



# East Herts Council

## General Leave

## Policy Statement

### **Policy Statement No 7 (Issue No 2) December 2019 (updated April 2024, April 2019, December 2019, March 2020)**

- 
1. **April 2019** - Minor updates made to reflect pay and terms and conditions changes agreed through collective bargaining in March 2019. This policy applies to situations which arise from 1 April 2019 onwards.
  2. **December 2019** - Updated to ensure dependency leave is clear and no longer relies on a separate Carer's policy to provide clarity. Carer's Policy has been incorporated and deleted with General Leave updated to ensure consistency, changes were not material but have been agreed with Unison and will be reported to LJP/HRC.

3. **March 2020** - Updated to ensure a change in legislation on statutory parental bereavement leave from 1 April 2020 is included.
4. **April 2024** - Carer's leave is a new right for employees that was passed into law in April. This gives employees the right to request unpaid leave of up to five days FTE per year to care for dependents. Adding the carer's leave to the General Leave Policy connected to our current Dependants Leave (5 days paid leave per year to give emergency leave to dependants). To open the current pot of five paid days to be split between both types of leave. This will allow employees to take leave for planned or unplanned situations to support their caring duties.

<b>Contents</b>	<b>Page</b>
1. Introduction	3
2. Contractual Relationship during Absence	3
3. Granting and Recording Leave	3
4. Public Holidays	3
5. Annual Leave	4
6. Bereavement	5
7. Dependency Leave and Carer's Leave	8
8. Career Breaks	11
9. Citizenship Duties	14
10. Union Duties	16
11. Training Courses and Day Release	17
12. Examination and Study Leave	17
13. Interviews in Other Authorities	17
14. Leave for Medical Reasons	18
15. Time of for Religious Observance	19
16. Review	19

## **1.0 Introduction**

- 1.1 The General Leave Policy provides employees and managers with information on the various types of leave entitlement.
- 1.2 This policy applies to all employees including Chief Officer level that are employed by East Herts Council.

## **2.0 Contractual Relationship during Absence**

- 2.1 Having granted a period of paid or unpaid leave, the contract of employment between both parties remains in existence (except in the case of a Career Break) and therefore a commitment to maintain confidence, trust and act in good faith during the period of leave.
- 2.2 Employees on periods of extended leave will be required to maintain regular contact with their manager and, if appropriate, inform them of any changes in circumstance which may affect their intention to return to work.
- 2.3 Employees suspected of abusing the provisions of these procedures or fraudulently applying for leave will be subject to disciplinary investigation as detailed in the Disciplinary Policy.

## **3.0 Granting and Recording Leave**

- 3.1 It is the Line Manager's responsibility to consider applications for special leave or approving and logging dependency leave and use the following information as guidelines (please contact HR for further guidance where appropriate and to ensure consistency).

## **4.0 Public Holidays**

- 4.1 Employees are entitled to public holidays, irrespective of length of service. Part time employees are entitled to a pro rata entitlement to these holidays. This is calculated as a fifth of the employee's working week, for each bank holiday, regardless whether this is a working day or not. For example, an employee working 20 hours per week would be entitled to receive 4 hours for each bank holiday.

## **5.0 Annual Leave**

### **5.1 Leave Year**

5.1.1 The Council operates an anniversary leave period commencing on the date an employee commenced working for the Council. Those employees starting or leaving employment during the year are entitled to leave proportionate to the number of completed weeks of service during the year.

### **5.2 Part Time Staff**

5.2.1 Annual Leave entitlement and any other leave allowances will be applied pro-rata for part time employees based on 37 hours full time working week. For example an employee with full time equivalent 25 days annual leave (7.4 hours x 25 days = 185 hours) entitlement working 20 hours per week will be entitled to 13.5 days/100 hours annual leave.

### **5.3 Approval for Taking Leave/Carrying Forward Leave**

5.3.1 All leave is taken at the discretion of your Line Manager and requests will need to be looked at in the context of the cover available within the team to ensure that the service provided is not disrupted.

5.3.2 Managers should try and plan staffing arrangements well in advance so that peak holiday periods are adequately covered so that holiday requests can be treated equitably.

5.3.3 Where a late request is received, the employee should not expect or assume that it will be granted and managers should treat such requests, due to unexpected events, sympathetically. As a general rule, however, employees should give at least twice the amount of notice that they wish to take as leave. Therefore, if 5 days' holiday is being requested, at least 10 working days' notice is required.

