statutory parental bereavement pay. Pay is calculated on the basis of what the individual would have received had he/she been at work.
- Bereaved parents do not have to take the two weeks of leave in a continuous block. The employee should agree with their line manager the leave they wish to take. Taking child bereavement leave is an individual choice, it is not compulsory for the employee to take child bereavement leave
- Bereaved parents may request to take child bereavement leave at any point up to 56 weeks following the death of the child. Should the parent wish to take child bereavement leave immediately following the death of a child they shall be able to do so upon informing their line manager that they will be absent from work for this purpose. Should the parent wish to take child bereavement leave at another time, after the initial period following the death, they should give their line manager reasonable notice of their intention to take the leave at this time.
- Please refer to Section 23 of the NHS Terms and Conditions of Service for additional information in relation to Child Bereavement Leave.

### 4.9 Disability Leave

- Disability leave is available for staff who require paid time off for a disability related reason. For further details on Disability leave please refer to LPT's Reasonable Adjustments policy available on Staff net.

### 4.10 Time off for Religious Festivals and Spiritual Observance Days

- The Trust recognises that it operates within a multi-cultural society where many religions and faiths are followed. Whilst the Trust understand that there are many 'special days' within religious calendars, the Trust is unable to give paid time off for these events under special leave.
- Bank Holidays dates are set by the UK Government on an annual basis and the Trust is required to observe these dates.
- Members of staff should request annual leave/unpaid leave or use TOIL (Time off in lieu) for the days/dates that they wish to take as leave in order to celebrate festivals or attend ceremonies. Where a number of staff wish to take the same periods of leave due to the religious events/festivals, it is the line managers responsibility to ensure that the service is covered appropriately.
- Some religions require extended periods of fasting and members of staff may wish to discuss options with their line manager in order to ensure that the Trust can support them during this period. For example, altering start/finish/break times, using annual leave, unpaid leave, or TOIL, rescheduling team social events, etc.

### 4.11 Time Off for Interviews

- If a member of staff requests time off for an interview within LPT then this will be approved and time will be given, however, if the interview is external to LPT then this is to be taken off in their own time. This can be as flexi time, TOIL or annual leave.
- Employees that have been placed at risk as a result of a management of organisational change will be given time off to attend interviews.

## 5.0 Procedure to Apply for Special Leave in Section A

- Members of staff must contact their manager and outline the reasons why the leave is necessary, either in person, or by telephone if the situation means they cannot attend work.
- The manager should clarify the situation sensitively and establish with the employee what type of leave is being requested. If the member of staff is unable to disclose why the leave is necessary to their direct line manager, then advice can be sought from Human Resources.
- Employees must complete the form in Appendix 1 and give to their line manager for approval at an appropriate time.
- Managers should approve and where applicable, and process with HR Inputting within the specified timelines. For unpaid emergency leave this must be within 3 working days of approving and releasing the staff, while for planned unpaid leave, approval from HR inputting must be received before the employee can proceed on the leave.
- Where staff have issues relating to special leave approvals, staff should raise with the immediate Manager in the first instance. If unresolved or staff is still unsatisfied with outcome, staff may appeal to the next in line manager according to the guidelines of the Dispute resolution policy.

## Table 1 – Summarised Categories of Special Leave for Urgent, Domestic, Personal and Family Reasons

| Special Leave | No. of hours in a leave year | Paid or unpaid | Notice period | Timeline for response from manager if need to reschedule | Approval Guidelines |
|---|---|---|---|---|---|
| Carers Leave* (Update in line with the new UK law which came into effect on 06/04/24) | One Contractual week | Unpaid | Requested days / Notice period<br>1 day or less / 3 days' notice<br>1.5 to 2 days / 4 days' notice<br>2.5 to 3 days / 6 days' notice<br>3.5 to 4 days / 8 days' notice<br>4.5 to 5 days / 10 days' notice<br>6 days (if an employee works 6 days a week) / 12 days' notice | If manager cannot approve the request and needs employee to reschedule, manager must give this information within the timelines of the respective notice periods. | Application form must be sent to lpt.hrinputting@nhs.net for final approval and processing before employee can proceed. Note that failure to do so may have significant consequences on employee's pension – according to current statutory guidelines for pension. |
| Paid Emergency time off (Previously known as Carer's leave) | One day per emergency episode/incident. Overall, in one leave year, staff must not take paid special leave exceeding their contractual week. | Paid | As incident requires | NA | Manager's approval suffices |
| Unpaid Emergency time off | 1 hour – 3 days max per episode/ incident. Overall, unpaid leave taken in one | Unpaid | As incident requires | NA | Completed application form in Appendix 1must be sent to lpt.hrinputting@nhs.net for final approval within |

