

Flexi Time and Leave Policy

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1 Flexi-Time

1.1 Introduction

- 1.1.1 PSOW has a flexi-time scheme which applies to all staff (subject to 1.3 and 1.4) and provides flexibility in the way that staff can work their contracted hours. It enables them to work flexibly, balancing operational needs with personal and domestic circumstances, provided that staff complete their contracted hours within a stipulated time (the accounting period). Contracted hours for full time staff are 37 hours per week, excluding lunch breaks (i.e. 7 hours and 24 minutes per normal working day).
- 1.1.2 Key requirements of the PSOW flexi-time scheme are that the office must have adequate staffing levels during office opening hours (i.e. 9am to 5pm Monday to Thursday, 9am to 4:30pm Friday), in order to provide a public service, and that staff must work hours to enable them to interact with managers and colleagues and attend appointments, meetings and training. To provide the necessary level of service, members of staff may be required to start by 9am and/or work until 5pm. Staff should discuss their intended pattern of attendance with colleagues and their Line Manager and be prepared to be flexible if necessary in order to ensure adequate cover for their area of work.
- 1.1.3 The decision to allow staff to work flexi-time remains at the Line Manager's discretion and can be withdrawn at any time. In this circumstance written details of the reason for the withdrawal will be provided. **All of the arrangements set out below must be operated in the light of the operational requirements of PSOW, with a focus on working productively and achieving good results.**
- 1.1.4 Line Managers can determine and agree set hours for staff who do not work within the flexi-time scheme. In these circumstances, recording of times worked will still apply. Kelio should be used to record **hours worked**, not times that staff are in the office, by clocking in and out. The effective operation of the system relies very much on the duty of trust that exists between staff and PSOW and staff are expected, when recording their time, to ensure that they accurately reflect the amount of time that they have actually worked during the course of the day.

- 1.1.5 The flexi-time scheme is designed to enable staff to carry over a maximum specified amount of deficit or excess hours from one accounting period to the next. On leaving PSOW staff will usually be expected to take any excess hours owed to them before their date of leaving. Deficit hours outstanding at the date of leaving will usually be deducted from any remaining annual leave or a deduction, equivalent to the pay for the number of deficit hours, may be made from pay.
- 1.1.6 Abuse of the flexi-time scheme, or deliberate mis-recording of hours worked, is misconduct. Staff found to have abused the system may be subject to formal disciplinary action and may be required thereafter to work standard (fixed) hours.

1.2 Flexi-Time: When staff can work

- 1.2.1 Subject to requirements for office cover, meetings, appointments, training and interactions with managers and colleagues, staff working flexi-time may work on any days of the week (i.e. including weekends) and at any times, **up to a maximum of 10 hours in a day.**
- 1.2.2 **A break of a minimum of 20 minutes** (half an hour if aged under 18) must be taken in any period of work of 6 or more hours. Staff are encouraged to have a proper break away from desks and away from computer screens, and to have a break longer than the legal minimum of 20 minutes.
- 1.2.3 For this level of flexibility to work effectively, it is vital that staff discuss their working plans with their manager so that the office can provide a full and effective service, and that their working plans are reflected in each staff member's electronic calendar. It is recognised that some teams/staff will have greater flexibility than others but planning or working times will maximise the benefits to all staff. To avoid the need to discuss working hours on a daily basis, Line Managers may wish to agree regular working patterns with members of staff. Staff are then responsible for informing and seeking approval from their Line Manager when changes to this working pattern are sought.

- 1.2.4 All staff should aim to work the majority of their hours between the days of Monday to Friday as that is when the office is available to complainants and all staff should expect to be available to their teams. It is important that all staff adhere to the flexi time debit and credit hours to avoid either working too much or too little.
- 1.2.5 This policy seeks to provide flexibility for staff whilst also meeting office needs and providing clarity as to when staff will be working. Where staff work two hours or less in the day, a full day's leave or flexileave should be booked. Where staff work more than 2 hours but less than half a standard day (see 1.3.2), a half day's leave/flexileave should be booked.

