

Leave Policy

Date	Version
October 2017	5.2

Purpose

To outline entitlement to annual and other forms of leave and describe the associated processes.

Who should read this document?

All staff other than Medical and Dental staff, who should refer to alternative leave policies for medical and dental staff.

Key messages

This Policy intends to provide a fair and consistent process for the management of leave. The Trust recognises the importance of leave to the staff and is committed to accommodating, where possible, all forms of leave commensurate with departmental staffing levels.

Accountabilities

Production	Human Resources Directorate and Staff Side
Review and approval	Director of Human Resources and Organisational Development
Ratification	Director of Human Resources and Organisational Development
Dissemination	HR Business Partner
Compliance	Director of Human Resources and Organisational Development

Links to other policies and procedures

Maternity Leave Policy. Paternity Policy.
Parental Leave Policy Carers leave Policy.

Version History

2	March 2009	Amendment due to legal changes
3	June 2012	Amendment due to legal changes
4	March 2013	Full Review
5	October 2017	Amendment due to AFC change to maternity leave b/h accrual
5.1	November 2018	Extended to April 2019 by HR SMT
5.2	August 2019	Extended to February 2020 by Richard Maguire & Lisa White

Last Approval	Due for Review
October 2017	Extended to February 2020

The Trust is committed to creating a fully inclusive and accessible service. By making equality and diversity an integral part of the business, it will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

An electronic version of this document is available on the Trust Documents Network Share Folder (G:\TrustDocuments). Larger text, Braille and Audio versions can be made available upon request.

Section	Description	Page
1	Introduction	3
2	Purpose and Responsibilities	3
3	Process	4
3.1	Annual Leave	4
3.2	Career Break	7
3.3	Crisis Leave	9
3.4	Time Off In Lieu	10
3.5	Unpaid Leave	11
3.6	Other Types of Leave	11
4	Template letters and Leave Calculation Charts	13
5	Overall Responsibility for the Document	19
6	Consultation and ratification	19
7	Dissemination and Implementation	19
8	Monitoring Compliance and Effectiveness	19
9	References and Associated Documentation	20

1 Introduction

1.1 The Trust recognises the importance of leave for staff and is committed to accommodating where possible all forms of leave commensurate with departmental staffing levels.

2 Purpose and Responsibilities

2.1 Scope and aims and objectives

This policy extends to all employees of the Trust with the exception of the following provisions of policies:

- Unpaid Leave Policy and Procedure for Medical and Dental staff.
- Leave Policy & Procedure for Medical and Dental Consultants on the new 2003 contract.
- Leave Policy & Procedure for Medical & Dental Staff: SAS Group and Consultants on the old contract.

The aims and objectives of this policy are to:

- Support a culture which enables all employees to balance work requirements with outside commitments.
- Develop positive employment practices and benefits which promote equality of opportunity in employment.
- Provide a comprehensive range of employment practices to assist retention of existing staff and encourage new recruitment.

2.2 Types of Leave

Types of leave available include:

- Annual Leave
- Career Break
- Domestic Crisis Leave
- Time off in Lieu
- Other paid and unpaid leave

2.3 Responsibilities

Trust Board and Executive Directors

- The Trust Board is responsible for seeking assurance that the Trust maintains a satisfactory and robust process for the management of leave.
- The Director of HR and OD is responsible for ensuring that the policy is working effectively and any breaches are addressed promptly.

The HR and OD Directorate

- The HR and OD Directorate will provide advice and guidance on the leave policy.

Line Managers

- Line Managers will support their staff with the implementation of this policy and ensure that the relevant processes relating to the allocation and management of annual leave is properly managed.

Employees

- Employees will follow the processes for requesting and using their annual and other forms of leave as described in this policy.

3 Process

3.1 Annual Leave

3.1.1 Plymouth Hospitals NHS Trust is committed to ensuring that leave arrangements are fair and equitable and will not discriminate against those with a protected characteristic as outlined in the Equality Act 2010.

This policy outlines the roles and responsibilities of both individuals and managers in regard to requesting and approving annual leave. Requests for annual leave should balance the needs of both service and the individual.

The annual leave year extends from the 1st April to the 31st March.

The table in paragraph 4.2 shows annual leave entitlement for length of service and contracted hours per week

- On appointment 27 Days
- After 5 years 29 Days
- After 10 years 33 Days

Staff must apply for annual leave in advance and before line managers consider authorising requests subject to staffing levels and the needs of the service. Staff are responsible for managing their leave entitlement and for arranging to take it throughout the leave year, which will reduce the likelihood of leave being lost.