| | | | | | |
|---|---|---|---|---|---|
| | leave year must not exceed 4 calendar weeks | | | | 3 working days of manager approving the time off |
| Planned Unpaid Leave | Minimum of 1 hour to Maximum of 4 calendar weeks in a leave year. Overall, all unpaid leave taken in one leave year must not exceed 4 calendar weeks.<br><br>If staff has exhausted unpaid leave for the year, and still requires unpaid leave, please refer to the Career Break policy to see if applicable. Contact HR team if further support required for resolution. | Unpaid | 1 day to 1 week | 5 working days | Completed application form in Appendix 1 must be sent to lpt.hrinputting@nhs.net for final approval and processing before employee can proceed on the leave. See 5.14 for implication of this leave on pension. |
| Bereavement Leave | Maximum of 37.5 hours/ contractual week if no paid special leave has been taken in leave year. Where some paid special leave has been taken, only the hours left within the staff's contractual leave should be taken. In complex situations please contact HR Advisor. | Paid | As soon as staff is aware it will impact attendance | NA | Manager's approval suffices |
| Child Bereavement leave | 2 Weeks can be taken together as 2 consecutive weeks or as two separate weeks. | Paid | As soon as staff is aware it will impact attendance | NA | Manager's approval suffices |
| • See Appendix 4 for a list of external sources of support where applicable. | | | | | |

## 6.0 Section B - Special Leave for Public Duties etc.

- Special leave is available to staff undertaking certain public duties. The length of such leave, whether it is paid or unpaid and the discretion which may be exercised is shown in the Table 2.

- Employees are advised to discuss their possible appointment to a public position which is likely to require special leave prior to applying for that position, so that their

manager can consider the impact on the department and options for covering the employee's absences. Special leave for public duties should not be refused without justifiable reason.

- In the case of a summons as a witness or call for jury service, employees should give their manager as much notice as possible.
- There is a general assumption that the NHS has a duty, as a public body, to release staff for public duties where possible. However, the needs of the service must be given priority, and it must be accepted that there will be certain circumstances where leave cannot be granted.
- No travelling or subsistence expenses will be paid by the Trust to any employee in connection with travel or subsistence arising out of any public duties.
- In the event of clarification, please consult Section 50 of the Employment Rights Act 1996.
- Examples of the public duties for which special leave shall be given under the terms of Section 50 (2) of the Employment Rights Act 1996:
  - Justice of the Peace (Magistrate)
  - A local authority Councillor
  - School Governor
  - Member of a statutory tribunal
  - Member of an NHS Trust Board or Health Authority
  - Health and Safety representative
  - Pension scheme trustee
  - Trade Union duties (In accordance with ACAS code of practice)
  - Member of an independent monitoring Board for prisons

In addition to the above provisions, special leave with pay shall be made available in the following circumstances:

- Attendance at court as a witness
- Attendance as a witness at Leicestershire Partnership NHS Trust appeal hearings.

### 6.1 Attendance at Court as a Witness

- Employees who attend court either with the consent of Leicestershire Partnership NHS Trust or on a subpoena, or witness summons or otherwise as a legal obligation, will be granted reasonable time off with full pay for that purpose on the understanding that any witness fee received (as distinct from allowances for travelling and subsistence expenses) is handed over by the employee to Leicestershire Partnership NHS Trust.
- No travelling expenses or subsistence allowances will be paid by Leicestershire Partnership NHS Trust.

### 6.2 Leave for Jury Service

- Employees who are called for jury service will be granted special leave with pay for the purpose, on the understanding that any Court fees received (as distinct from allowances for travelling and subsistence expenses) are handed over by the employee to Leicestershire Partnership NHS Trust. Throughout the period of jury service, it is the expectation that employees are required to attend work if they finish early (i.e. half day) or on the days they are not required.

- No travelling expenses or subsistence allowances will be paid by Leicestershire Partnership NHS Trust.
- In exceptional circumstances where granting time off would be detrimental to the service and patient care, employees may be asked by their manager to request a postponement of jury service. However, it will be the Court's decision as to whether the request is agreed.

### 6.3 Leave for Parliamentary Candidates

- Employees who are adopted as candidates at a Parliamentary election may, at the discretion of Leicestershire Partnership NHS Trust be granted special leave without pay to enable them to pursue their candidature. The amount of time off given will be agreed locally and will be line with the needs of the service.
- No special facilities shall be accorded to employees who become Members of Parliament. Such employees are not, by reason of their office, rendered incapable of being elected to Parliament or of sitting and voting as a Member of the House of Commons. An employee's position in regard to remaining in Health Service employment will, therefore, be governed by their ability or inability to continue to fulfil the duties of their post.

