



# Other types of leave

## 1 What this policy covers

**The purpose of this policy is to ensure that if you are genuinely in need of time off to deal with an emergency or to carry out a public or civic duty, you are treated fairly and consistently.**

This policy will list common reasons for needing to take time off outside of annual leave or types of parental leave, tell you if there is an entitlement to additional time off, how much time you can take off and explain the processes and pay arrangements.

### Definitions

For the purposes of this policy a dependant is a:

- partner
- child
- parent
- any other person who regularly relies on you for care or arrangements for the provision of care.

## 2 Principles

- GHC is sensitive to staff family commitments and responsibilities and will try to maintain flexible working and help staff to balance their work and personal lives to optimise their work attendance.
- This policy attempts to balance the requirements of delivering a first class service with employees' needs, to find the most effective way to support those with carer responsibilities, as part of a wider NHS commitment to improve working life quality.

## 3 Responsibilities

- GHC will aim to ensure that employees needing time off to deal with an emergency are treated fairly and consistently, while minimising service delivery impact.

- Managers will treat all requests made by staff under this policy fairly and equally, giving due consideration to the particular circumstances of each request.
- Staff wishing to apply for one of the leave options within this policy should follow the procedures explained, giving the maximum possible notice. You must inform your manager as soon as possible of your unavailability for work, the reason for it and how long you expect to be away from work.

## 4 Policy in practice

When considering requests for one of the leave options covered in this policy, managers will judge each case on its own merits and consider:

- the urgency of problem/issue
- the nature of domestic/family crisis along with the number of dependants within the family
- the impact on the staff member
- the amount of annual leave remaining
- the number of days of that type of leave granted within the last 12 months.

Listed below are common circumstances where there is an option for time off work to be requested. If your request does not fall into any of these categories, please discuss the matter with your manager who will, if necessary, seek advice from HR.

Applications for special leave should be made using the appropriate application form. It is recognised that in some circumstances the form may need to be completed retrospectively.

### 4.1 Bereavement/compassionate leave

Following the death of an immediate relative you may be granted up to a maximum of five days (37.5 hours) paid bereavement leave, at your manager's discretion.



The leave does not need to be taken in one block (eg you might be granted two days immediately following a bereavement and a further one day to attend the funeral).

For other relatives/friends you can take annual leave to attend funerals, with the agreement of your manager and in accordance with service needs. If you have used up your annual leave, other options can be considered, including time in lieu or unpaid leave at your manager's discretion and in accordance with service needs.

### 4.2 Child bereavement leave/pay

If you sadly lose a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy you will be legally entitled to two weeks child bereavement leave on full pay. This entitlement is available from your first day of employment with GHC. This leave can be taken immediately or at another time in the year following the death. It can be taken as either a single block of two weeks, or as two separate blocks of one week.

### 4.3 Special leave for personal/domestic emergencies

Special leave is to cover unforeseen urgent or emergency situations, for example:

- if a dependant falls ill unexpectedly or is involved in an accident and needs your help
- to make longer term arrangements for a dependant who is ill or injured
- to deal with the unexpected breakdown in a dependant's care arrangements
- to deal with an incident involving your child during school hours
- to deal with urgent domestic situations (eg fire, flood, burglary, etc).

The maximum amount of paid special leave you can be granted is in five days (37.5 hours) in any one rolling 12-month period. There is no minimum length of service needed to be able to request special leave. If you know in advance you require time off then it should be taken as annual leave.

### 4.4 Carer's leave

If you are an unpaid carer for a dependant family member or friend with a long-term care need you are entitled to unpaid carer's leave. A dependant has a long-term care need if:

- they have an illness or injury that requires or is likely to require care for more than three months
- they are disabled for the purposes of the Equality Act
- if they require care due to old age.

There is no minimum length of service needed to be eligible for carer's leave. The maximum amount of carer's leave you can be granted is 5 days (37.5 hours) in any one rolling 12-month period. You can use it flexibly to suit your caring responsibilities. If you know in advance you require time off as carer's leave you should discuss it with your manager as soon as you can.