Where a leave request cannot be accommodated, the manager must write to the individual outlining the reasons why. Staff should normally take their annual leave allowance within the annual leave year. Exceptions may be made in particular circumstances, such as for example, when annual leave has been cancelled or withheld by the line manager due to pressure of work.

In exceptional circumstances and at managers discretion, employees may be allowed to carry over up to one working week's leave into the next leave year or a payment made, except in cases of sickness absence see section 3.1.2 below.

Each member of staff should have a personal annual leave card held by their line manager, to record details of their annual leave entitlement and days taken. All annual leave should be recorded on employee attendance records.

Applications for leave should be submitted on a request form (see section 4.1) and discussed with their manager.

Bringing forward of Annual Leave

All staff are able to request up to 5 days annual leave from their next year's annual leave entitlement where they have insufficient leave for unexpected or exceptional circumstances. Requests must be made in writing and are subject to contractual tenure and approval by the Service Line Manager. In the event the staff member leaves the Trust part way through the following leave year, if more leave has been taken than the pro rata annual leave entitlement at the date of leaving, the final month's salary will be adjusted accordingly.

Purchase of additional Annual Leave

Staff can request to buy up to 2 weeks (pro-rata) additional annual leave through salary deduction. This may be authorised by line managers, subject to the needs of the service, impact on performance and must not incur any additional cost to the Trust. In some cases, an additional 2nd tier approval following authorisation from line managers may be necessary. Please see the Buying Additional Annual Leave guidance document for more information.

Annual Leave and Sickness Absence

- 3.1.2 Employees are entitled to request periods of leave during long term sickness and the employer may also offer this to the employee. Where this is mutually agreed it may negate the carry-over of leave to the next financial year. Any employee not wishing to take leave during periods of long term sickness will continue to accrue statutory leave and should they be unable, or not facilitated, to take their leave due to operational pressures, within the remaining period of the leave year can carry this over, subject to a maximum of 28 days statutory leave, (pro rata for part time employees).

Employees who are sick during annual leave must follow the normal sickness reporting procedure and provide a Doctor's Medical Certificate for the complete period of sickness. Annual leave will only be reimbursed in these circumstances.

Reckonable Service

- 3.1.3 An employee's previous service with a NHS employer counts as reckonable service when calculating annual leave, subject to the provisions of Agenda for Change.

On returning to NHS employment, previous NHS service will count towards the employee's entitlement to annual leave, subject to the provisions of Agenda for Change.

Changes in Hours

- 3.1.4 Where staff change their contracted hours, this will result in a re-calculation of their annual leave entitlement by the line manager, based upon completed months on the new and old contracted hours to give the full year entitlement.

End of Employment

- 3.1.5 When it is known that a member of staff is leaving the Trust, the line manager should calculate any outstanding annual leave and note this on the change form. Where possible all annual leave entitlement should be taken before the last working day.

Annual leave is calculated on the basis of complete calendar months. Line managers may wish to seek advice from the Human Resources Department on the calculation of any outstanding annual leave entitlement.

Staff who have taken more leave than their earned allowance at the date of cessation of employment, will be required to refund the difference from their final salary.

Maternity Leave

- 3.1.6 Annual leave and Bank Holidays are accrued during the paid and unpaid maternity leave period i.e. up to 52 weeks.

New Starters

- 3.1.7 New starters should be allocated the annual leave proportionate to their hours and the number of completed months left in the current leave year. All new members of staff will be entitled to annual leave plus general Public/Bank Holidays in the year of joining the Trust, on pro-rata basis.

Entitlement in the first year is dependent on the number of full complete calendar months worked after the date of joining and before the end of the annual leave year.

Public holidays

- 3.1.8 A general public/ bank holiday shall be defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight.

The 8 bank holidays are:

- Christmas Day
- Boxing Day
- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday
- August Bank Holiday

Once the bank holiday entitlement is calculated (see paragraph 4.3) this should be added to the employee's annual leave entitlement to give an overall total leave entitlement for the year. This should be recorded on the employee's annual leave card.

On each and every occasion an employee takes paid time off on a public/bank holiday as part of their basic week, the appropriate deduction of their normal basic working hours for that day should be made from their overall entitlement.

An employee is not able to carry over their bank holiday entitlement and should their hours exceed the bank holiday entitlement, the extra hours must either be taken as annual leave, lieu time, unpaid leave or if it is agreed with the line manager, they may be able to work the hours at another time.