1.3 Flexi-Time: The Accounting Period

- 1.3.1 The accounting period is 4 weeks.
- 1.3.2 An excess or deficit in hours recorded, compared with the contracted hours for the accounting period, may be carried over from one accounting period to the next, subject to a **maximum excess** of the equivalent of **2 standard days** (14hr:48m for full time staff or 40% of weekly hours for those that work part-time). The maximum deficit which may be carried over is the equivalent of 1.5 standard days (11hr:06m for full time staff or 30% of weekly hours for part-time staff). A standard day is 7hr:24m for full time staff or 20% of their weekly hours for part-time staff).
- 1.3.3 Staff are subject to these maximum excess and deficit limits unless stated otherwise.
- 1.3.4 Staff are responsible for ensuring that they are not in deficit by more than 1.5 standard days at the end of the accounting period. If staff are in deficit by a greater amount, they may be required to offset the deficit against their annual leave. Staff are required to use all excess hours or eliminate any deficit before foreseeable periods of absence such as Maternity Leave. A member of staff may, with the agreement of the Line Manager, convert up to 1 day of holiday leave per settlement period to flexi-time to offset a deficit. It should be noted that during probation, staff must not end a flexi period in deficit.

1.3.5 Any excess hours above the maximum credit limit of 2 standard days are usually lost. However, where prevented by the needs of PSOW from reducing their credit balance to the maximum, staff may be allowed to carry the excess into the next reporting period. This is subject to the prior approval of the Line Manager who will request the HR Officer to amend Kelio accordingly. Where this occurs, every effort should be made, where operational requirements allow, to reduce the excess and bring it within the normal limits as soon as reasonably possible. Unless there are exceptional circumstances the normal limits will apply at the end of the next accounting period.

1.4 Flexi-Time: Flexi leave

1.4.1 The flexibility on days and times of work means that flexi leave may not be required. However, flexi leave is time taken:

- a) in lieu of excess hours already attended (in the previous or current accounting period); and/or
- b) in anticipation of hours to be made up later in the current accounting period, provided that staff are not in deficit at the time of booking;
- c) as a day or half a day off. This should be requested via Kelio and authorised accordingly so that Line Managers are aware in advance of when the leave will be taken so that health and safety obligations are fulfilled and so that they can ensure adequate staff cover. It will not count against the annual leave allowance.

1.4.2 Up to 1.5 standard days flexi leave may be taken in each accounting period.

1.4.3 Flexi leave may be booked for the current and next accounting periods only.

1.4.4 Flexi leave will be approved only where staff and the line manager reasonably expect the member of staff to have sufficient hours to comply with the maximum permitted deficit at the end of the accounting period, and where required office cover can be maintained.

1.5 Flexi-Time: Absence from PSOW

1.5.1 Credits equivalent to the standard working day will be authorised for:

- a) any paid leave e.g. sick leave, maternity leave, paid special leave;
- b) public/privilege days;
- c) official duty away from PSOW for whole days
- d) unpaid leave where a deduction in salary is to be made.

1.5.2 Where official duty causes staff to be away from PSOW for more than their standard working day, including travelling, staff may claim the full hours away from PSOW minus the normal travel to work time and lunch break taken (minimum 20 minutes) up to a maximum of 10 hours for the day. Alternatively, staff may claim the full hours actually worked at the temporary location excluding any travel time.

1.5.3 Where staff work from home the actual hours worked should be recorded. Hours worked should not exceed 10 hours in 1 day.

1.5.4 Staff are required to arrange medical and other appointments in their own time making use of the flexibility of working times under this scheme. However, time will be credited for medical appointments where the appointment is part of on-going treatment, or where the appointment relates to a condition covered by the Equality Act 2010.

1.5.5 Where staff fall ill whilst at work and therefore leave during the course of the day they should refer to section 2.9 for further details on sickness absence.

2 Holiday Leave

2.1 Introduction

2.1.1 This section sets out PSOW's policy on holiday leave.

2.2 Holiday Leave Allowance

2.2.1 Staff are entitled to the paid holiday leave allowance specified in their contract, which exceeds statutory minimum provision in all cases. Calculations for staff working part-time hours are calculated on a pro-rata basis.

2.2.2 PSOW is closed on bank and public holidays, and on the afternoon of the last working day before Christmas. Staff are entitled to paid leave on these days.

2.2.3 Part-time staff are entitled to time off for PSOW office closure days in proportion to their weekly hours of work, regardless of whether or not they would normally have worked on the days on which PSOW is closed.

2.2.4 If staff temporarily work more or less than their normal working hours there is no corresponding adjustment of their holiday leave allowance. If staff move from full to part-time working, or vice versa, or otherwise change their number of working hours during a leave year, they will receive written confirmation of a permanent change of working hours and the new holiday leave allowance entitlement will be calculated.