### 4.5 Civic/public duties

You will be entitled to up five days (37.5 hours) paid leave per year to carry out such duties as attending meetings if you are a justice of the peace or member of a:

- local authority
- statutory tribunal
- police authority
- board of prison visitors or a prison visiting committee
- relevant health body (eg community health council).

If you are or can be paid directly by the service for the civic/public duties any leave granted should be unpaid.

### 4.6 Jury and witness service

If you are summoned to attend court for jury service or on GHC business, you should give your manager the notification document you receive from the court. You will be entitled to reasonable paid time off; for jury service this will normally be limited to a maximum of two weeks. If you are required to attend court as a witness on non-GHC business you will need to take this as annual leave, TOIL, etc.

### 4.7 Reserve Forces/Cadet Forces

You are entitled to 10 days of paid leave for Reserve Forces and Cadet Forces adult volunteers training or duty. If you are a reservist or cadet force adult volunteer and are asked to take part in operational duties, you should let your line manager know as soon as possible.

You should provide:

- details of your call-out notice
- notification of the date and likely duration of mobilisation and deployment



- any statutory information related to your deployment.

Your manager will arrange a meeting to discuss the deployment in detail. At the meeting they will:

- confirm the details of your absence and duration
- discuss any concerns or impact on the service/GHC
- discuss your annual leave, pay and any pension implications.

The outcome of the meeting will be confirmed in writing. After active duty, you should be given a period of post-operational tour leave. If you want to return to work before the end of this leave period, you must get permission from your commanding officer or demobilisation centre.

When you are given notice to return to work, please inform your manager of the date of your return to work and your current contact details. Your manager will contact you to discuss and plan your return with you.

#### 4.8 Medical and dental appointments

Where possible, staff must make every effort to attend appointments outside of their normal working hours. If this is not possible, paid time off may be considered at the discretion of your manager.

Appointments should be made at the beginning/end of the working day or near the break period to minimise disruption. Any paid time off only applies for your appointments, if you need time off to attend an appointment with a dependent this will need to be annual leave, TOIL or unpaid leave. Requests for paid time off will require evidence.

Where there is likely to be an ongoing need to receive medical treatment, your manager will consider whether there can be a temporary change to your working pattern to facilitate this.

#### 4.9 IVF/Fertility treatment leave

You may be granted up to five days (37.5 hours) of paid fertility leave per cycle (pro rata for part-time employees) if you:

- are undertaking IVF treatment
- have 12 months or more NHS continuous service in a substantive role.

The leave must be used to undertake fertility treatment and attend appointments specifically associated with the 'end part' of the IVF process (ie pre-booked interventions for consultant appointments, collection and delivery of eggs). You can take the leave to suit your needs (eg five days in one block, separate days or half days). If you need more time off than this you should agree alternative arrangements with your manager, eg annual leave, TOIL or unpaid leave.

If you have any sickness absence due to the fertility treatment, you should report it in accordance with GHC's Supporting Attendance Policy.

If your partner is receiving fertility treatment, you may be granted up to two days (15 hours) of paid fertility treatment leave per cycle (pro rata for part-time employees) where:

- you have at least 12 months continuous service with GHC
- it is an essential requirement of the treatment for you to attend a specific appointment.

You can take the leave to suit your needs (eg two days in one block, separate days or half days). If you would like to attend appointments with your partner but it is not an essential requirement for you to attend, you will need to take annual leave, TOIL or unpaid leave.

If you have an appointment during your normal working day, you must notify your manager as soon as you are aware of the appointment and agree the time off in advance. You must provide evidence when requested by your manager, via an appointment card/letter/text/email where this is appropriate and available.

Your manager should keep a record of the fertility leave you have taken for each cycle on your personal file. At all times your manager should treat the matter with sensitivity and with the appropriate level of confidentiality.

## 5 Appeal

Should you wish to appeal decisions made in respect of this policy, you should do using the process set out in the GHC Resolution Policy.