



Time Off Policy

1. Introduction

Cambridgeshire & Peterborough CA is committed to being an employer of choice. We will strive through our HR policies to be a consistently fair and caring employer. This policy covers time off in a wide variety of situations to support employees in working towards a healthy work-life balance.

2. Scope

This policy applies to all employees excluding those on teacher's terms and conditions. It covers both statutory and contractual leave. All entitlements within this policy will be applied on a pro rata basis for those who work less than 37 hours per week.

3. Principles

The CPCA will ensure that the leave granted is always equivalent to or better than the statutory entitlements.

This policy covers the following:-

- [Annual Leave](#)
- [Bank Holiday](#)
- [Bereavement Leave](#)
- [Maternity and Adoption Support Leave](#)
- [Special Leave - Time off for Dependants](#)
- [Special Leave - Emergency Situations](#)
- [Parental Leave](#)
- [Time Off for Public Duties](#)
- [Jury Service](#)
- [Time off for Reservists](#)
- [Medical Appointments](#)
- [Gender Reassignment](#)
- [Time Off In Lieu](#)
- [Maternity Leave/Paternity Leave/Shared Parental Leave and Adoption Leave](#)
- [Antenatal Appointments](#)
- [Unpaid Leave - Career Breaks](#)



You should refer to the guidance document for full details about each of the time off options listed above.

4. Further Advice

Any employee with concerns about the application of this policy should discuss this in the first instance with their line manager. Full details are available from the HR Manager.

5. Annual Leave

The annual leave entitlement is based on the employee's contracted weekly hours. The entitlement is based on a 37 hour, 5 day week. Employees who work their hours in any other way will have their leave entitlement expressed in hours. The standard entitlement is as follows:-

| Terms and Conditions type | Annual Holiday Entitlement |
|---------------------------|--|
| National Joint Council | New starter and those with less than five years' service – 25 days plus public and bank holidays At least 5 years but less than 10 years' service – 29 days plus public and bank holidays At least 10 years but less than 15 years' service – 30 days plus public and bank holidays 15 years' service and above – 31 days plus public and bank holidays |
| Chief Officers | Annual Leave and holiday arrangements are at the discretion of the local authority to a minimum entitlement of 30 working days including annual and long service leave, extra statutory and local holidays. |

The leave year will run from 1st April to 31st March.

All annual leave will be subject to prior approval of the appropriate manager. The annual leave card must be authorised correctly by the manager in advance of the leave being taken.

6. Bank Holiday

Full details of bank holiday entitlements can be found in the Time Off Guidance.

7. Bereavement Leave

The CPCA recognises the need to allow employees reasonable time off when a death of a dependant or member of the employee's immediate family occurs. Employees need time to deal with the consequences of the death, making funeral arrangements and/or attending the funeral.

The following leave may be authorised, any additional time off that is required may be granted by the Director where an employee is concerned with the completion of arrangements or where



extensive travelling is involved. Any additional leave will be without pay.

| | |
|--|--|
| Death of Husband/Wife/Partner, Father, Mother, Son, Daughter or Guardian Dependent child | 3 days paid leave and up to 2 days discretionary paid leave* |
| Death of Brother, Sister, Grandparent, Grandchild | 2 days paid leave and up to 1 day discretionary paid leave* |
| Death of any other relative (E.g. Aunt/Uncle/Cousin, Mother in law/Father in law) | 1 day paid leave to attend the funeral |

**Discretionary paid leave is at the discretion of the Director and is paid where extenuating circumstances exist. Discretionary paid leave can only be authorised up to the amount stated.*

8. Maternity and Adoption Support Leave

Please refer to the Maternity Leave and Adoption Leave Scheme for details of support leave.

9. Special Leave - Time off for Dependants

Time off for Dependants' entitles employees to take a reasonable amount of unpaid time off work to deal with certain unexpected or sudden emergencies involving a dependant of the employee.

A dependant is defined as a partner, child or parent of the employee, or someone who lives with the employee as part of their family. A dependant does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, for example a live-in housekeeper.

In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

10. Special Leave - Emergency Situations

An employee may be granted up to 5 days paid leave (pro-rata for part time staff) in any rolling twelve month period and reasonable unpaid leave of absence.