2.3 Holiday Leave Year

2.3.1 The holiday year for staff is based upon their start date within PSOW. The holiday year for staff will end on the last calendar day of the month that they joined. For example, if the member of staff commenced with PSOW on the 15 April, then their holiday year will be 1 May to 30 April each year.

2.4 Holiday Leave Calculation

- 2.4.1 All leave entitlement calculations e.g. for part time staff and for leavers will be calculated on a pro-rata basis, with any fraction rounded up to the nearest half day.
- 2.4.2 For new starters and leavers, annual leave is accrued only for full months worked.

2.5 Requesting Holiday Leave

- 2.5.1 Staff must not take holiday leave without the prior approval of their Line Manager. The Line Manager has the right to delay a request for operational reasons. Refer to section 3 for PSOW policy on Special and Emergency Leave.
- 2.5.2 New staff during their probationary period (generally 6 months) may take only holiday leave accrued. In exceptional circumstances and subject to Line Manager's discretion applications for additional holiday leave may be considered - e.g. a request for a 2 week (10 working day) summer vacation that starts within 4 months of the employee start date can be considered after taking into account PSOW operational requirements and the member of staff's attendance history since starting.
- 2.5.3 Line Managers should make appropriate arrangements to ensure that staff have the opportunity to take their full leave entitlement whenever this can be approved without disadvantage to operational activities. This will involve planning any necessary absence cover and, as far as is practicable, organising work to take account of anticipated variations in staffing resource.
- 2.5.4 Holiday leave requests should be submitted in advance by at least twice the period of leave requested – so a request for 5 working days leave should be submitted at least 10 working days before the start of the leave requested. Staff should request longer holidays in good time. Requests for leave more than 12 months in advance or requests for leave over 15 working days should be formally requested to the Chief Operating Officer/Director of Investigations (COO/DOI) as early as possible. Staff should not make firm

holiday arrangements until their leave request has been approved. Late requests will however be accommodated whenever this will not cause operational difficulty.

- 2.5.5 Where several members of staff apply for leave for the same period, Line Managers may need to balance the number on holiday with PSOW needs to make sure that services are maintained. The Line Manager will consider staff availability at organisational, team and equivalent grade levels, as well as the wish to accommodate the wishes of the member of staff. Line Managers will seek to be fair to all staff, particularly at popular holiday times. Every effort will be made to agree these matters as quickly as possible and both common sense and consideration for others will be used to agree periods of holiday leave. Members of staff are asked to bear in mind that by booking holiday leave they may prevent colleagues from booking holiday leave at the same time. Consequently members of staff are asked to avoid booking speculative holiday leave and then cancelling this nearer to the date involved.

2.6 Recording Holiday Leave

- 2.6.1 Staff should use Kelio to apply for leave.

2.7 Anticipation and carry over of Holiday Leave

- 2.7.1 Staff should normally take their full leave entitlement within the individual holiday leave year. However, staff may anticipate up to 3 days, pro-rata for staff working part-time hours, from their next year's holiday leave allowance.
- 2.7.2 Similarly, staff can carry over up to 7 days leave, pro rata for staff working part-time hours, and take it during their next holiday leave year.
- 2.7.3 Part-time staff can anticipate or carry over the corresponding proportion of their leave allowance on the same terms.

- 2.7.4 Anticipation of more than 3 days or carry over of more than 7 days (or the part-time equivalent) from/to the next leave year may be agreed under the following circumstances:
- a) at the discretion of the Chief Operating Officer in agreed circumstances, for example to visit relatives living abroad; or
 - b) at the discretion of the Chief Operating Officer in exceptional circumstances when pressure of work delays anyone from taking requested holiday leave in the leave year in which it is earned; or
 - c) where a period of maternity / paternity leave has prevented holiday leave being exhausted during the holiday year; or
 - d) where a period of sickness absence has prevented holiday leave being taken during the holiday year up to a maximum of 48 days carry over leave in total.
- 2.7.5 As PSOW wishes staff to take up all holiday entitlement during the holiday leave year, any balance of holiday leave that is in excess of that which can be carried over at the holiday leave year end will be lost, unless there is prior authorisation from the Ombudsman for it to be carried forward or it is covered by section 2.7.4 c) & d).
- 2.7.6 In exceptional cases, payment may be offered in lieu of a maximum of 10 days holiday leave in excess of that which can be carried over. Payment in these cases will be at the normal basic remuneration and is subject to the approval of the Ombudsman. This discretion will be used only where Line Managers have asked staff to delay taking holiday leave due to the pressure of work.