5.3.4 As far as possible all employees should take their annual leave before the end of their leave year. Where this is not possible up to five days annual leave may be carried forward into the next leave year with the prior written consent of their Line Manager.

## **5.4 Cancelling Leave due to sickness**

5.4.1 If an employee is due to go on annual leave or during their leave becomes unwell, any absence will be counted as sickness absence rather than annual leave if a fit note is provided. Employees must notify their manager as soon as possible to inform them that they are unwell. Details of the nature of the illness and an indication of the expected return to work should be provided.

## **5.5 Continuous Service**

5.5.1 Employees who have 5 years' continuous local authority service with East Herts or another local authority are entitled to an extra 5 days annual leave.

## **5.6 Basic Leave Entitlement**

5.6.1 The basic leave entitlement is dependent upon the scale point an employee has reached. It is banded as follows:-

SCP 4 - 22	25 days
SCP 23 - 25	26 days
SCP 26 - 28	27 days
SCP 29 and above	28 days

## **6.0 Bereavement**

### **6.1 Bereavement of Immediate Family Members**

(Please also see 6.3 Statutory Parental Bereavement Leave in relation to a child under the age of 18)

6.1.1 When an employee suffers the loss of an immediate family member, for example, partner, child, parent or sibling, the employee will be entitled to 5 paid days leave. Leave may be taken at/or around the time of bereavement at the employees request.

6.1.2 If the employee has the same relationship with the deceased as described above, for example, having been brought up by the person, then the same provision of leave will apply.

6.1.3 Managers should endeavour to facilitate any requests for leave in these circumstances. However, if the Manager has any query

regarding leave arrangements these should be discussed with the appropriate Head of Service and Human Resources before any action is taken.

- 6.1.4 There may be circumstances where an employee requires more than the 5 days leave when an immediate family member has died. In this event the employee should make their Line Manager aware of the situation in order to arrange that annual leave or accrued flexi time can be added on.

## **6.2 Bereavement of Relatives / Friends**

- 6.2.1 When an employee suffers the loss of a relative or friend, for example, grandparent, aunt/uncle or neighbour, the employee will be entitled to 1 day's paid leave to attend the funeral.
- 6.2.2 Line Managers should endeavour to facilitate any requests for leave in these circumstances. However, if the Line Manager has any query regarding leave arrangements these should be discussed with the appropriate Head of Service and Human Resources before any action is taken.
- 6.2.3 There may be circumstances where an employee requires more than 1 day's leave when a relative or friend has died. In this event the employee should make their Line Manager aware of the situation in order to arrange that annual leave or accrued flexi time can be added on.

## **6.3 Bereavement of a Child under the age of 18 (Statutory Parental Bereavement Leave)**

- 6.3.1 When an employee suffers the loss of a child under the age of 18 (including parents who suffer a still birth after 24 weeks of pregnancy), the employee will be entitled to two weeks parental bereavement leave. The leave must be taken as a single block of two weeks or two separate blocks of one week at different times. Leave cannot be taken as single days.
- 6.3.2 Employees can take the leave at the time(s) they choose within the 56 weeks from the date of the death. They might choose, for example, to take it at a particularly difficult time such as their child's birthday.

- 6.3.3 If the employee has lost more than one child, they have a separate entitlement to bereavement leave for each child who has passed away.
- 6.3.4 The scope of who qualifies as a bereaved parent for the right to statutory parental bereavement leave and pay includes the following:
- Biological and adoptive parents;
  - Natural parents of adopted children who have been granted some court-ordered contact;
  - Intended parents in a surrogacy arrangement (who must either have applied or intend to apply (within six months of a child's birth) for a parental order under ss.54 or 54A of the Human Fertilisation and Embryology Act 2008 in relation to the child);
  - Local authority foster parents who are also prospective adopters under a fostering for adoption scheme; and
  - "Parents in fact" who, for a continuous period of at least four weeks before the child died, lived with the child and had "day-to-day responsibility" for them (but who are not being paid to look after the child).
- 6.3.5 The partner of qualifying parents, who lives with the child and the parent in an enduring family relationship, also qualifies for statutory parental bereavement leave and pay.
- 6.3.6 Employees do not need to have a continuous period of service to be entitled to take statutory parental bereavement leave or to receive statutory parental bereavement pay.
- 6.3.7 The council will pay statutory parental bereavement pay. An enhanced contractual provision will be made for the first week of parental bereavement leave where the 5 day paid provision set out in 6.1.1 above will be used to enhance to full pay for the first week. The second week will be paid at the statutory rate (e.g. £151.20 for 2020/21).
- 6.3.8 If the employee needs to take parental bereavement leave within the first 56 days after their bereavement, they can take the leave straight away. They do not have to provide any notice however they must let their manager and HR know no later than when they are due to start work on the first day on which they wish to take leave or, if that is not feasible, as soon as they can.