Where operationally possible, and subject to mutual agreement, an employee may change their working days during a bank holiday week and therefore retain their leave entitlement in respect of the bank holiday.

Part Time Employees

3.1.9 Part time workers shall take bank holidays they would normally work as annual leave or agree to work the hours at another time.

Employees will not be entitled to an additional day's leave if they fall sick on a bank holiday which they would have otherwise worked as part of their basic week.

3.2 Career Break

3.2.1 A career break is an extended period of leave from work that begins with an intention to resume working at an agreed date in the future. The scheme is available to all staff that have completed one year's continuous service within the Trust.

The scheme is aimed at giving staff the opportunity to leave their employment for a period of unpaid leave of 3 months to five years to undertake the following:

- Child care needs
- Eldercare
- Care for other dependants
- Work Abroad
- Domestic or family commitments
- Further training or self-development

This list is not exhaustive

3.2.2 The employee is guaranteed, subject to organisational change, that if they return to work within one year, the same job, on the same terms and conditions, will be available as far as practicable and where agreed at the outset. If the break is for longer than one year, the employee may return to as similar a job as possible.

Application Process

3.2.3 An employee wishing to join the Career Break Scheme should take the following action normally at least 3 months before they wish to commence:

- Contact the Human Resources team for information on the terms and conditions on which a Career Break Scheme is offered, and
- Discuss with their line manager the possibility of a career break and put their request formally in writing.

If the career break has been agreed by their line manager in consultation with Human Resources, then the individual will be notified and advised of the terms and conditions of the Career Break Scheme (see template letter below at section 4.4).

Where a request for an application to join the Career Break Scheme is refused, an employee may invoke the Trust's Dispute and Grievance Procedure.

Employees must undertake to:

- Keep in touch and update the Trust of their current address.
- Be offered opportunities to attend relevant in-house training sessions.
- Keep professionally updated.
- Repay any outstanding loans from the Trust.

The Trust undertakes to:

- Ensure that staff are eligible to return to work in a post which as far as practicable is on a similar contract and conditions of service, as existed prior to the career break, unless the employee requests that they return to a lower graded post in which case the appropriate grade for the job will apply.
- Ensure that if it is not possible to offer a post due to changes in the service, then prior consideration will be given for re-deployment.
- To provide re-entry training.
- Send regular newsletters.
- Ensure that the line manager seeks Personnel advice when staff are returning.

3.2.4 Employees on a career break will not normally be allowed to take up paid employment with another employer except where, for example, work overseas or charitable work could broaden experience. In such circumstances written authority from the employer would be necessary.

3.2.5 The employee is normally required to give 2 months notice if the break is less than a year, and six month's notice if the break is more than a year before they return to work.

- 3.2.6 If an employee makes a request for flexible working on return from a career break, this will be considered by the line manager in accordance with the Trust's Flexible Working procedure.
- 3.2.7 Employees who decide to terminate their contract of employment should give proper notice as laid out in their contract of employment. Depending on the individual's circumstances, employees may be asked to work their notice period.

Effect on Pensions and Reckonable Service

- 3.2.8 An employee is entitled to make the first 6 months of a Career Break pensionable by opting to pay Pension Contributions based on the regular Pensionable Salary in payment, prior to the break. The Employee can elect to pay both the Employer's and Employee's Pension Contributions for a further period up to a maximum of 18 Months. This request must be made to HR prior to the commencement of their career break and the necessary paperwork will be completed for the Payroll Department.

Time on a Career Break does not count as a break in service although it will not count as reckonable service. The effect of this is that an employee's incremental point will be frozen until they return to work. However, the employee's salary on return will include any pay awards which have occurred during the Career Break.

When calculating "reckonable service" for the purposes of redundancy payments under AFC, the break itself will not count nor will any service prior to the Career Break where the Career Break has lasted more than 12 months in accordance with the provisions of AFC. Employee's statutory rights are not affected.

Staff are strongly advised to seek expert advice from the NHS Pensions Agency on the potential impact of a career break on their pensions before making any decisions.

3.3 Crisis Leave

- 3.3.1 Plymouth Hospitals NHS Trust is supportive of helping staff balance family and other emergencies and work responsibilities at times of urgent and unforeseen needs. The Trust also recognises that a compassionate response is required in the event of a traumatic event and/or bereavement and makes provision for this within the policy.

Leave granted under these arrangements is not intended for long-term domestic and family needs, and will normally be limited to the first day of an unexpected event.