2.8 Fixed Term contracted staff

- 2.8.1 Fixed term contracted staff are entitled to one twelfth of the holiday leave allowance for each completed month of service.
- 2.8.2 Fixed term staff during their probationary period (generally 6 months) may take only holiday leave accrued.

- 2.8.3 In exceptional circumstances and subject to Line Manager's discretion applications for additional holiday leave may be considered. e.g. a request for a 2 week (10 working day) summer vacation that starts within 4 months of the employee start date can be considered after taking into account PSOW operational requirements, the amount of leave to be accrued during the fixed term appointment and the member of staff's attendance history since starting.
- 2.8.4 After the probationary period has been successfully worked, fixed term staff can anticipate leave. However, they must not take more leave than they will earn during the period the appointment is expected to last.

2.9 Annual Leave & Sickness Absence

2.9.1 After any period of sick leave staff may not take holiday leave unless:-

- a) staff have gone back to work for at least 1 day; or
- b) they produce a self-certificate or medical certificate as appropriate saying that they are fit to return to work; or
- c) the holiday leave in question was arranged and agreed before the period of sickness.

2.9.2 If staff fall sick while on holiday leave, at the discretion of the Ombudsman, the period of illness may be treated as sick leave rather than holiday leave. The usual requirements for notification to the Line Manager and self-certification or medical certification in this policy will apply. Any such sick leave will, in the normal way, be taken into account in considering absences.

2.9.3 Where a dependent has been ill, at the discretion of the Ombudsman, the Special and Emergency Leave Policy may apply, and a proportion of the holiday leave may be taken at a later date.

2.10 Maternity, Paternity and Adoption Leave – Holiday Leave entitlement

2.10.1 While on paid ordinary Maternity, Paternity or Adoption Leave staff will accrue holiday leave at their normal rate (pro-rata if part-time).

2.11 Holiday Leave on Termination

2.11.1 When it is known that a member of staff is leaving PSOW, the Line Manager will request Corporate Services to work out any outstanding holiday leave (see Holiday Leave Calculation at 2.4.1 & 2.4.2 above). As far as possible, members of staff and Line Managers should ensure that all leave entitlement is taken before the date of termination, and that at the time of leaving staff will not have taken more leave than they have earned.

2.11.2 If the member of staff has not been able to take any accrued holiday entitlement before the date of termination of employment, payment will be made in lieu of untaken leave only where this is:

- due to sickness absence (up to a maximum of 48 days); or
- due to maternity/paternity/adoption leave; or
- in exceptional circumstances with prior agreement and at the discretion of the Ombudsman e.g. when pressure of work delays anyone from taking requested holiday leave.

2.11.3 Staff who have taken more leave than their entitled holiday allowance at the date of termination will normally be required to refund the difference in the form of a deduction from their salary.

3 Special and Emergency Leave

3.1 PSOW wishes to respond promptly, sympathetically and consistently to staff having to balance the demands of domestic and work responsibilities at times of urgent and unforeseen need.

3.2 This section of the policy deals with time off for staff, which is not classified as one of the following:

- Annual leave
- Sick leave
- Maternity/Paternity/Adoption Leave

- 3.3 Annual holiday leave (and flexi leave) is expected to cater not only for annual and occasional holiday, but also for the few other occasions when domestic circumstances make it difficult to attend work. Emergency and special leave without pay should be considered where paid special leave is not appropriate under the sections of this policy that follow and it is judged that the use of annual leave/flexi leave entitlement is against the welfare interest of the member of staff and is likely to impair working effectiveness.
- 3.4 Time off with or without pay may be granted by the Line Manager to assist staff with domestic, personal incidents, responsibilities and public duties. The Line Manager must advise Corporate Services of any time off without pay that is agreed. Records of Special Leave approved must also be passed to Corporate Services once complete and signed.
- 3.5 Line Managers should use their discretion in a way which takes account of the member of staff's circumstances, and consider the operational impact upon PSOW. Sections 3.5 to 3.12 illustrate the types of leave which may be granted under 'Special or Emergency' leave. However, this is for guidance only and is not exhaustive. If staff or Line Managers have any doubt, they should contact the Human Resources Business Partner (HRBP).