6.3.9 To take leave more than 56 days after their bereavement, employees must give their manager at least one week's notice.

## **7.0 Dependency Leave and Carer's Leave**

### **7.1 Pay entitlement for Carers' and Dependency Leave.**

7.1.1 The Council has historically offered up to 5 days (pro rata for part-time staff) of paid leave for dependency leave. Starting in April 2024, you can use this same paid entitlement for Carer's leave and Dependency leave. However, you can only claim up to 5 days (pro rata) of paid leave in a rolling year for both types of leave combined. Once you've used up the 5-day (pro rata for part-time staff) entitlement, any additional leave for either carer's or dependency leave will be unpaid. Alternatively, you can take annual leave or use the flexible time scheme. Unpaid dependency leave is a reasonable amount as described in 7.2.4. Combined total of paid and unpaid carer's leave is defined as a statutory entitlement in 7.10

### **7.2 Dependency Leave**

7.2.1 Eligibility to dependency leave:

7.2.2 Employees have the right to take dependency leave during working hours to deal with unforeseen/unplanned or emergency events.

7.2.3 The right applies to all employees regardless of length of service, hours worked, permanent or fixed term.

7.2.4 Employees are entitled to take reasonable time off in order to take action necessary in relation to the types of unplanned circumstances set out in 7.3 below.

### **7.3 What is a dependant?**

7.3.1 A dependant is someone who relies on the employee for care. A dependant is defined for the purposes of this procedure as an employee's spouse, partner, child, parent, dependant relative or someone who lives in the same household as the employee but who is not his or her employee, tenant, lodger or boarder or someone else who is dependent on the employee. If a manager or employee requires further clarity on what a dependant is please contact HR.



## 7.4 When dependency leave may be taken

7.4.1 Employees may take reasonable time off during working hours in order to take action necessary to deal with the following types of unforeseen/unplanned or emergency events:

- To provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted;
- To make arrangements for the provision of care for a dependant who is ill or injured;
- Because of the unexpected disruption or termination of arrangements for the care of a dependant; or
- To deal with an incident that involves a child of the employee and which occurs unexpectedly in a period during which an educational establishment that the child attends is responsible for him or her.

7.4.2 These are examples of instances which may require dependency leave; however, the council will give consideration to requests for dependency leave which are not included above but may require the support of the council, **manager should consult with HR to ensure consistency**. Illness and injury do not necessarily have to be serious or life-threatening and may be linked to a dependant with a deteriorating condition requiring occasional support. The council will consider sympathetically each individual request for dependency leave considering the merits and circumstances of the specific case.

## 7.5 Procedure for taking dependency leave

7.5.1 The council will allow employees reasonable time to do what is necessary in any particular given situation. Employees will need to notify their line manager who can approve dependency leave by logging it into MyView (the council's HR & Payroll system) which will ensure the paid allowance is managed. Agreement should be reached regarding what time is required and for what purposes, though it is accepted that the employee may need to alter the initial agreement depending on the circumstances. Each request will be considered individually in the context of the particular circumstances.

- 7.5.2 There is no limit to the number of occasions on which an employee can exercise the right to take time off; however, such leave should normally be for genuine emergencies and unforeseen matters or in the case of paid provision for providing care. Employees should, therefore, utilise annual leave, carer's leave or parental leave for any planned absence, as dependency leave is not intended for such purposes.
- 7.5.3 Permission for dependency leave should not be unreasonably refused. Employees who feel they have not been treated reasonably in relation to such leave should discuss the matter with HR and if it cannot be resolved they should access the council's grievance procedure.
- 7.5.4 Paid dependency leave should be used to take the appropriate action necessary to resolve or deal with an emergency/unplanned event which has arisen because of a dependant. Once the employee has had reasonable time to make alternative arrangements for care provision, any further planned time off for that particular event should be taken as annual leave, carer's leave, flexi leave or unpaid if appropriate.

