

**Special Leave Policy**

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<b>Consultation</b>	HR Policy Group	<b>Applicable to:</b>	All staff All Sites
<b>Equality, Diversity and Human Right Statement</b>	The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment.		
<b>To be read in conjunction with / Associated Documents:</b>	Equality & Diversity Policy Agenda for Change Terms and Conditions of Employment	<b>Information Classification Label</b>	<input type="checkbox"/> <b>Unclassified</b>
<b>Access to Information</b>	To access this document in another language or format please contact the policy author.		

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## 1. Purpose

The Trust is committed to ensuring that staff are able to achieve a balance between their domestic, personal, and family circumstances outside the normal annual leave entitlements. The Trust aims to provide a supportive approach and special leave will not reasonably be refused but will be subject to the needs of the service. Leave granted under these arrangements is for immediate short-term needs. It further recognises the importance of civic and public duties undertaken by many of its employees.

This policy aims to be fair and consistent in implementing a framework to help staff who have an urgent and/or unforeseen need, which necessitates absence from work or creates an inability to function safely at work.

## 2. Policy Content

### 2.1 Categories of Leave

Once special leave is exhausted, consideration must be given to granting annual leave, unpaid leave, or a career break. Please refer to Appendices 1 and 2 for guidance notes. To be read in conjunction with [Carer's Passport](#).

### 2.2 Carers Leave

Carers Leave is available to provide a compassionate response to situations involving a dependent.

A dependent is a spouse, partner, child or parent, or a person who lives with the employee (but not a lodger). However, it could also be someone else who reasonably relies on the employee for care, e.g., an elderly neighbour.

The below list is not exhaustive and there is no qualifying length of service for eligibility.

Carers leave will cover situations such as:

- The illness of a child, close relative or dependent
- To make longer term care arrangements for a dependent who is ill or injured
- To cope with the unexpected disruption or breakdown of normal carer arrangements and making arrangements for longer term care
- Hospital admission of a dependent

To deal with an incident involving an employees' child/dependent during the time when a school /early years setting is responsible for him/her.

Please refer to Appendix 3 for further guidance notes.

### 2.3 Time off for Dependents

In line with the Carer's Leave Act 2023, the Trust allows for individuals to take unpaid leave to accommodate non-emergency appointments for dependents. In these circumstances, dependents are considered as older, disabled or seriously ill family members or close friends.

Please refer to Appendix 3 for further guidance notes.

### 2.3 Leave/Time off for Domestic, Personal and Family Reasons

Emergency Leave should be considered to help employees deal with domestic emergencies. Instances of personal distress or shock should also be taken into consideration. The below list is not exhaustive and there is no qualifying length of service for eligibility.

Time off for domestic, personal, and family reasons will cover situations such as:

- Being a victim of crime
- Damage to their home such as fire or flooding.
- Where a member of staff experiences a sudden crisis whether at home or elsewhere.
- Involvement in an accident

In exceptional circumstances managers may grant additional leave following consideration of the staff member's personal situation.

Please refer to Appendix 3 for further guidance notes.

### 2.4 Compassionate Leave

Following bereavement, paid compassionate leave should be granted. The range of leave will be dependent upon individual circumstances. The following factors will be taken into consideration when determining time and pay arrangements:

- Closeness of the relationship with the deceased in real terms, not merely by reference to blood ties.
- Responsibility for the administration of funeral arrangements
- Date and place of funeral and travelling distance
- Religious or cultural obligations
- Is the employee the Executor/Executrix

In exceptional circumstances managers may grant additional leave following consideration of the staff member's personal situation.

Please refer to Appendix 3 for further guidance notes.

### 2.5 Parental Bereavement Leave

All bereaved parents will be eligible for 10 days of parental bereavement leave. Leave days are given on a pro-rata basis and pay is calculated on the basis of what the employee would have received had they been at work.

Where both parents of a deceased child work for the Trust, 10 days of parental bereavement will apply to both employees. There is no requirement for the child to be under 18 years of age.