### 6.4 Leave for Local Government Activities

- As the bodies constituted under the National Health Service and Health Services Acts are not in direct relationship with Local Authorities*, there is no objection as a general rule to Leicestershire Partnership NHS Trust employees contesting local elections or taking part in local government activities, provided always that in the discharge of any Local Authority functions which impinge on the functions for which Leicestershire Partnership NHS Trust is responsible, employees have due regard to the circumstances of their dual position.
- Employees should seek the consent of Leicestershire Partnership NHS Trust before standing for election, but this consent will not normally be withheld except in cases where circumstances make membership of the Local Authority undesirable.
- Employees who, with the consent of Leicestershire Partnership NHS Trust seek election to a Local Authority and are successful may, at the discretion of Leicestershire Partnership NHS Trust and subject to the exigencies of the service, be granted special leave without pay up for the purpose of attending meetings of the Local Authority and otherwise carrying out their duties as a member of such Authority.
- An employee who is appointed Lord Mayor may, at the discretion of Leicestershire Partnership NHS Trust be granted unpaid leave (to be agreed locally and in line with the needs of the service) in any period of 12 months for carrying out civic duties including any magisterial duties.
- Special leave authorised by LPT for these activities may be taken as 7.5 hours or hours (pro-rata for part-time staff) as required but the consent of the employee's manager should be obtained to each absence from duty.
- Local Authority includes County, City, District, Borough and Parish Councillors.

### 6.5 Employing Staff in the Territorial Army/Reserve Forces

- Leicestershire Partnership NHS Trust has pledged its support for members of or those wishing to join the Reserve Forces and recognises the valuable contribution reservists make to the UK Armed Forces, their communities and the workplace. The Leicestershire Partnership NHS Trust have agreed that such leave related to all

employees irrespective of grade or discipline and special leave with or without pay will be subject to the needs of the service.

- This policy should be read in conjunction with the Trust's Reserve Forces Training & Mobilisation Policy and Procedure.

### 6.6 Table 2 - Categories of Special Leave for Public Duties etc.

| **Table 2 - Categories of Special Leave for Public Duties etc. Public Duties** | **No of days/hours in a leave year** | **Paid or Unpaid** | **Degree of discretion** | **Special circumstances** |
|---|---|---|---|---|
| Board of prison governors | Reasonable period of leave can be granted | Unpaid | In exceptional circumstances due to service needs, special leave may not be granted. Employee expected to book time well in advance. Special leave may be refused under exceptional circumstances. | Number of days dependant on whether meetings / other duties take place in working hours. Many parish council and school governor meetings take place during evenings. |
| Member of prison visiting committee | | | | |
| Member or Chair of school governors committee | | | | |
| Member of the Environment Agency | | | | |
| Local government activities – Borough / District / City / County / Parish Councillor | | | | |
| Magisterial duties | Min 26 x ½ days | Unpaid | Employees are expected to consider service need when making themselves available and book half a day sessions in advance. | n/a |
| Attendance at court as a witness | As required | Paid | No discretion if subpoena or witness summons. Otherwise at discretion of Director. | Any witness fee (not subsistence or travel) to be paid to employer. |
| Statutory Tribunal / Jury service/Member of the tribunal panel | As required | Paid | May be possible to defer if employee's services are critical for continuation of NHS service and cannot be released. | Any court fee (not subsistence or travel) to be paid to employer. |
| Attendance as a witness at NHS Social Services or Education disciplinary or appeal hearing not in relation to LPT work | As required | Unpaid | May be possible to defer if employee's services are critical for continuation of NHS service and cannot be released. | NA |

### 6.7 Procedure for Applying in Section B - Special Leave for Public Duties

- Employees requesting special leave must use the form “Application for Special Leave – Section B” (See Appendix 2). Managers should consider statutory obligations, service impact and whether request falls within the eligible categories.
- Employees requesting special leave with or without pay for Territorial Army/Reserve Forces must complete the necessary payroll forms and provide Managers with a copy of the appropriate documentation. Managers should ensure a copy of the information is placed on the employee’s personal file and the appropriate absence reporting forms are completed.
- Where staff have issues relating to special leave approvals, staff should raise with the immediate Manager in the first instance. If unresolved or staff is still unsatisfied with outcome, staff may appeal to the next in line manager according to the guidelines of the Dispute resolution policy.