- 3.3.2 In cases of bereavement or serious illness for immediate family members, the period of **paid** special leave will be up to one working week. Immediate family members include spouse or partner, and the following people in relation to the employee, spouse or partner: mother, father, brother, sister, children and grandparents.
- 3.3.3 For all other crisis leave, normally up to a maximum of 1 working week per year, staff will not be granted additional paid special leave, and the time should be either unpaid leave, annual leave or time in lieu. For longer term leave requirements, please see below.
- 3.3.4 In addition to short term crisis leave, individuals and managers can consider:
- Additional unpaid leave.
 - Annual leave.
 - Purchase of additional annual leave where such a scheme is in operation.
 - Changes to pattern of work e.g. short-term flexible working hours with the ability to make up lost time at a later stage (refer to Flexible Working policy and procedure).
 - Carers leave (please refer to Carer's Leave Policy).
 - Parental Leave.
- 3.3.5 The types of circumstances that may require crisis leave includes, for example:
- If a dependent falls ill.
 - If a child is involved in a serious incident.
 - If childcare or other arrangements breakdown at short notice.
 - Serious domestic crisis, like a flood, burst pipe, car accident on the way to work.
 - Adverse weather conditions preventing employees attending work, including where schools are closed and alternative childcare is not available (please also refer to Severe Weather Procedure).

Application Process

- 3.3.6 Employees applying for crisis leave must contact their manager, or in their absence, the deputy manager as soon as practicable. They must give the reason for their anticipated absence and how long they expect to be away from work. All requests should be considered sympathetically in the light of individual circumstances and the needs of the service.

It is envisaged that employees will request annual leave for situations that can be foreseen or planned in advance.

Crisis leave may be taken in hours or full/part days. If an employee feels that they have been treated unfavourably, they can appeal informally to their manager's manager or formally through the Trust's Dispute and Grievance procedure.

3.4 Time in Lieu

- 3.4.1 Time in lieu should not accumulate to more than two days per month pro rata and will be taken within a maximum of a three month period. Exceptionally, with agreement of the Departmental Manager, this three month period may be extended to meet the needs of the service.
- 3.4.2 No time in lieu should be agreed without prior agreement with the manager. Time given back should be negotiated and agreed by both parties who should honour their agreement.
- 3.4.3 Time in lieu should be for specific reasons, i.e., covering shortfalls, and not due to poor time management. Managers should record time owing.

3.5 Unpaid Leave

3.5.1 In cases where an employee has made a request for unpaid leave, advice should be sought from the Human Resources Department. Such requests may be approved only when:

- Duties can be adequately covered.
- The impact on the service, colleagues and the department has been considered.
- The total period of unpaid leave is reasonable in all circumstances.

The types of circumstances when unpaid leave can be given include, for example:

- To care for a dependent or close relative who has a serious illness.
- To take an extended holiday.

3.5.2 Whilst on unpaid leave, the employee will not continue to accrue annual leave and bank holidays. If an employee is considering the option of unpaid leave, it is advisable that they check the effects on their pension entitlement before making an application.

Application Process

3.5.3 Employees wishing to take unpaid leave must inform their manager in writing as soon as possible. They must give the reason for their absence and how long they expect to be away from work. All requests should be considered sympathetically in light of individual circumstances and the needs of the service.

3.5.4 Unpaid leave may be taken in full or part days. Where the manager has granted such leave it will be recorded by the manager as unpaid leave.

3.5.5 If an employee feels that they have been treated unfavourably, they can appeal informally to their manager's manager or formally through the Dispute and Grievance policy and procedure.

3.6 Other Types of Leave

3.6.1 Leave for attendance at Court as a witness or for Jury Service

Employees, who are required to attend court either as a witness or as a member of the Jury, shall be granted special paid leave for that purpose. This is on the understanding that any court fees received (as distinct from allowances for travelling and subsistence expenses) are declared to the Trust and contributes in part or wholly to the normal salary of that employee.

3.6.2 Magisterial Duties and Government activities (including School governors)

It should be noted that before an employee takes part in any local government parliamentary or public activities consent must be gained from the employer.

Employees who undertake magisterial duties or government activities, may at the discretion of the Trust (and subject to the requirements of the service), be granted special leave with pay. Full time employees may be granted up to 18 days in any period of 12 months and this will be pro rata for part time employees.

Where local government duties are combined with magisterial duties the total paid leave for the two purposes may not exceed 18 days in any period of 12 months (pro rata for part time staff).