A bereaved parent is anyone who had responsibility as one of the primary carers for a child who is now deceased. This includes adoptive parents, legal guardians, and individuals who are fostering to adopt. This will be extended to grandparents who have had caring responsibilities for a child or where someone other than the biological parent is the primary carer (i.e., where parents of the child have separated).

Parents who experience a still birth from the 24<sup>th</sup> week of pregnancy will be eligible for these provisions.

Bereaved parents do not have to take the 10 days in a continuous block. Employees should agree with their manager the leave they wish to take.

Parental bereavement leave can be taken at any point up to 56 weeks following the death of the child. Unless parental leave is taken immediately, reasonable notice of when the employee wishes to take parental bereavement leave is required.

An employee who has a miscarriage in the first 24 weeks of pregnancy (this includes ectopic pregnancy, molar pregnancy and termination of pregnancy, will be eligible for 10 days paid leave, pro-rata if part-time.

For employees who are partners of someone who has lost a pregnancy or baby, will be entitled to 5 days paid leave, pro-rata if part-time.

The Trust encourages staff affected by pregnancy or baby loss to talk about their loss and to seek help. In addition to occupational health support, support is also available through external organisations. Please see the Maternity Guidelines for further details.

## 2.6 Special Leave for Civic or Public Duties

The Trust recognises the importance of civic and public duties undertaken by many of its employees. Special Leave is available to staff undertaking certain public duties. The length of such leave, whether it is paid/unpaid, and the discretion that may be exercised, is shown in the table at Appendix 3.

Employees are encouraged to discuss their possible appointment to a public position which is likely to require special leave prior to applying for the position, to enable the manager to consider the impact on the department and the options for covering employee's absences. Agreement to undertake such duties will not be unreasonably withheld.

Special Leave with pay from the Trust will be given for the following purposes:

- Membership of an educational governing body

- Training with the reserve and cadet forces
- Serving as a Justice of the Peace
- Interviews with an NHS Employer
- Attendance as a witness at appeal hearings
- Attendance at meetings of Health Councils

Special Leave with pay from the Trust will also be given for any other public duty in accordance with employment legislation.

For Special Leave with pay from court, please refer to Appendix 3.

Further advice in specific cases may be obtained from the Business Human Resources team.

## 2.7 Time off for Religious Beliefs

In recognition of the diversity of religious beliefs across our workforce, an employee who is not normally required to work on bank holidays may request to work on a bank holiday and take annual leave at an alternative time in order to observe a religious day that is not provided for by a bank holiday. Such requests will only be approved where this is operationally feasible and there will be no entitlement to enhanced payments for bank holiday working in such circumstances. In addition, employees are entitled to request time away from their duties for the purposes of prayer.

## 2.8 Unpaid Leave

Employees can request unpaid leave on an individual basis subject to the needs of the service; such requests will not be unreasonably refused. Annual leave entitlement will not accrue during periods of unpaid leave. For extended periods of unpaid leave, employees would be advised to consider a career break.

## 2.9 Medical and Dental Appointments

Staff should, wherever possible, arrange doctor, dental and other medical appointments outside of their working hours. Where this is not possible, employees should try to arrange appointments so as to cause as little inconvenience to the service as possible, for example, by arranging appointments at the start or finish of a shift/working day. In areas where departments are able to operate a system of flexible working, individuals will have the opportunity to work the time back. For Doctor's appointments and other medical appointments, a maximum of one hour's paid time will be given to accommodate appointments. Any further time will be unpaid or will have to be worked back.

Evidence times of hospital, doctor or other medical appointments should be produced in all cases. For any staff who do not wish to disclose the reason for their appointment, it is appropriate for the reason to be redacted (e.g., removed) from the correspondence.

## 2.10 Hospital Appointments

Provided sufficient notice is given, suitable paid time off will be granted to allow the employee time to attend appointments during working hours on application to the immediate line manager. It is recognised there may be delays with your appointment time and the Trust requests that you keep your line manager apprised of any delays. Staff are expected to use choose and book where possible to ensure routine hospital appointments cause as little disruption to the service as possible. It is your responsibility to inform your line manager of any appointment with reasonable notice to allow service provision to be planned accordingly. However, it is appreciated there may be occasions when short notice appointments are allocated i.e., cancellations. In these instances, your line manager will accommodate you where they are able, to support you in attending your appointment.