## 7.0 Section C – Volunteering Leave

### 7.1 General Principles

- LPT recognises the value of volunteering in supporting community wellbeing, enhancing social value, and contributing to staff development. Volunteering leave supports the Trust’s commitments under: The NHS People Promise (“We are compassionate and inclusive”), our Social Value and Community Engagement priorities, and The NHS England Social Value Model (2021)
- Volunteering leave is discretionary and subject to service needs. It is not a statutory entitlement.
- Community building activity is when staff use their skills and time for social benefit in Leicester, Leicestershire and Rutland (LLR) communities.
- Volunteering activities may include supporting local community organisations, participating in health-promotion or wellbeing initiatives, contributing to recognised charities and participating in Trust-supported volunteering schemes (where available).
- Volunteering must not conflict with the interests of the Trust or compromise patient safety, confidentiality, or professional standards.
- The staff volunteering initiative – ‘We Citizen’ was developed to enable staff to participate in community building / volunteering activities.
- There are many benefits to volunteering. It’s a way of giving back to the community, developing new skills and getting to know people. We Citizen will allow staff to volunteer during working and non-working hours, including the weekend. The Mental Health Foundation’s ‘Doing good does you good’ publication describes the health benefits of volunteering as a great way to do something for others and research shows that it benefits people of all ages through increasing feelings of self- esteem, respect, motivation and wellbeing.[1]
- Staff may apply for up to 15 hours additional paid leave per year (pro rata for staff who work part-time) to participate in volunteering activities across LLR.
- Volunteering opportunities will be for both individuals and teams. Team volunteering contributes to building existing teams or to creating new formal or informal teams.
- Staff volunteering will primarily be focused on opportunities provided by organisations who are registered with LPT as hosts for volunteering activities and will generally be over and above existing volunteering that staff undertake.
- There will be no retrospective approval of volunteering leave.
- Staff will not be able to claim time back for participating in fundraising activities, unless they are raising money for the Trust’s charity - Raising Health. In this case,

- staff will be permitted to apply for up to 15 hours additional paid leave per year (pro rata for staff who work part-time) as part of the volunteering initiative.

### 7.2 Types of Volunteering

Volunteering can be defined as any unpaid activity that involves spending time doing something that aims to benefit the environment or the community.

Activities which may be included are:

- Team projects (internal/external)
- Service user support
- Community support
- Providing consultancy or using professional skills to support organisations.

This list is not exhaustive.

### 7.3 Applying for Volunteering Leave

- Staff who identify a volunteering activity must complete an application form (Appendix 5) which should be submitted to their line manager for approval a minimum of 4 weeks before the volunteering activity is due to take place so that cover arrangements can be made if necessary.
- Before approving an individual/group volunteering activity, managers should ensure the volunteering activity falls within the spirit of the principles of We Citizen initiative. Any queries in relation to this can be directed to lpt.wecitizen@nhs.net in the first instance.
- Staff must obtain agreement to volunteering leave before making any commitments to a voluntary organisation.
- The Trust recognises the positive impact of volunteering, but final approval will need to consider the needs of the service and of the individual/team.
- Volunteering Leave will be recorded on the staff annual leave card and / or e-roster and ESR system as 'Training and Development – other'.
- There will be no entitlement to carry over any unused volunteering leave to the new leave year.
- Where staff have issues relating to special leave approvals, staff should raise with the immediate Manager in the first instance. If unresolved or staff is still unsatisfied with outcome, staff may appeal to the next in line manager according to the guidelines of the Dispute resolution policy.

### 7.4 Health and Safety

It is expected that organisations hosting LPT staff volunteers will complete a Health and Safety Pre-Qualification Questionnaire which includes undertaking a risk assessment relevant to the nature of the volunteering activity planned and to evidence that they have adequate public liability insurance in place. For further information or support kindly contact lpt.healthandsafety@nhs.net.

### 7.5 Disclosure and Barring Checks (DBS Checks)

It will be the responsibility of the organisation hosting LPT Staff volunteers to obtain DBS checks (whether enhanced or standard) should they require this for any volunteering activity.

### 7.6 Employee Responsibilities

Employees taking part in volunteering will be expected to do the following:

- Register with 'We Citizen' by mailing lpt.wecitizen@nhs.net
- Identify volunteering activity that they feel able to participate in
- Ensure the activity does not conflict with the core purpose of the Trust's work
- Seek approval from their manager as early as possible - at least 4 weeks prior to the activity
- Liaise and organise activity with the host organisation
- Represent the Trust according to the Trust values
- Complete a reflection log of the volunteering activity.