## **7.6 Carer's Leave**

- 7.6.1 This section sets out the statutory right of employees to carer's leave to provide or arrange care for a dependant with a long-term care need, and other support that we offer to combine work with care. We recognise the challenges that carers face while trying to balance the demands of caring, work, and looking after their own health. As an organisation, we are committed to doing what we can to help to ensure that the health and wellbeing of employees with caring responsibilities is looked after. The right to carers leave does not form part of your contract of employment and we reserve the right to amend it at any time.

## **7.7 Being a Carer**

- 7.7.1 A carer is anyone with caring responsibilities who provides care, assistance and support to any other individual who may be seriously ill or unable to care for themselves.
- 7.7.2 Carers might find it difficult to distinguish their caring role from the personal relationship they have with the individual they are caring for, be it a relationship with a spouse, civil partner, child, parent, or friend.

Therefore, some employees may not immediately identify themselves as a carer.

7.7.3 The activities that carers undertake are wide-ranging, including but not limited to:

- help with personal care;
- help with mobility;
- managing medication;
- practical household tasks;
- emotional support; and
- help with financial matters or administration.

## **7.8 Requesting support**

7.8.1 We recognise that caring can be unpredictable and emotionally upsetting. An employee may acquire caring responsibilities overnight or caring responsibilities may develop over time. We realise that caring is a subject that not everyone finds it easy to talk about. However, we urge you to be as open as possible about any particular issues that you are experiencing to ensure that you are provided with the right level of support. In particular, you are encouraged to speak to your line manager about your caring responsibilities to explore how we can help you with any challenges you are facing. If, for any reason, you are unable to approach your line manager, you can speak to the HR department. Any information disclosed by you during discussions with your line manager or the HR team will be treated sensitively and in strict confidence.

## **7.9 Entitlement to carer's leave**

7.9.1 Whatever your length of service, you have a statutory right to take carer's leave to provide or arrange care for a dependant if they have a long-term care need.

7.9.2 In the context of statutory carer's leave, a dependant means:

- your spouse, civil partner, child or parent;
- any person who lives in the same household as you (other than as a lodger, tenant, boarder or employee); or
- any other person who would reasonably rely on you to provide or arrange care.

7.9.3 A dependant has a long-term care need if they:

- have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months;
- have a condition that amounts to a disability under the Equality Act 2010;
- require care for a reason connected to their old age.

7.9.4 This statutory right to carer's leave applies to a wide range of caring situations, but excludes general childcare, except where your child meets the definition of a dependant with a long-term care need.

## **7.10 Amount of carer's leave you can take**

7.10.1 The amount of carer's leave that you can take is up to 1 week in any 12-month rolling period. A week of carer's leave is the same duration as your normal working week, meaning that a full-time employee is entitled to five days' carer's leave in any 12-month rolling period. If you are contracted to work four days per week, you will be entitled to four days of carer's leave in any 12-month rolling period, and so on. You can take the leave in one continuous block, as individual days, or as half days. If you are caring for more than one dependant, you do not have a separate entitlement to carer's leave for each dependant.

## **7.11 Notice to take carer's leave**

7.11.1 The council will allow employees reasonable time to do what is necessary in any particular given situation. Employees will need to notify their line manager who can approve carer's leave by logging it into MyView (the council's HR & Payroll system) which will ensure the paid allowance is managed. Agreement should be reached regarding what time is required and for what purposes, though it is accepted that the employee may need to alter the initial agreement depending on the circumstances. Each request will be considered individually in the context of the particular circumstances. We ask that you give as much notice as possible when requesting carer's leave so that we can plan for your absence. In any event, you must give notice in advance that is either twice the number of working days that you wish to take as carer's leave, or three days, whichever is earlier.

## **7.12 Postponing your carer's leave**

7.12.1 While every effort will be made to meet your request, we may postpone a period of carer's leave if we consider that your absence will disrupt the operation of our business. If a decision is taken to

postpone your leave, your line manager will consult with you to find an alternative leave period within one month of the carer's leave period original requested.

### **7.13 Cancelling your carer's leave**

7.13.1 You can cancel your carer's leave and take it at a different time as long as you let your line manager know before your leave has started. You cannot cancel any carer's leave that has already begun.

### **7.14 Our commitment to you**

7.14. You have the right not to be subjected to any detrimental treatment (including being unfairly penalised, disciplined or dismissed) because you have taken, sought to take, or made use of the benefits of carer's leave.