3.6.3 Training with the reserve and cadet force

Employees should be granted one week's additional paid leave for attendance at annual camp. Employees should be free to choose whether a second week at camp should count as special leave without pay or as annual leave. For further clarification relating to this, please contact HR.

Employees must provide documents to their manager confirming membership and also dates of annual camp, and give adequate notice as outlined under the annual leave policy.

Compulsory/Voluntary Mobilisation – the maximum period for mobilisation is 12 months. If mobilisation is authorised this will be unpaid. The Trust is not obliged to give consent for voluntary mobilisation. For further details please refer to www.sabre.mod.uk.

3.6.4 Time off to attend union meetings

Members of staff are reminded that they should normally attend union meetings in their own time and not during their working hours. In exceptional circumstances, staff may be granted limited time off (up to one hour), subject to the needs of the service at that time.

Any member of staff wishing to attend a union meeting if it is during working hours, should seek permission from their departmental head in the first instance and staff should understand that permission may be refused where the service would suffer. Attendance of such meetings (with the exception of trade union representatives) will be unpaid.

Where a member of staff requires time off to meet with their Trade Union Representative in order to seek advice or prepare for a grievance or disciplinary procedure, they will be paid for this time.

3.6.5 General special leave provision

Managers have the authority to use their discretion in granting special leave (either paid or unpaid) in other circumstances not covered in this document. Advice on these matters should be sought from HR

4 **Template Letters and Leave Calculation Charts**

4.1 Annual Leave request form

Request for Annual Leave

(To be retained in the department)

Name

Period of Leave
(Inclusive Dates) From Up to & Including

Number of Days/Hours Annual Leave requested in total

Signed Date

Authorised Date

4.2 Leave entitlement chart

Formula is $\frac{\text{Weekly Contracted Hours}}{5} \times \text{No. of Days Entitlement}$

WEEKLY BASIC CONTRACTED HOURS	ON APPOINTMENT	AFTER 5 YEARS SERVICE	AFTER 10 YEARS SERVICE
	27 DAYS	29 DAYS	33 DAYS
	HOURS EQUIVALENT:		
37.5	202.5	217.5	247.5
37.0	200.0	214.5	244.0
36.5	197.0	211.5	241.0
36.0	194.5	209.0	237.5
35.5	191.5	206.0	234.5
35.0	189.0	203.0	231.0
34.5	186.5	200.0	227.5
34.0	183.5	197.0	224.5
33.5	181.0	194.5	221.0
33.0	178.0	191.5	218.0

32.5	175.5	188.5	214.5
32.0	173.0	185.5	211.0
31.5	170.0	182.5	208.0
31.0	167.5	180.0	204.5
30.5	164.5	177.0	201.5
30.0	162.0	174.0	198.0
29.5	159.5	171.0	194.5
29.0	156.5	168.0	191.5
28.5	154.0	165.5	188.0
28.0	151.0	162.5	185.0
27.5	148.5	159.5	181.5
27.0	146.0	156.5	178.0
26.5	143.0	153.5	175.0
26.0	140.5	151.0	171.5
25.5	137.5	148.0	168.5
25.0	135.0	145.0	165.0
24.5	132.5	142.0	161.5
24.0	129.5	139.0	158.5
23.5	127.0	136.5	155.0
23.0	124.0	133.5	152.0
22.5	121.5	130.5	148.5
22.0	119.0	127.5	145.0
21.5	116.0	124.5	142.0
21.0	113.5	122.0	138.5
20.5	110.5	119.0	135.5
20.0	108.0	116.0	132.0
19.5	105.5	113.0	128.5
19.0	102.5	110.0	125.5
18.5	100.0	107.5	122.0
18.0	97.0	104.5	119.0
17.5	94.5	101.5	115.5
17.0	92.0	98.5	112.0
16.5	89.0	95.5	109.0
16.0	86.5	93.0	105.5
15.5	83.5	90.0	102.5
15.0	81.0	87.0	99.0
14.5	78.5	84.0	95.5
14.0	75.5	81.0	92.5
13.5	73.0	78.5	89.0
13.0	70.0	75.5	86.0
12.5	67.5	72.5	82.5
12.0	65.0	69.5	79.0
11.5	62.0	66.5	76.0
11.0	59.5	64.0	72.5
10.5	56.5	61.0	69.5
10.0	54.0	58.0	66.0
9.5	51.5	55.0	62.5
9.0	48.5	52.0	59.5
8.5	46.0	49.5	56.0
8.0	43.0	46.5	53.0
7.5	40.5	43.5	49.5
7.0	38.0	40.5	46.0
6.5	35.0	37.5	43.0
6.0	32.5	35.0	39.5
5.5	29.5	32.0	36.5
5.0	27.0	29.0	33.0
4.5	24.5	26.0	29.5
4.0	21.5	23.0	26.5
3.5	19.0	20.5	23.0
3.0	16.0	17.5	20.0
2.5	13.5	14.5	16.5
2.0	11.0	11.5	13.0
1.5	8.0	8.5	10.0
1.0	5.5	6.0	6.5
0.5	2.5	3.0	3.5