## 8.0 Failure to Follow Procedure

- Any leave taken without following the correct procedure and not authorised by the line manager will be considered as unauthorised absence and may result in deduction of pay.
- In such cases managers should refer to the Trust's Disciplinary Policy and consult HR.
- Any disciplinary action for unauthorised leave will follow the LPT Disciplinary Procedure. In line with the Trust's policies, staff will have a right to appeal any outcome via the Dispute Resolution Procedure.

## 9.0 Appeals

Any issues relating to management decisions on special leave should be raised with or by the immediate Manager in the first instance. Failure to achieve a resolution, the employee may appeal to the next in line manager.

## 10.0 Roles and Responsibilities

| Name | Designation |
|---|---|
| Accountable Director | Sarah Willis, Group Chief People Officer |
| Author(s) | Chigozirim Otefe-Edebi, Senior HR Advisor |
| Consultation | Trust Policy Experts |
| | Staffside |
| | All LPT Employees Bands 7 and above |

## 11.0 Standards/Performance Indicators

| TARGET/STANDARDS | KEY PERFORMANCE INDICATOR |
|---|---|
| Care Quality Commission registration standards (outcome 14) *Supporting Workers* (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 CQC essential standards | That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 14 |

## Appendix 1 Application for Special Leave - SECTION A

YOUR PAY MATTERS

STAFF IN CONFIDENCE
FORM H12

# APPLICATION FOR SPECIAL LEAVE

NHS Leicestershire Partnership NHS Trust

**NOTES FOR COMPLETION AND SUBMISSION**

**It is important that you read the Special Leave Policy before completing this form.**

- This application must be completed by all employees who are requesting Special Leave, irrespective of whether paid or unpaid leave is being requested.
- Please Type/Complete in Black Ink and Block Capitals.
- Incomplete forms will be returned to managers without processing which may result in incorrect payment.
- If any section is not relevant please DO NOT leave blank, please enter "n/a"
- Further advice on completion of the form can be obtained via Human Resources if required.
- The Manager and Employee should both keep a copy of this form for their record.

**The H12 (this) form should arrive in the Human Resources Department (lpt.hrinputting@nhs.net) as soon as possible after the application is submitted and no later than 3 working days from date submitted by the employee.**

**SECTION 1: PERSONAL DETAILS (To be Completed by Employee)**

| | | | |
|---|---|---|---|
| Assignment number | | Job Title | |
| Surname | | Band | |
| Forename(s) | | Contracted Hours/ Sessions | |
| Directorate | DMH / FYPC & LDA / Community / Enabling / Hosted | | |

**SECTION 2: TYPE OF SPECIAL LEAVE BEING REQUESTED (To be Completed by Employee)**

**For further information on the various types of special leave please refer to the Special Leave Policy.**

| Type of Paid Leave | Section to Complete | Please tick | Type of Unpaid Leave | Section to Complete | Please tick |
|---|---|---|---|---|---|
| Emergency Time Off | Section 3 | | Emergency Time Off | Section 5 | |
| Bereavement Leave | Section 3 | | Planned Unpaid Leave | Section 5 | |
| Child Bereavement Leave | Section 4 | | Unauthorised Leave | Section 5 | |

**SECTION 3: PAID SPECIAL LEAVE APPLICATION (To be Completed by Employee)**

The maximum paid special leave available in a financial year is one working week, based on your contracted hours.

| **Paid Special Leave Already Taken in Current Financial Year (in Hours / Sessions)** | |
|---|---|

| Type of Leave Requested | Date From | Date To | No of Hours / Sessions |
|---|---|---|---|
| Emergency Time Off | | | |
| Bereavement Leave | | | |
| **Reason for Request** | | | |

## SECTION 4: PAID CHILD BEREAVEMENT LEAVE (To be Completed by Employee)

**The maximum paid child bereavement leave available in a financial year is two weeks.**

| Date From | Date To | No of Hours / Sessions |
|---|---|---|
| | | |

## SECTION 5: UNPAID SPECIAL LEAVE APPLICATION (To be Completed by Employee)

| Type of Leave Requested | Date From | Date To | No of Hours / Sessions |
|---|---|---|---|
| **Carer's Leave** | | | |
| **Unpaid Emergency Time Off** | | | |
| **Planned Unpaid Leave (Max 4 weeks in a leave year)** | | | |
| **Unauthorised Unpaid Leave (does not require employee signature)** | | | |
| Reason for Request | | | |

**Individuals will be expected to have taken or have already booked their outstanding annual leave prior to any application for unpaid leave being considered. If individuals have outstanding leave to book this must be used prior to any unpaid leave being granted.**