### **7.15 Other types of leave**

7.15.1 The statutory right to carer's leave is intended to be for planned and foreseen caring commitments. If you need to take time off to manage an unexpected or sudden problems relating to a dependant this is Dependency Leave. We recognise that you may need a longer period of time off work that goes beyond your statutory entitlement to carer's leave under this policy. In such cases, we may agree for you to take the time off work as annual leave or flexi leave.

#### **7.15.2 Requesting flexible working**

We realise that flexible working can help navigate the challenges of caring while also working. We enable a wide range of flexible working practices within the workplace. If you feel that you would benefit from a permanent change to your working arrangements to help balance your work and caring responsibilities, we encourage you to look at our Flexible Working Scheme.

### **7.16 Further support for Carers/Staff with dependents**

7.16.1 East Herts Carers Group is self-organised staff group which meets on a monthly basis in staff own time (usually at lunch time) to provide support to fellow carers by sharing best practice and experiences. The group is open to any staff member to join and as well as supporting each other it also works with human resources to

ensure staff feel supported by the council in line with the provisions made.

#### 7.16.2 Other provisions

As set out in this General Leave Policy and the Family Friendly Policy in addition to providing an enhanced provision of paid dependency leave and operating a flexi-leave scheme for most staff:

The council also provides enhanced occupational paid leave in the following areas:

- Antenatal care
- Maternity
- Adoption
- Paternity
- Fostering
- Bereavement

The council also provides the opportunity to take unpaid leave in the following areas:

- Parental Leave
- Career Breaks which can be used to support a longer term caring arrangement

7.16.3 Employee Assistance Programme (EAP) The council provides employees with an external EAP which provides proactive, practical information and emotional support to help you to manage and reduce the impact of all of life's events, both at home and at work. The service is available 24/7 and is completely free and confidential. The service provides a specially trained, legal and information team which can help to resolve issues around: debt, legal concerns, consumer and care etc. In addition to a helpline/ telephone service and online support where appropriate employees will have access to up to 6 sessions of structured counselling.

#### 7.16.4 Useful Links:

- Carers UK: <https://www.carersuk.org/>
- Herts Carers: <https://www.carersinherts.org.uk/> this site also provides links to many other useful sites
- Hertfordshire County Council:  
<https://www.hertfordshire.gov.uk/home.aspx>
- Unison (Trade Union) Carers support/news:  
<https://www.unison.org.uk/search/carers/>

## **8.0 Career Breaks**

### **8.1 What is a Career Break?**

8.1.1 A career break enables an employee with 2 years continuous service with the Council to take an unpaid break from work for personal reasons and maintain continuity of service with the Council. The employee is required to give a minimum of 3 months' notice to commence a career break. With the exception of continuity of service, all other terms of the employment contract with the Council will be suspended. On return, at an agreed date following the career break, the employee will be able to return to the same or similar post within the Council without competitive selection.

8.1.2 It is recognised that during an employee's working life there will be times when personal commitments may take priority over work for example, bringing up children, longer term care for sick or elderly relatives, or pursuing a course of further education. The Council can accommodate such personal commitments, where operationally practicable, through career breaks.

### **8.2 What is the purpose of a career break?**

8.2.1 The purpose of a career break could be:

- To extend the maternity/ paternity leave period
- To extend a period of adoption leave
- To care for dependent relatives
- To enter full time education
- Extended foreign travel
- To convalesce after a period of illness or major life crisis such as bereavement or divorce

8.2.3 These reasons are not all inclusive and others may be considered, with the major exception of taking up other paid employment.

### **8.3 How long is a career break?**

8.3.1 The minimum break is 3 months and the maximum break is 1 year.

8.3.2 There is no limit to the number of career breaks an employee can take providing that they return to work for the Council for a minimum of 2 years between each career break.

## **8.4 Who can apply for a career break?**

- 8.4.1 All permanent employees, with at least two years continuous service with the Council, regardless of the number of hours worked, are eligible to apply for a career break.
- 8.4.2 An employee must submit their request to their manager, with a copy to Human Resources stating when they would like their career break to commence, the reason for their career break and the durations of the requested break.