4.3 Bank Holiday entitlement

There will be some years when there will be more (or less) than 8 public/bank holidays within a leave year simply because public/bank holidays follow the calendar year and the Easter bank holidays can be in March or April.

When this situation arises the appropriate hours adjustment i.e. plus or minus, will need to be made on an employees records.

WEEKLY BASIC CONTRACTED HOURS	HOURLY ENTITLEMENT FOR FULL LEAVE YEAR
	(8 BANK HOLIDAYS)
37.5	60.0
37.0	59.0
36.5	58.5
36.0	57.5
35.5	57.0
35.0	56.0
34.5	55.0
34.0	54.5
33.5	53.5
33.0	53.0
32.5	52.0
32.0	51.0
31.5	50.5
31.0	49.5
30.5	49.0
30.0	48.0
29.5	47.0
29.0	46.5
28.5	45.5
28.0	45.0
27.5	44.0
27.0	43.0
26.5	42.5
26.0	41.5
25.5	41.0
25.0	40.0
24.5	39.0
24.0	38.5

23.5	37.5
23.0	37.0
22.5	36.0
22.0	35.0
21.5	34.5
21.0	33.5
20.5	33.0
20.0	32.0
19.5	31.0
19.0	30.5
18.5	29.5
18.0	29.0
17.5	28.0
17.0	27.0
16.5	26.5
16.0	25.5
15.5	25.0
15.0	24.0
14.5	23.0
14.0	22.5
13.5	21.5
13.0	21.0
12.5	20.0
12.0	19.0
11.5	18.5
11.0	17.5
10.5	17.0
10.0	16.0
9.5	15.0
9.0	14.5
8.5	13.5
8.0	13.0
7.5	12.0
7.0	11.0
6.5	10.5
6.0	9.5
5.5	9.0
5.0	8.0
4.5	7.0
4.0	6.5
3.5	5.5
3.0	5.0
2.5	4.0
2.0	3.0
1.5	2.5
1.0	1.5
0.5	1.0

4.4 Career break letter template

Dear

Further to your discussions withwhen you indicated your wish to join the Plymouth Hospitals NHS Trust Career Break Scheme, I am now writing to confirm the Terms and conditions of the scheme.

The terms of the Career Break are as follows:

You will commence your Career Break onand finish on..... or the next available working day. For the duration of the break, you will still be regarded as a member of staff of Plymouth Hospitals NHS Trust. From this date, you will receive no pay and no employer's contribution to National Insurance.

1. An employee is entitled to make the first 6 Months of a Career Break pensionable by opting to pay Pension Contributions based on the regular Pensionable Salary in payment, prior to the break. The Employee can elect to pay both the Employer's and Employee's Pension Contributions for a further period up to a maximum of 18 Months.

This request must be made to the HR Department prior to the commencement of their career break and the necessary paperwork will be completed for the Payroll Department.

2. Time on a Career Break does not count as a break in service but is not counted as reckonable service. Your incremental point will be frozen until you return to work, however your salary on return will include any pay awards which have occurred during the Career Break. In addition, when calculating "reckonable service" for the purposes of redundancy payments under AFC, the break itself will not count nor will any service prior to the Career Break where the Career Break has lasted more than 12 months in accordance with the provisions of AFC. Your statutory rights are not affected.

3. Plymouth Hospitals NHS Trust will be undertaking: -

- a) To re-engage in a post which as far as practicable is on a similar contract and conditions of service, as existed prior to the Career Break unless you request to return to a lower graded post in which case the appropriate grade for the job will apply.
- b) The period of the Career Break will not be added to your pensionable service if you choose to opt out of paying pension contributions.
- c) To offer you re-entry training as appropriate.