IMPORTANT INFORMATION FOR MEMBERS OF THE NHS PENSION SCHEME **:**

- **In line with the Carer's Act 2023, NHS Pension Scheme members who take Carer's leave will continue to build up pension benefits during this time away from work. Employers will continue to pay contributions based on their pensionable pay, and members will pay any contributions they owe when they return to work.**
- **NHS Pension Scheme members who take a period of unpaid emergency time off / planned unpaid leave will be unable to pay outstanding contributions upon their return to work. This period of absence will be classed for NHS Pension purposes as "Disallowed Days".**

## SECTION 6: EMPLOYEE DECLARATION (To be Completed by Employee)

- **I am applying for the above detailed period of special leave.**
- **If I am applying for unpaid leave, I confirm that I have read and understood the notes entitled "Important Information for Members of the NHS Pension Scheme".**
- **I certify that the information given by me on this form is true and correct. I understand that if I have provided false information, I could be liable to disciplinary, civil and criminal sanction. Details of any suspected fraud will be forwarded to the Trust's Local Counter Fraud Specialist for investigation in accordance with the Trust's Policy on Fraud.**
- **I acknowledge that this form and the information within can be shared between the Trust, Trust's Payroll Provider, Trust's Local Counter Fraud Specialist and NHS Protect for the investigation, prevention, detection and prosecution of fraud.**
- **I confirm that I am responsible for ensuring that my professional registration is maintained throughout the period of my special leave, and I understand if I fail to do so it may be seen as a breach of my Contract of Employment, which may lead to more formal action being taken.**

| | | | |
|---|---|---|---|
| • **I note that I will need to access my payslips via the ESR app whilst on special leave.** | | | |
| **Signed (Employee)** | | **Date** | |

*When completed, please pass this form to your Manager / Head of Department for signature.*

## SECTION 7: MANAGER'S DECLARATION (To be completed by Line Manager)

**Please tick / complete as appropriate. If you use Health Roster to manage your team's time and attendance, please ensure that a Special Leave unavailability is added on the roster.**

| | | | |
|---|---|---|---|
| | **I support the above request for special leave** | **No Hours / Sessions Approved** | |
| | **I do not support the above request for special leave. My reason is detailed below:** | | |
| | **Reason:** | | |
| **Any other relevant information** | | | |

| | | | |
|---|---|---|---|
| **Signed (Manager)** | | **Date** | |
| **Manager's Name** | | **Designation** | |
| **Telephone Number** | | **Cost Centre** | |

Once the form is fully completed please scan and email the form as a PDF document to lpt.hrinputting@nhs.net as soon as possible after the application is submitted and no later than 3 working days from date submitted. Forms received after the monthly payroll deadline are not guaranteed to be processed until the next pay period and may result in the employee being overpaid. Any overpayment resulting from unpaid leave will be automatically recovered in the next available pay period(s).

The original form should be retained by the Manager on the employee's file locally along with a copy of the accompanying authorising email and the Employee should also be given a copy.

Further advice on completion of the form can be obtained via Human Resources if required.

The form will be checked against the Special Policy by the Employee Services Team. Anyone requesting paid special leave in excess of one working week in a financial year (except for Child Bereavement Leave where this is two working weeks in a financial year), should be aware that the request for special leave with pay will be converted to unpaid leave automatically by Employee Services and the manager advised accordingly to enable them to have a relevant conversation with the individual. Once checked Employee Services will input this Special Leave onto ESR (the HR/Payroll database).

## SECTION 8: HR USE ONLY – RETURN FROM LEAVE – Once Completed to be Sent to Payroll

| | | | | | | |
|---|---|---|---|---|---|---|
| Date Checked against Special Leave Policy | | | | | | |
| Is the above request in line with the Special Leave Policy? **Please tick** | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | **If the request for special leave exceeds the maximum one working week in a financial year, please convert the requested to unpaid special leave and provide details of the amendment being made and reason for change in the box below. Please ensure that you inform the manager of the amendment made, the reason why and ask them to have the relevant conversation with the individual who has made the request. A copy of this email should be placed on the Employee's personal file along with the form when processed.** | | | | | | |
| | | | | | | | |
| | Date Special Leave Entered onto ESR | | | | | | |
| | Date Form Sent to Payroll | | | | | | |

| | | | |
|---|---|---|---|
| Signed (HR Officer) | | Date | |
| Designation | | Telephone Number | |

## Appendix 2 Application For Special Leave - SECTION B

### (FOR PUBLIC DUTIES, ARMED FORCES ETC)

**TO BE COMPLETED BY EMPLOYEE**

**NAME** (Please print):_____

**ASSIGNMENT NUMBER:** _____

**JOB TITLE:** _____

**BASE:** _____**TRUST:**_____

I wish to apply for Special Leave – Section B in relation to * Board of Prison Governors, Member of Prison Visiting, Committee, Member or Chair of School Governors Committee, Member of the Environment Agency, Local Government Activities, Magisterial duties, Attendance at Court as witness, Member of the Tribunal Panel, Attendance as witness at NHS, Social Services or Education disciplinary or appeal hearing in relation to LPT work, Territorial Army or Reserve Forces.