## 2.11 Cosmetic Surgery

Where an employee is undergoing cosmetic surgery/procedure for reasons other than for medical or psychological reasons, the employee will have to take time off as either annual leave or unpaid leave.

In order to determine the reasons for the cosmetic surgery/procedure a referral to Occupational Health will be necessary. If Occupational Health confirms that the surgery is for medical or psychological reasons and/or there is a disability the employee will be entitled to paid sick leave. Please refer to the Sickness Management Policy for further information.

## 2.12 Elective Surgery

There will need to be a discussion with the manager and employee prior to the commencement of the employee's period of absence to allow for a programme to be developed to assist with their recovery and return to work. Please refer to the Sickness Management Policy for further guidance.

# 3. Guidance for Staff and Managers

## 3.1 Process of Application

By its nature, Carer Leave, Bereavement and Emergency Leave will be applied for and granted at short notice. The manager will agree with the employee how much and when the leave will be taken. If an application cannot be made in person the employee must contact the manager by telephone at the earliest opportunity. It is accepted however that this may not always be possible and as an alternative a representative should be nominated to act on the member of staff's behalf. It should be appreciated however that in the absence of a full proper discussion of the circumstances, the granting of special leave should not be assumed although leave may be granted retrospectively depending upon the circumstances. All such leave must be recorded on relevant electronic system e.g., ESR. (Please refer to Appendix 5 and 6 for the application form).

The Trust reserves the right to request any additional supporting documentation and/or evidence where applicable to support special leave applied for and/or granted

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to staff. All staff must comply with any reasonable request(s) from the Trust for additional supporting documentation and/or evidence to support special leave applied for and/or granted.

Please refer to the Career Break Policy for further information, guidance, and the application process for Career Breaks.

### 3.2 Recording and Monitoring

Whilst the nature of Special Leave is for emergency purposes, a form for applying for short-term leave must be completed retrospectively by the member of staff and the manager (see Appendix 5), for monitoring purposes and forwarded to a Human Resources Advisor. If Special Leave is refused, the manager must complete the form and forward it to a Human Resources Advisor.

To ensure that the implementation of this policy does not have an adverse impact and in response to the requirements of the Single Equality Scheme, the Trust will monitor the impact of this policy and take remedial action when necessary to address any unexpected or unwarranted disparities; and monitor the workforce and employment practices to ensure that the policy is fairly implemented.

### 3.3 Appeals

Any issues relating to the management decisions on special leave should be raised with /or by the immediate manager in the first instance. In an attempt to ensure consistency is applied across the Trust, managers should approach the Business Human Resources team for advice. Any appeals against such decisions should be progressed through the Grievance Procedure.

### 3.4 Fraud, Bribery and Corruption

The Trust aspires to the highest standards of corporate and personal conduct. The Trust does not tolerate acts of fraud, bribery or corruption committed against it or in the wider NHS. Such offences divert much needed monies away from NHS patient care. Mersey Internal Audit Agency (MIAA) delivers the Trust's Anti-Fraud Service and has the remit to undertake criminal investigations on behalf of the Trust as appropriate. The Trust is committed to raising staff awareness of fraud, bribery, and corruption risks.

Under the Fraud Act 2006, fraud is the dishonest intention of someone to make a gain for themselves or another, or to cause loss to another (or expose them to a risk of a loss) through false representation, failing to disclose information, or abuse of position.

Conviction in the Crown Court of any offence under this Act may result in a prison sentence of up to 10 years and/or an unlimited fine. Additional potential sanctions for offenders may include disciplinary action, referral to a relevant professional body and/or civil action.

If employees are considered to be potentially fraudulently claiming special leave from the Trust, the matter will be referred to MIAA for criminal investigation which may subsequently lead to criminal, disciplinary and/or civil sanctions being applied.

All suspicions of fraud, bribery or corruption should be reported to the Trust's Anti-Fraud Specialist, Phillip Leong, on 07721 237352 or by email to [phillip.leong@miaa.nhs.uk](mailto:phillip.leong@miaa.nhs.uk) or via the national Fraud and Corruption Reporting Line 0800 0284060 or online reporting form <https://cfa.nhs.uk/reportfraud>.