Such leave, whether paid or unpaid, is at the discretion and authorisation of the Director in conjunction with the Head of Human Resources, and will be granted subject to the needs of the service. CPCA shall give particular consideration to granting reasonable paid time-off for dependants under the Employment Relations Act 1999.

Special leave (unpaid) will not normally be granted until the employee has exhausted their entitlement to annual leave.

Special leave may be authorised where an employee requires time off to care for a dependant person in a genuine emergency situation, whether child or adult, or where an employee has used all their entitlement to annual leave but extenuating circumstances exist, e.g. family crisis. Special leave does not cover domestic difficulties, e.g. delivery of household goods, fire or flooding. It is difficult to define every eventuality but, each period of special leave will be authorised on an individual basis and will not apply where there are other existing policies in force.



11. Parental Leave

An employee is entitled to up to 18 weeks' unpaid parental leave per child if he/she is the birth or adoptive parent of a child who is under 18 years of age. To qualify for parental leave, employees must have completed at least one year's continuous service with the organisation.

Employees must be one of the following:-

- The mother of the child OR
- The father of the child OR
- Anyone who is given parental responsibility under section 5 of the Children Act 1989 OR
- Adoptive parents OR
- Those that have parental responsibilities outside of the legal definition, e.g. foster parents, adoptive parents prior to placement, grand-parents with a significant parenting role, and step-parents.

Basic Entitlement

Qualifying employees will be entitled to a maximum of 18 weeks' ordinary parental leave to be taken up until the child's 18th birthday.

Definition of a Week

Where an employee's working pattern does not vary, a week is the normal 'working week' worked by the individual. If the employee's working pattern does vary from week to week then a week is the total hours of all periods worked in a year in which s/he works, divided by 52.143.

Parental Leave

Parental leave may be taken:

- from a single block of 18 weeks;
- for parents of disabled children as a number of shorter periods of a minimum of a half-day;
- in patterns which provide a part-time or reduced hours working arrangement for a period of time equivalent to taking 18 weeks leave as a single block.

Employees are eligible to take a maximum of four weeks Parental Leave per child in any calendar year (Jan to Dec), commencing on the date upon which the employee becomes entitled to the Leave. This will either be the date of the child's birth, date of adoption, or for new employees to the authority, after serving the one year qualification period.

Every attempt must be made by the employee to give as much notice as possible with a minimum of 21 days notice in writing before the day on which s/he proposes to take the leave. Applications for Parental Leave should be submitted to the Line Manager, in writing, on the Parental Leave Request Form available on Sharepoint. The form allows the Line Manager to agree in principle to the request.

Parental leave may be granted to employees who have not given the required notice in special circumstances at the discretion of the employer. Such discretion shall not be unreasonably withheld.

Postponement of a request for Parental Leave

The employer may postpone a Parental Leave request for up to a maximum period of six months (where the needs of the service warrant this) after the beginning of the period that the



employee originally wanted to start their Parental Leave.

The employee will receive written notification within seven working days of the postponement. Such notification will state the reasons for the postponement and specify the date on which the agreed period of leave will begin and end.

The taking of Parental Leave may not be postponed where it is taken in the following circumstances:-

- Immediately following the birth or adoption of a child having previously given 21 days notice either before the expected week of childbirth or the expected week of placement.

Terms and Conditions during Parental Leave

Employees taking up to four weeks Parental Leave shall have the right to return to the post in which they were employed prior to taking Parental Leave.

Employees will remain employed by the Authority during the Parental Leave period. Contracts of Employment will continue, and all contractual rights, other than salary, will be maintained, including entitlement to accrued paid annual leave in accordance with the CPCA's Annual Leave Arrangements.

Employees who fall sick during a period of Parental Leave should report such sickness, in accordance with the CPCA's Sickness Reporting Procedure and provide a medical statement for the period of sickness. Any period of certified sickness will not count towards the employees parental leave entitlement.

Employees will have the option of paying pension contributions for any period of unpaid Parental Leave at the standard rate on the pay that would have been received had they been at work during the leave period.