*Please delete as applicable

**WITH PAY / WITHOUT PAY***

From: _____ To: _____ No. of hours ☐

Reason: _____

Signed (Employee):_____ Date: _____

---

**TO BE COMPLETED BY MANAGER**

Special Leave requested above granted Yes ☐ No ☐
If no, please give reason in the box provided below

Total number of hours granted: ☐

Paid /unpaid Paid ☐ Unpaid ☐

Previous entitlement taken ☐

Recorded on Special Leave Record Sheet/ESR Self Service/ E Roster ☐

| |
|---|
| |

Name of the manager …… Job Title ……

Signed ……..… Date ……

**Note: If <u>Unpaid Special Leave</u> is granted please scan and email this form to lpt.hrinputting@nhs.net If you have any queries please contact your HR Advisor in the first instance for support/advice.**

## Appendix 3 Special Leave Record Sheet

**SPECIAL LEAVE RECORD SHEET (YEAR / )**

| | | | |
|---|---|---|---|
| **NAME** | | **JOB TITLE/GRADE** | |
| **BASE** | | **HOURS WORKED PER WEEK*** | |

*entitlements are pro-rata to the number of hours worked - SEE TABLE 1

| DATE | LEAVE DATES FROM | TO | NUMBER OF HOURS | BALANCE | SIGNED (Employee) | AUTHORISED (Line Manager) | RECORDED |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |

## Appendix 4 List of external resources for support

| Emergency Leave Scenario | External Support Resources (Leicestershire) |
|---|---|
| **Bereavement** | • Cruse Bereavement Support Leicestershire: cruse.org.uk<br>• LOROS Hospice Bereavement Services: loros.co.uk |
| **Child illness or injury** | • Home-Start Leicester: home-start.org.uk Rainbows Hospice for Children: rainbows.co.uk |
| **Adult dependant illness/injury** | • Age UK Leicester Shire & Rutland: ageuk.org.uk/leics<br>• Vista (Sight Loss Support): vistablind.org.uk |
| **Domestic abuse or unsafe home** | • FreeVA (Domestic Abuse Support): freeva.org.uk<br>• Women's Aid Leicestershire: wa-leicester.org.uk |
| **Sudden childcare breakdown** | • Leicester City Council Family Information Service: families.leicester.gov.uk<br>• PACEY (National Childcare Support): pacey.org.uk |
| **School incident involving child** | • Parentkind (School Advocacy): parentkind.org.uk<br>• SENDIASS Leicester: leicester.gov.uk |
| **Emergency housing or eviction** | • The Bridge East Midlands (Housing Crisis): bridgehousingservices.com<br>• Action Homeless Leicester: actionhomeless.org.uk |
| **Legal emergencies (e.g. court summons)** | • Citizens Advice Leicestershire - citizensadviceleicestershire.org |

## Appendix 5 Application For Volunteering Leave - SECTION C

**TO BE COMPLETED BY EMPLOYEE**

**NAME** (Please print):_____

**JOB TITLE:** _____

**DEPARTMENT:** _____**BASE:**_____

**CONTACT TELEPHONE NUMBER:** _____

How many hours volunteering leave are you applying for (maximum **15** hours (pro rata for part-time staff)?

Total No. of hours: ☐

Please state which opportunities you are volunteering for below, including total amount of hours (If more than one, please state in the additional fields provided).

**Volunteering Opportunity Title 1:**

_____ No. of hours: ☐

**Volunteering Opportunity Title 2:**

_____ No. of hours: ☐

**Volunteering Opportunity Title 3:**

_____ No. of hours: ☐

**Volunteering Opportunity Title 4:**

_____ No. of hours: ☐

---

Signed (Employee): _____ Date: _____

---

**TO BE COMPLETED BY MANAGER**

Volunteering Leave approved: Yes ☐ No ☐

If no, please give reason:

| |
|---|
| |

*This form continues on page 2*

Total number of hours approved: ☐

Previous entitlement taken: ☐

Recorded on ESR Self Service/ e-Roster: ☐

**NB: On ESR record as 'Training – other'**
**On E-roster record as Volunteering – Special leave**

Name of manager …… Job Title …….