## **8.5 What happens to the employee's job?**

- 8.5.1 After a career break the employee will have the right to return to their same or equivalent position (in terms of service area and pay) where this is available. However, where this is not available the Council will offer an alternative which can include work elsewhere in the Council at a different level and pay. The new job would need to be a suitable alternative, within the definition used when employees are facing redundancy and would be in line with the Redeployment Policy regarding salary protection. (see Redundancy policy and Redeployment policy for more details)

## **8.6 Extending or cutting short the career break**

- 8.6.1 If the employee wishes to extend the career break, they must do so in writing giving a minimum of three months' notice. The Line Manager will give consideration to the extension along the same lines as the original request and may grant up to one year in total.
- 8.6.2 There will be no automatic right to cut short a career break but Line Managers will consider such requests from an employee as they can accommodate, without impacting on service level.

## **8.7 Contract of employment**

- 8.7.1 The employee will be required to sign an agreement suspending all terms of their contract of employment, with the exception of continuity of service with the Council. The contract of employment will remain suspended for the duration of the career break. This will not constitute a break in service and general conditions of service will apply as at the start of the career break when the employee returns to work.



## **8.8 Rate of Pay/Pension**

- 8.8.1 At the end of the career break the employee will return to the same incremental point they were on at the start of the career break which may result in salary protection if the post has been downgraded in a restructure or an alternative post has been agreed by all in lieu of the original post.
- 8.8.2 Employees considering career breaks should contact LPFA pensions for more information.

## **8.9 Disciplinary warnings**

- 8.9.1 Any live disciplinary warnings will be suspended for the duration of the career break and will be carried forward upon the employee's return to work.
- 8.9.2 Please also view the Flexible Working Policy for more information.

## **9.0 Citizenship duties**

### **9.1 Elected Members of other Council Authorities**

- 9.1.1 Employees who undertake duties as an Elected Member in another authority will be allowed to take up to a maximum of 10 days paid leave per annum. Leave must be used to attend official functions or meetings. Requests for leave must be accompanied by proof that attendance is required.
- 9.1.2 All employees paid on or above SCP 44 are politically restricted and therefore, unable to undertake these duties. Other employees may also be restricted from undertaking these duties. Guidance should be sought from their line manager or Human resources. In both circumstances the restriction will be detailed in the employee's contract.
- 9.1.3 It is the Line Manager's responsibility to approve and monitor requests for time off to undertake Civic Duties. However, if the Manager has any query regarding leave arrangements these should be discussed with the appropriate Head of Service and Human Resources before any action is taken.

### **9.2 Magistrates**

9.2.1 Employees who are Magistrates will be allowed to take up to a maximum of 10 days paid leave per annum. Leave must be used to attend court sessions. Requests for leave must be accompanied by proof that attendance is required.

9.2.2 It is the Line Manager's responsibility to approve and monitor requests for time off to undertake Civic Duties. However, if the Line Manager has any query regarding leave arrangements these should be discussed with the appropriate Head of Service and Human Resources before any action is taken.

### **9.3 Court Attendance as a Witness/Jury Member**

9.3.1 Employees summoned as a witness or jury member will be allowed the necessary time off to attend court. The employee should inform their Line Manager at the earliest convenience and pass on the summons document to Payroll for completion.

9.3.2 Any monies received by an employee to compensate for loss of pay must be declared to Payroll.

### **9.4 Court Attendance as the accused or to pursue a Personal Claim**

9.4.1 Employees who are attending court as the accused or to pursue a personal claim will be required to take annual or flexi leave.

### **9.5 Active Citizen Duties**

9.5.1 Employees who volunteer their expertise for public service may take up to 3 days paid leave per annum to attend formal meetings or functions.

9.5.2 Applications for leave must be accompanied by proof that attendance is required. Leave will be granted at the discretion of the manager.

9.5.3 The definition of active citizenship duties would include School Governors, Trustees of Charitable Trusts, Management Committee members of charitable trusts, members of publicly constituted watchdog organizations. N.B. This list is not exhaustive and other bodies may fall into this category.

### **9.6 Service in Reserve Forces**

- 9.6.1 Employees who are members of the Reserve Forces may be required to attend summer camp on an annual basis. Two weeks' paid leave will be allowed in these circumstances.
- 9.6.2 Employees are required to give as much notice as possible for annual camp in order for the Line Manager to arrange appropriate cover. Leave may be refused if it would have a detrimental impact on service delivery.
- 9.6.3 In circumstances where a reservist employee is mobilised they will not be paid by East Herts Council and should be placed on a Career break for payroll purposes to ensure their continuous service is not broken.