## 4. Exceptions

No exceptions.

## 5. Training

The Business HR Team can provide advice and guidance to all staff and managers across the Trust in relation to the application this policy.

## 6. Monitoring of Compliance

Minimum requirement to be monitored	Process for monitoring e.g., audit/ review of incidents/ performance management	Job title of individual(s) responsible for monitoring and developing action plan	Minimum frequency of monitoring	Name of committee responsible for review of results and action plan	Job title of individual/ committee responsible for monitoring implementation of action plan
TBC	TBC	TBC	TBC	TBC	TBC

## 7. Relevant regulations, Standards and References

### 7.1 Relevant Legislation

Employment Rights Act 1996  
Employment Relations Act 1999  
Equality Act 2010

### 7.2 Useful Contacts

Within the Trust employees can be referred or self-refer to the Occupational Health Department or the Staff Counselling service. Details of these and other internal support services can be obtained from the Human Resources team.

## 8. Equality, Diversity and Human Right Statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This Policy should be implemented with due regard to this commitment.

## 9. Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

## 10. Appendices

### Appendix 1: Equality Impact Assessment

<b>Title</b>	Special Leave Policy
<b>Strategy/Policy/Standard Operating Procedure</b>	Policy
<b>Service change (Inc. organisational change/QEP/ Business case/project)</b>	
<b>Completed by</b>	
<b>Date Completed</b>	

**Description** *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

**Who will be affected** *(Staff, patients, visitors, wider community including numbers?)*

The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service, or project (Inc. organisational change/Business case/ QEP Scheme).**
- **Reviewing or changing an existing policy, strategy, function/service, or project (Inc. organisational change/Business case/ QEP Scheme):**
  - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required, and the EIA review date should be set at the date for the next policy review.
  - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required.
  - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative, or neutral) on groups from any of the protected characteristics listed below.

*When considering any potential impact, you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations, or direct engagement activity. You should also consult available published research to support your analysis.*

**Section 1 – Initial analysis**

<b>Equality Group</b>	<b>Any potential impact? Positive, negative or neutral</b>	<b>Evidence</b> <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i>
<b>Age</b> <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>		
<b>Disability</b> <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical, and social barriers)</i>		
<b>Gender Reassignment</b> <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i>		
<b>Marriage &amp; Civil Partnership</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>		
<b>Pregnancy &amp; Maternity</b> <i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i>		
<b>Race</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i>		
<b>Religion or belief</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief, or no belief)</i>		
<b>Sex</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i>		
<b>Sexual Orientation</b>		

*(Consider any benefits or opportunities to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay, or Bisexual)*

If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

**If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.**

### Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

<b><u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u></b>	Y/N
<b>Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?</b>	Y/N
<b>Who and how have you engaged to gather evidence to complete your full analysis? (List)</b>	
<b>What are the main outcomes of your engagement activity?</b>	
<b>What is your overall analysis based on your engagement activity?</b>	

### Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table: all actions should be added to the Risk Register for monitoring.

Action required	Lead name	Target date for completion	How will you measure outcomes

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

**Section 4 – Organisation Sign Off**

Name and Designation	Signature	Date
Individual who reviewed the Analysis		
Chair of Board/Group approving/rejecting proposal		
Individual recording EA on central record		

## Appendix 2: Roles and Responsibilities

Role	Responsibility
<b>Employee</b>	In the event of unforeseen or urgent circumstances the employee should, as soon as reasonably practicable, inform their employer of the reason for the absence and an estimate of how long the absence is expected to continue. The Trust expects staff to be open and honest with their manager and explain fully the reasons for any request for flexibility or time off. Staff are urged to remember that whilst the Trust would always seek to support them, the needs of the service may occasionally require a manager to be unable to grant a request in part or full. Staff can expect to receive a full explanation as to why their request cannot be granted.
<b>Line Manager</b>	The Trust expects managers to use the detail within the framework of this policy to respond in a consistent but flexible way to individual employee's needs, whilst ensuring service needs are not compromised. Managers should ensure that the Special Leave request from (Appendix 2) is completed and signed by the employee on their return to work.
<b>Staff Side Representatives</b>	Staff side representatives have a key role to play in the welfare of staff. They contribute to discussions and subsequent actions on matters concerning all aspects of staff welfare. Staff side will also inform and advise their members on the interpretation of the special leave policy.
<b>Human Resources</b>	To promote the policy and give general guidance and support to managers. To promote consistent application of the policy across the Trust in order to achieve a balance between organisational requirements and individual needs.
<b>Trust</b>	The Chief People Officer is responsible for ensuring that this Policy is fully implemented and that there is a continuing commitment to the training of managers in the implementation of policies.