3.6 Impact of leave on Terms and Conditions of Employment

- 3.6.1 Leave with pay does not impact on reckonable pay for pension purposes.
- 3.6.2 Emergency and special leave without pay will in effect have a "stop the clock" principle. Therefore, no benefits, including annual leave or pensionable service are accrued during the period of unpaid leave, but benefits accumulated are preserved, and entitlements resume upon return to work.
- 3.6.3 PSOW reserves the right to suspend/deduct any additional payments being received during periods of unpaid emergency and special leave which are longer than 3 weeks.

- 3.6.4 Periods of unpaid emergency and special leave are non-pensionable. Staff can enhance their pensionable service lost as a result of unpaid leave by purchasing Added Years through the Principal Civil Service Pension Scheme.
- 3.6.5 Leave without pay does not amount to termination of employment. No pay will be given for a period of unpaid emergency and special leave including public holidays, Saturdays or Sundays. Staff will not be entitled to any other type of leave (such as annual or sick leave) whilst on unpaid leave.
- 3.6.6 Staff taking more than nine months unpaid leave within a reporting year will not receive a performance review or incremental pay increase.
- 3.6.7 The emergency and special leave entitlements set out in this policy are the maximum entitlement in a 12-month period for staff.

3.7 Preserved rights during unpaid emergency and special leave

- 3.7.1 Career opportunities – staff will still be able to apply for any career opportunities subject to the member of staff's availability to attend any selection process and, if successful, to return to work within a reasonable time to fill the vacancy.

3.8 Roles and responsibilities

- 3.8.1 Staff requests for emergency and special leave (paid or unpaid) must be authorised by the member of staff's Line Manager.
- If emergency and special leave is being taken in an emergency, staff are required to seek approval from their Line Manager as soon as possible.
- 3.8.2 Line Managers:
- Line Managers are responsible for authorising emergency and special leave (paid or unpaid) having considered the circumstances of the request.
 - Line Managers should satisfy themselves that there is no reasonable acceptable alternative to emergency and special leave.

- Line Managers must notify the HRBP of any periods of unpaid leave taken by staff immediately, giving the staff name, reasons for unpaid leave and the dates of unpaid leave.

3.9 Compassionate/Bereavement Leave

- 3.9.1 Staff will be entitled to up to 10 days paid special leave where a member of their close family dies, falls seriously ill or is injured. “Close family” is defined to include a husband, wife, partner, child, parent, sibling, or someone who lives in the same household as the member of staff (for example, a grandparent).
- 3.9.2 In exceptional circumstances, emergency and special leave may be granted for more distant relatives, if for instance the member of staff is responsible for the funeral arrangements.
- 3.9.3 Staff will be entitled to up to 1 day’s paid leave where a family member (other than a member of “close family”), close friend or colleague has died and the member of staff wishes to attend the funeral.
- 3.9.4 In exceptional circumstances, longer periods of paid special leave may be granted following consultation with the HRBP. Furthermore, additional days of unpaid leave, may be granted at the discretion of the Line Manager, whilst considering both the personal needs and circumstances of the member of staff, and the needs of PSOW.
- 3.9.5 Separate provisions apply in the case of Parental Bereavement Leave and these are detailed in the Parental Leave Policy.

3.10 Leave for personal/domestic circumstances

- 3.10.1 One day paid emergency leave may be granted for pressing and important unforeseeable reasons such as domestic emergencies and events that cause serious disruption or distress to staff (and where 3.6.2 does not apply). In exceptional circumstances up to 5 days paid emergency and special leave may be granted with Line Manager approval. If the member of staff needs to take more time, it should be taken as unpaid leave or from their annual holiday leave entitlement.

3.11 Time off for Dependants

- 3.11.1 Staff are entitled to take a reasonable amount of time off to deal with a family emergency or where an incident is unforeseeable. Staff are entitled to request this from the beginning of their employment. Time off for dependants is unpaid unless staff use any available annual holiday or flexi leave allowance.
- 3.11.2 A dependant is a partner or spouse, parent or child, or someone who lives with the member of staff, but not their lodger or someone employed by them. A dependant may also be a person who reasonably relies on the member of staff for assistance when that person falls ill or is injured.
- 3.11.3 A circumstance in which a member of staff may take time off for dependants includes their dependant giving birth, childcare arrangements breaking down or a dependant unexpectedly falling ill.
- 3.11.4 The amount of time off must be reasonable in the circumstances. In most cases, this will be no more than a day or 2. However, depending upon the circumstances, more unpaid leave may be granted.
- 3.11.5 Staff have a right not be victimised, dismissed or subjected to detriment for taking reasonable time off to look after dependants.
- 3.11.6 In most cases staff are unlikely to be able to give advance notice of the time off. However, staff must let their Line Manager know, as soon as possible, the reason for their absence and how long they expect to be off work.
- 3.11.7 Line Managers must inform the HRBP of the absence and the period of unpaid leave.