## **10.0 Union duties**

### **10.1 Time off to Undertake Trade Union Duties**

- 10.1.1 Unison stewards and officers are entitled to reasonable time off for Unison activities in accordance with the Recognition and Procedural Agreement 2004. As much notice as possible must be given to their line manager of absence due to union duties.
- 10.1.2 When the Employer request Unison to attend meetings, the employees concerned will be allowed paid time off from their normal duties to attend. Any additional expenses incurred by attendance will be reimbursed under the normal Council guidelines subject to approval by the Employer before they are incurred.

### **10.2 Unison Annual General Meeting**

- 10.2.1 The annual general meeting will be arranged in consultation with the Chief Executive who should be given at least one month's notice of the date of the meeting.
- 10.2.2 The meeting will generally be held at lunchtime and Unison members attending may credit flexi time up to the end of the meeting.

### **10.3 Executive and Safety Committee Meetings**

- 10.3.1 Unison will hold monthly executive meetings at Wallfields, Hertford and occasionally other EHDC venues.

10.3.2 The meeting may commence any time after 16.00 hours and employees attending may credit the flexi system until the end of their attendance or until 17.30 hours whichever is first.

#### **10.4 Other Trade Union Activities**

10.4.1 Managers may allow reasonable time off for Unison Officers to attend training courses, regional meetings and the annual conference in accordance with the Recognition and Procedural Agreement 2004.

#### **11.0 Training Courses and Day Release**

11.1 Employees who are required by the Council to participate in training events and/or day release courses will be allowed paid time off.

11.2 Employees will not be required to work extra hours to compensate for time off to attend Council run training events or courses. If an employee attends a course the time should be recorded in flexi time in accordance with the Flexitime Policy and guideline.

#### **12.0 Examination & Study Leave**

12.1 Employees who are required by the Council to undertake training course examinations will be allowed paid time off to do so. The time should be recorded in accordance with the Flexitime Policy and guide line.

12.2 Employees may apply to take one day's study leave per exam at the discretion of their manager.

12.3 Time off to resit exams should be taken as annual leave or flexi leave.

12.4 Employees should inform their manager of dates and times of examinations in order that cover arrangements can be made.

#### **13.0 Interviews in other Local Authorities**

13.1 Employees will be able to take up to 5 days' paid leave per annum in order to attend interviews at other Local Authorities.

13.2 It is the Line Manager's responsibility to approve and monitor requests for time off to attend Local Authority Interviews. However,

if the Manager has any query regarding leave arrangements these should be discussed with the appropriate Head of Service and Human Resources before any action is taken.

## **14.0 Leave for Medical Reasons**

### **14.1 Medical Screening**

14.1.1 Employees will be entitled to paid time off for the purpose of medical screening as deemed necessary by their GP or any relevant medical body.

14.1.2 Employees should inform their Line Manager of date and times of the appointment and provide details of appointments as soon as practicable in order that cover arrangements can be made.

### **14.2 Hospital Appointments**

14.2.1 Employees are entitled to paid time off to attend hospital appointments following referral by their GP or any relevant medical body.

14.2.2 Disability leave should be considered where a person needs time off every week, every few weeks, every few months or every year for medical appointments, treatments or rehabilitation relating to disability. Disability leave should not be counted towards trigger points. Please refer to the Absence Policy for detail.

14.2.3 Employees should inform their Line Manager of date and times of the appointment and provide details of appointments as soon as practicable in order that cover arrangements can be made

### **14.3 Fertility Treatment**

14.3.1 An employee will be given reasonable time off to undertake fertility treatment.

14.3.2 Employees must agree their time off arrangements with their manager in advance of the appointments and produce their appointment card where appropriate.

14.3.3 Employees on flexi-time should record time to attend appointments as described in the Flexitime Policy in the section relating to hospital appointments.

#### **14.4 GP and Dental Appointments**

14.4.1 Normally employees should use flexi time to visit their GP or Dentist or arrange appointments outside work time.

#### **15.0 Time off for Religious observance**

15.1 Many religions or beliefs have special festival or spiritual observance days. Employees may request holiday in order to celebrate festivals or attend ceremonies. Line Managers should sympathetically consider such requests and grant leave out of holiday entitlement, flexitime or unpaid leave.

#### **16.0 Review**

16.1 This procedure will be reviewed every three years or sooner if there are any changes in legislation requiring amendments to be made.