### Appendix 3: Categories of Special Leave and Guidance

Category of Special Leave	Eligibility	Duration of Leave	Notes
Emergency leave/ time off for domestic, personal, and family reasons.	No qualifying service necessary.	Up to 7.5 hours paid leave within a 12-month rolling period (pro-rata).	Depending on the severity of the situation.
Carers Leave	No qualifying service necessary.	Up to 45 hours paid leave within a 12-month rolling period (pro-rata).	This can be taken in a block or split into hours.
Time off for Dependents	No qualifying service necessary.	Up to 37.5 hours unpaid leave within a 12-month rolling period (pro-rata).	This can be taken in a block or split into hours.
Compassionate Leave	No qualifying service necessary.	Up to 45 hours paid leave within a 12-month period (pro-rata).	Managers can grant additional leave at their discretion.
Pregnancy loss in first 24 weeks of pregnancy	No qualifying service necessary.	Up to 75 hours paid leave (pro rata)  For partners Up to 37.5 hours (pro rata)	
Parental Bereavement Leave	No qualifying service necessary.	75 hours (pro-rata)	This can be taken in a block or split into hours.

Category of Special Leave	Allowance	Degree of Discretion	Notes
Court Witness	Full pay as required	No discretion if subpoena or witness summons. Otherwise, it is at discretion of Head of Operations	Less witness fee or loss of earnings allowance. Managers and staff to ensure relevant court documentation completed, submitted to Payroll, and subsequently returned to the staff member before court service commences (as process flow below).
Jury Service or Member of Tribunal Panel	Full pay as required*	May be possible to defer if employees' services are critical for continuation of	Less loss of earnings allowance. Managers and staff to ensure relevant court documentation

		NHS service and cannot be released.	completed, submitted to Payroll, and subsequently returned to the staff member before court service commences (as process flow below).
Reserve Forces or Territorial Army	Two weeks paid leave per annum	Subject to service needs	Any remuneration received from the TA or RF for the period of special leave up to normal pay, must be repaid to the employer. The employee can retain any amount received in excess of normal pay. Please also refer to appendix 4, and the Army Reservists Policy.
Attendance at NHS disciplinary of appeal hearing	Paid leave as required	Maybe possible to defer if employees' services are critical to the continuation of NHS service and cannot be released.	
Magisterial Duties	Paid leave as required	Employees are expected to consider service need when making themselves available and book half-day session in advance.	
NHS Employment Interviews	Full pay as required		Reasonable time off to be balanced with the needs of the service.
Other Interviews	Unpaid as required**		Annual leave or unpaid leave can be used for this purpose.
Parliamentary Candidate	Four weeks unpaid		
Public Duties	Paid leave	Reasonable time off	Refer to Department of Health for further guidance.

\*-Employees must claim and declare these fees and allowances. Reductions in pay will not be made for any allowance paid by the court to cover travel and subsistence costs. It is not the Trusts intention that employees neither suffer financial loss nor enjoy financial gain. Deductions from pay will follow receipt of the allowances by the employee concerned.

\*\* - By agreement, annual leave may be taken as an alternative

### Contact with a notifiable disease.

This is where, in the interests of the public, an employee is required by the Health Protection Agency not to attend, as they have been in contact with an officially notifiable disease. The duration of leave will be based on the advice of the Health Protection Agency and there will be full pay as required. Please visit the following link for further information: <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>. Please also refer to Managing Sickness Absence Policy.