3.12 Nursing a sick relative/caring for a dependant

- 3.12.1 Emergency and special leave without pay, in addition to the paid leave mentioned in 3.5, may be granted to staff in order to care for a near relative who is ill. Applications should be supported by medical evidence relating to

the person who is ill. Such leave will be limited to cover a period until the member of staff can make arrangements for more permanent care arrangements (any period of unpaid leave is non-pensionable).

- 3.12.2 If the condition of the relative is long term, staff may wish to apply for a further period of unpaid leave or apply for a flexible working arrangement.
- 3.12.3 Working at home should not be combined with dependant care that would require constant or regular attention or supervision e.g. looking after young children. Other parts of this policy (including holiday leave, flexi leave, special leave, time off for dependants etc.) should be considered in such circumstances.

3.13 Contact with infectious disease

- 3.13.1 In certain circumstances, staff who have been in contact with an infectious disease and have been advised by a Medical Officer not to attend work, may be allowed emergency and special leave with pay.

3.14 Disability

- 3.14.1 If it is necessary for disabled staff to regularly visit a medical practitioner, for reasons related to their disability, the time will be treated as emergency and special paid leave, and not sickness absence.

3.15 Time-off for Fertility Treatment

- 3.15.1 Staff who wish to take time off for fertility treatment should inform their Line Manager as early as possible, if she or he will be seeking paid time off for this purpose.
- 3.15.2 Staff should consult their Line Manager as soon as possible regarding the scheduling of the time-off and specific dates required. If staff prefer not to discuss this matter directly with their Line Manager they should approach the HRBP to apply for the special leave.

- 3.15.3 Staff will be required to produce a letter or certificate from a qualified medical practitioner stating that fertility treatment has been recommended and approved, and will also be required to produce an appointment card for each occasion on which time off is requested.
- 3.15.4 PSOW will grant up to a total of 10 days paid leave in any 12-month period for staff to undergo fertility treatment. The policy applies equally to a member of staff whose partner is undergoing treatment. Such time off may be taken together in a block or as separate days.
- 3.15.5 A minimum of 6 months continuous service is required in order to be eligible for time off under this policy.

3.16 Time off for Public Duties

- 3.16.1 Before staff apply for a position of public duty, such as a Justice of the Peace or a School Governor, Line Manager approval must be given.
- 3.16.2 **If public duties have been agreed**, Line Managers and staff must inform the HRBP of any period of unpaid leave.
- 3.16.3 **Magistrates or Employment Tribunals.** Staff who undertake magistrates' duties are eligible for up to 10 days paid leave and 3 days unpaid leave in a 12-month period. These apply pro rata for part-time staff. Further unpaid leave can be applied for but is subject to the approval of the Line Manager. A member of staff who does, with the agreement of the PSOW, paid work as a member of an Employment Tribunal will be granted up to 10 days unpaid leave. A further 10 days unpaid leave can be applied for, and may be agreed by PSOW.
- 3.16.4 **School Governorship.** Staff are eligible for up to 10 days paid leave in a 12-month period, following approval from their Line Manager. Further unpaid leave can be applied for but is subject to the approval of the Line Manager.
- 3.16.5 **Special Reserve Forces.** Staff in the Special Reserve Forces are eligible for up to 10 days paid leave in a 12-month period. Further unpaid leave can be applied for but is subject to the approval of the Line Manager.

3.16.6 Jury Service and/or attendance at court as a witness

- If staff are required to carry out jury service or to attend court as a witness during a trial, they should notify their Line Manager of the dates in question as far in advance as possible who will then in turn notify Corporate Services. Approval for such service (either jury or as a witness) will be given to cover the period you are required to attend by the courts.
- Staff will receive normal pay (normal pro rata pay for part-time staff irrespective of hours attended at court) during attendance at court and any monies paid by the court in respect of loss of earnings will be deducted from pay upon the member of staff's return.

3.16.7 If staff are planning to undertake any other form of public duty, they should contact the HRBP for details of any paid or unpaid leave arrangements.