Signed ……..…… Date ……...

**Please retain copy of form on employee's personal file**

## Appendix 6 Governance

### Version control and summary of changes

| Version number | Date | Description of key change |
|---|---|---|
| 10 | March 2026 | • All separate incidents of paid special leave have been capped to the equivalent of one contractual week per financial/leave year i.e. April to March. Except where the request is related to child bereavement.<br>• Carer's leave has been defined as "time off needed to give or arrange care for a dependant who needs long-term care for needs related to either old age, a disability, or an illness or injury which is likely to need care for at least 3 months. It is unpaid and capped at one contractual week per leave year. It is also now planned and requires notice so managers can plan for staff's absence from work".<br>• The previous Carer's leave which was paid and could be taken as an emergency is now called "Emergency Domestic Leave". It is still paid, but capped at one day per emergency, and contributes to the overall paid special leave provision capped at the equivalent of one contractual week per leave year.<br>• Policy now includes guidelines for Unpaid Leave. There is now provision for unpaid emergency time off which must not exceed 3 days per episode and planned unpaid time off. Overall, all unpaid time off granted to staff must not exceed 4 calendar weeks in a leave year. Also, all unpaid leave must now be approved by HR inputting before staff is permitted to proceed on leave. However, where it is an emergency, manager is expected to communicate the approval to HR inputting within 3 working days of their approving and releasing the staff for the emergency.<br>• A new special leave request form 'H12' has been introduced and must be duly filled by staff requesting to go on special leave, then approved by manager, then where applicable approved by HRinputting. Records must be maintained on the records sheet and ESR.<br>• Special Leave for Dependant's hospital admission, and domestic crises have been replaced with planned unpaid leave, and emergency domestic leave respectively.<br>• Bereavement leave is now subject to the cap of the one contractual week per leave year for all paid leave, except where the case is related to child bereavement which remains paid for 2 weeks.<br>• Bereavement leave can now be taken up to 56 weeks after the bereavement occurs.<br>• Policy references the Reasonable Adjustment policy for more information on Disability leave. |

| Version number | Date | Description of key change |
|---|---|---|
| | | • Updated references to the NHS Constitution (now 2021 edition).<br>• Removed outdated references to Police Authorities and SEPA.<br>• Updated Section B to align with the Employment Rights Act 1996 definitions of public duties. |

## Responsibilities

| Responsibility | Title |
|---|---|
| Executive Lead | Group Chief People Officer |
| Policy Author | Senior HR Advisor |
| Advisors | |
| Policy Expert Group | |

## Governance

| Governance Level | Name |
|---|---|
| Level 1 Assurance Oversight | Joint People and Culture Committee in Common |
| Level 2 Delivery Group for policy approval and compliance monitoring | Workforce Development Group |
| Consultation | Trust Policy Experts |
| | Staffside |
| | All LPT Employees Bands 7 and above |

## Compliance Measures

| KPI | Where reported to and how often |
|---|---|
| Employees uptake of Special leave | Annually Workforce Development Group |
| The following forms of leave have been authorised through the correct procedure and correct amount of leave has been granted:<br>• Carers Leave<br>• Paid Emergency Time off<br>• Unpaid emergency time off<br>• Planned unpaid leave<br>• Bereavement leave | Annually Workforce Development Group |

## Training Requirements

| Training |
|---|
| Will be delivered as part of 'Essential HR for Managers' training. |

## References

This policy was drafted with reference to the following:

- Leicester City Community Health Service and NHS Leicester City Special Leave Policy
- Leicestershire County and Rutland NHS Trust, Maintaining the Balance between Work and Life Policy and Procedure
- Leicestershire Partnership NHS Trust, Maintaining the Balance between Work and Life Policy and Procedure
- University Hospitals of Leicester, Special Leave Policy
- The Rotherham NHS Foundation Trust, Special Leave Policy
- NHS England's Corporate Governance and Procedural Documents Framework
- Promoting Equality and Human Rights in the NHS, A Guide for Non-Executive Directors of NHS Boards (2205), Department of Health
- Equality analysis and the equality duty: A guide for public authorities Vol.2 of 5 Equality Act 2010 guidance for English public bodies (and non-devolved bodies in Scotland and Wales), Equality and Human Rights Commission
- ACAS advisory booklet – Flexible Working and Work Life Balance
- Chartered Institute if Personnel Development (CIPD), Flexible Working factsheet, revised 2010. Available at www.cipd.co.uk
- Section 23 Child Bereavement Leave (England and Wales) – NHS Terms and Conditions of Service.