**Appendix 4: Application for Special Leave (Urgent Domestic, Personal and Family Reasons)**

**To be completed by the employee**

Name (please print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Site Location: \_\_\_\_\_

Department: \_\_\_\_\_

*Delete as appropriate:*

I wish to apply for *carers leave / time off for domestic, personal, and family reasons / compassionate leave, with / without pay*

From (date): \_\_\_\_\_ To (date): \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare that all the information provided Trust in relation to this application for special leave is correct and complete. I understand that if I have knowingly provided inaccurate and/or incomplete information, the Trust may take further action against me, including criminal proceedings, disciplinary sanctions and/or civil action. I consent for this form to be shared by the Trust with the Anti-Fraud Specialist and/or the NHS Counter Fraud Authority for the purposes of the prevention, detection, and investigation of fraud.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by the manager**

Special leave requested above granted: Yes / No (*delete as appropriate*).

If no, please give reason:

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Total number of working hours granted: \_\_\_\_\_

Please specify if paid or unpaid: \_\_\_\_\_

Please stipulate any previous entitlement taken:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 5: Application for Special Leave (Public Duties, Armed Forces etc.)**

**To be completed by the employee**

Name (please print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Site Location: \_\_\_\_\_

Department: \_\_\_\_\_

*Delete as appropriate:*

I wish to apply for special leave in relation to *Police Authority/ 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 disciplinary or appeal hearing/ Following Contact with Notifiable disease/ Territorial Army or Reserve Forces.*

Please specify if paid or unpaid: \_\_\_\_\_

From (date): \_\_\_\_\_ To (date): \_\_\_\_\_

Total number of working hours requested: \_\_\_\_\_

I declare that all the information provided to the Trust in relation to this application for special leave is correct and complete. I understand that if I have knowingly provided inaccurate and/or incomplete information, the Trust may take further action against me, including criminal proceedings, disciplinary sanctions and/or civil action. I consent for this form to be shared by the Trust with the Anti-Fraud Specialist and/or the NHS Counter Fraud Authority for the purposes of the prevention, detection, and investigation of fraud.

**To be completed by the manager**

Special leave requested above granted: Yes / No (*delete as appropriate*).

If no, please give reason:

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Total number of working hours granted: \_\_\_\_\_

Please specify if paid or unpaid: \_\_\_\_\_

Please stipulate any previous entitlement taken:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 6: Information for time off with the Reserve and Cadet Forces

### Reserve Forces Training

Employees who, with the consent of the Trust volunteer for service with the Reserve or Cadet forces or who, at the time of their appointment, declare the fact of their membership of a reserve force to the Trust and the Trust does not object, should be granted, subject to the needs of the service, two weeks additional paid leave for attendance at annual camp. Employees should be free to choose whether the second week at camp should count as special leave without pay or as part of their normal annual leave entitlement.

Employees who are required to undergo additional periods of training (normally Saturdays and Sundays) additional to annual camp will be expected to rearrange their pattern of work to facilitate necessary free time. However special leave with pay may be granted in exceptional circumstances.

The Volunteer Reserve Forces consist of the Royal Naval Reserve, the Royal Marines Reserve, the Territorial Army, and the Reserve Air Forces.

### Mobilisation

Mobilisation is the process of calling Reservists into a period of permanent service within the Regular Forces on military operations. With the exception of the Cadet Forces, all members of the VRF are committed to the possibility of mobilisation, if required, under the provisions of the Reserve Forces Act 1996. While the likelihood of Volunteer Reservists being compulsorily mobilised is very low, it remains a possibility.

The maximum period of mobilisation depends on the power used under RFA 96 and on the scale and nature of the operation. A period of mobilisation contains three distinct phases: pre-deployment training dependent on the nature of the conflict, the operational tour itself and post-tour leave.

Employees should notify the Trust that they have been called-up. The MoD anticipates that individuals will be able to give at least four weeks' notice to their employer.

### Terms and Conditions

During Mobilisation the Trust must reach an agreement with the reservist to either bring the contract to an end (preferably by mutual agreement) or to allow it to subsist.

The employee can bring the contract to an end by resignation. This will not affect their right to reinstatement.