- d) To offer you opportunities to attend relevant in-house training sessions.
 - e) To keep in touch and send you regular newsletters.
4. You will be undertaking:
- a) To indicate that you wish to leave your current post on..... You will not receive any pay.
 - b) To confirm 2 months in advance that you intend to return to work on..... to a post which as far as practicable is a similar contract and conditions of service, as existed prior to the Career Break, unless you request that you return to a lower graded post in which case the appropriate grade for the job will apply.
 - c) To keep the Trust advised of your home address.
 - d) To re-pay on commencement of the break, any outstanding loans with the Trust.
 - e) To keep up to date with developments within the Trust and your profession.
 - f) To maintain professional registration and undertake reasonable re-entry training.
 - g) Not to accept any paid employment without prior agreement.
 - h) To complete an Occupational Health update form and to be re-assessed as fit for employment.
 - i) not to take up paid employment with another employer except where, for example, work overseas or charitable work could broaden experience. In such circumstances written authority from the employer would be necessary

This letter outlines the main obligations of the Career Break Scheme. If these are acceptable to you, please sign both copies, returning one copy to me and keeping the other for your own information.

Yours sincerely

LINE MANAGER

I accept the above Terms and Conditions

Signed:..... Date:.....

CC: HR Business Partner Team

5 Overall Responsibility for the Document

- 5.1 The Director of HR and OD in conjunction with the HR&OD Committee is responsible for ratifying this document. The Director of HR and OD has overall responsibility for the dissemination, implementation and review of this policy.

6 Consultation and Ratification

- 6.1 The design and process of review and revision of this policy will comply with the Development and Management of Trust Wide Documents.
- 6.2 The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.
- 6.3 Non-significant amendments to this document may be made, under delegated authority from the Executive Director, by the nominated author. These must be ratified by the Executive Director and should be reported, retrospectively, to the approving group or committee.
- 6.5 Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes

7 Dissemination and Implementation

- 7.1 Following approval and ratification, this policy will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.
- 7.2 Document control arrangements will be in accordance with The Development and Management of Trust Wide Documents.
- 7.3 The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the named Executive Director and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring Compliance and Effectiveness

- 8.1 Monitoring of this policy and its processes will be undertaken within Directorates by Line Managers, to ensure compliance, with any concerns escalated to the HR Directorate. In addition, corporately, the HR&OD Directorate will monitor annually, the level of special paid leave taken, to identify any areas of concern for action by the HR Business Partner and Line manager. This policy will be reviewed every five years or sooner where employment law or practice requires it, by the HR and Organisational Development Directorate and staff side.
- 8.2 The standards and Key Performance Indicators identified with the implementation of this policy are the NHSLA, Standards as determined by the Care Quality Commission.

9.1 The Equality Act 2010

Core Information				
Document Title	Leave Policy			
Date Finalised	19 March 2013			
Dissemination Lead	Richard Magurie, HR Business Partner			
Previous Documents				
Previous document in use?	Will be removed on publication of this policy.			
Action to retrieve old copies.	Will be removed on publication of this policy.			
Dissemination Plan				
Recipient(s)	When	How	Responsibility	Progress update
All staff		Email	Document Control	

Review		
Title	Is the title clear and unambiguous?	Yes
	Is it clear whether the document is a policy, procedure, protocol, framework, APN or SOP?	Yes
	Does the style & format comply?	Yes
Rationale	Are reasons for development of the document stated?	Yes
Development Process	Is the method described in brief?	Yes
	Are people involved in the development identified?	Yes
	Has a reasonable attempt has been made to ensure relevant expertise has been used?	Yes
	Is there evidence of consultation with stakeholders and users?	Yes
Content	Is the objective of the document clear?	Yes
	Is the target population clear and unambiguous?	Yes
	Are the intended outcomes described?	Yes
	Are the statements clear and unambiguous?	Yes
Evidence Base	Is the type of evidence to support the document identified explicitly?	Yes
	Are key references cited and in full?	Yes
	Are supporting documents referenced?	Yes
Approval	Does the document identify which committee/group will review it?	Yes
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes
	Does the document identify which Executive Director will ratify it?	Yes
Dissemination & Implementation	Is there an outline/plan to identify how this will be done?	Yes
	Does the plan include the necessary training/support to ensure compliance?	Yes
Document Control	Does the document identify where it will be held?	Yes
	Have archiving arrangements for superseded documents been addressed?	Yes
Monitoring Compliance & Effectiveness	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes
	Is there a plan to review or audit compliance with the document?	Yes
Review Date	Is the review date identified?	Yes
	Is the frequency of review identified? If so is it acceptable?	Yes
Overall Responsibility	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes

Core Information	
Manager	Richard Maguire
Directorate	HR
Date	31 January 2013
Title	HRBP
What are the aims, objectives & projected outcomes?	The leave policy aims to detail individuals entitlement to leave and under what circumstances. It provides guidance for both staff and their managers and provides ready reckoners and templates that should be used when either calculating or applying for leave.
Scope of the assessment	
The Trust will look to ensure that leave arrangements are managed effectively, ensuring requests take regard to individuals circumstances and the needs of the service whilst ensuring statutory factors are adhered to.	
Collecting data	
Race	<p>There is no evidence to suggest there is a disproportionate impact on race regarding this policy.</p> <p>Data will be monitored through workforce data reporting and feedback from staff and trade union representatives as required.</p>
Religion	<p>There could be a potential impact on religion.</p> <p>Where religious holidays occur during the calendar year, requests for leave will be in line with the service levels required for that day/period and the individual's requirements – as with any leave request the Trust cannot guarantee leave requests.</p> <p>Data will be monitored through workforce data reporting and feedback from staff and trade union representatives as required.</p>
Disability	<p>There could be a potential impact on disability.</p> <p>Consideration will be made for staff that have or are caring for a child/relative with a disability and reasonable adjustments will be given as appropriate to the circumstances. For example crisis leave/special paid leave/career break.</p> <p>Data will be monitored through workforce data reporting and feedback from staff and trade union representatives as required.</p>

Sex	<p>There is no evidence to suggest there is a disproportionate impact on sex regarding this policy.</p> <p>Lone parents will have access to crisis leave/special paid leave where caring arrangements break down in the first instance</p> <p>Data will be monitored through workforce data reporting and feedback from staff and trade union representatives as required.</p>
Gender Identity	<p>There is currently no data collected to show the impact in this area, however, this will be monitored through feedback from staff and trade union representatives</p> <p>Data will be monitored through workforce data reporting and feedback from staff and trade union representatives as required.</p>
Sexual Orientation	<p>There is no evidence to suggest there is a disproportionate impact on sex regarding this policy.</p> <p>Consideration will be made for same sex partners to have access to crisis leave/special paid leave where caring arrangements break down in the first instance.</p> <p>Data will be monitored through workforce data reporting and feedback from staff and trade union representatives as required.</p>
Age	<p>There is a potential impact on age.</p> <p>Length of service does dictate the entitlement to Annual Leave, though the entry entitlement does exceed the statutory entitlement</p> <p>Data will be monitored through workforce data reporting and feedback from staff and trade union representatives as required.</p>
Socio-Economic	<p>There is currently no data collected to show the impact in this area, however, this will be monitored through feedback from staff and trade union representatives.</p>
Human Rights	<p>There is currently no data collected to show the impact in this area, however, this will be monitored through feedback from staff and trade union representatives.</p>
What are the overall trends/patterns in the above data?	<p>No trends or patterns have been identified at this stage.</p>

<p>Specific issues and data gaps that may need to be addressed through consultation or further research</p>	<p>There is currently no legal requirement to monitor data regarding types of leave, except maternity leave. However, data is available through MAPS and ESR for specific areas for example crisis/special paid leave which could be used for audit purposes should the need arise..</p> <p>There is currently no data to monitor the impact on gender identity, socio-economic and human rights.</p>				
<p>Involving and consulting stakeholders</p>					
<p>Internal involvement and consultation</p>	<p>HR Business Partners, Trust Senior Management Team, JSNC</p>				
<p>External involvement and consultation</p>					
<p>Impact Assessment</p>					
<p>Overall assessment and analysis of the evidence</p>	<p>Where religious holidays occur during the calendar year, requests for leave will be in line with the service levels required for that day/period and the individual's requirements – as with any leave request the Trust cannot guarantee leave requests.</p> <p>Consideration will be made for staff that have or are caring for a child/relative with a disability and reasonable adjustments will be given as appropriate to the circumstances. For example crisis leave/special paid leave/career break.</p> <p>Lone parents will have access to crisis leave/special paid leave where caring arrangements break down in the first instance.</p> <p>Consideration will be made for same sex partners to have access to crisis leave/special paid leave where caring arrangements break down in the first instance.</p> <p>Length of service does dictate the entitlement to Annual Leave, though the entry entitlement does exceed the statutory entitlement</p>				
<p>Action Plan</p>					
	<p>Action</p>	<p>Owner</p>	<p>Risks</p>	<p>Completion Date</p>	<p>Progress update</p>
<p>Monitoring of workforce data</p>	<p>HRBPs/Equality Leads</p>			<p>Ongoing</p>	