12. Time Off for Public Duties

The definition of Public service is as follows: -

- A Justice of the Peace
- A Member of a local authority*
- A member of a Police authority
- A member of any statutory tribunal
- A member of a relevant health body**
- A member of the managing or governing body of an educational establishment maintained by a local education authority or a further or higher education corporation
- A member of the General Teaching Council for England & Wales
- A member of the Environment Agency
- A member of the board of prison visitors
- A member of the service authority for the National Criminal Intelligence Service or the service authority for the National Crime Squad
- A member of Scottish Water or a Water Customer Consultative Panel

The duties that are covered are as follows: -

- All duties of a Justice of the Peace



- Attendance at meetings of the body or any of its committees or sub-committees
- Performance of duties approved by the body for the purpose of discharging its functions or those of any of its committees or sub-committees

In the case of local authorities operating executive arrangements:

- attendance at meetings of the executive or its committees
- performance by a member of the executive of duties for the purpose of discharging the functions of the executive.

Eligibility Criteria

These provisions apply to all employees other than those where the public duties are connected with certain political or other activities, i.e. designated as Politically Restricted Posts under the Local Government & Housing Act 1989. If an employee does hold a politically restricted post then this will be detailed clearly in their employment details.

13. Jury Service

Jury Service is unpaid. Employees absent on jury service or as a witness, will be paid full pay but this is offset by an allowance from the court. Employees must forward to their manager for Payroll purposes notification of the amount of allowance paid as soon as notification is received. More details can be found in the Time Off Guidance.

14. Time off for Reservists

Time off for reservist duty, either as a volunteer or regular, may be permitted. Further details can be found in the guidance document.

15. Medical Appointments

Hospital Appointments

Paid Time off will usually be given for hospital appointments. It is accepted that it is not always possible to arrange Hospital Medical Appointments outside of working hours, particularly for those working full time office hours. However, wherever possible appointments should be arranged to minimise the time lost. The employee may be asked to produce evidence of the appointment (i.e. patient appointment card).

Prenatal checks, and regular physiotherapy appointments will be treated as hospital appointments where the employee has no discretion over the time of the appointment. Where it is possible these appointments should be made outside of working time. It is expected that the manager will be kept up to date with forthcoming appointments.

Appointments relating to surgery or dentistry for cosmetic purposes should be arranged outside of working hours or taken as annual leave. Time off to attend hospital appointments should not be recorded as sick leave.

The occupational health service may be consulted where it is not clear if an appointment is a normal medical appointment or an appointment for cosmetic purposes.

Fertility Treatment

The CPCA wishes to be supportive of those affected by fertility issues, therefore employees



wishing to attend appointments relating to Fertility Treatment (including IVF) will usually be granted reasonable paid time off to attend these.

This section only applies to Hospital Appointments of the employee themselves.

Cancer Screening

Employees will receive paid leave to attend any cancer screening appointments if the appointment cannot be arranged outside of normal working hours. The employee's line manager may request to see written evidence of appointments.

Doctors and Dentists

Paid time off will not be granted to attend appointments with Doctors or Dentists. These should be arranged outside normal working time if possible. If it is not possible to arrange the appointment outside of working time then prior approval should be sought for the absence. In all cases, actual start and finish times should be recorded on the flexi-sheet/timesheet which should be an accurate record of time worked that day. Any time taken during working hours must be made up as soon as possible or taken from existing flexi time where applicable.

16. Gender Reassignment

Absence as a result of the gender reassignment process should be managed in accordance with the Attendance and Absence Management Policy. Managers should speak to an HR Manager for further advice.

Occasional medical appointments may be required for the individual to see their doctor or psychiatrist or to have hormone injections. Such appointments should be treated in exactly the same way as any other medical appointment.

If sick leave is required for gender reassignment surgery, this should be treated as any other surgical procedure. A fit note will be required, but does not need to state the procedure performed.

17. Time Off In Lieu

It is acknowledged that, in the course of carrying out their duties, employees may be required to work more than their contracted hours of 7.4 hours per day or 37 hours per week (or an average of 37 hours or less over a rostered period).

Additional Hours which attract Time Off in Lieu (TOIL) are defined as:

- unavoidable extra time worked which has been approved in advance by the line manager or which is approved as soon as possible after it has been worked.

18. Maternity Leave/Paternity Leave/Shared Parental Leave and Adoption Leave

The CPCA has separate policies that cover these types of leave which can be found on the intranet. Any employee who has a child under a Special Guardianship arrangement should discuss this with their HR Manager.

19. Antenatal Appointments

An expectant father or the partner (including same sex) of a pregnant woman will be entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. The time off is capped at six and a half hours for each appointment.

“Partner” includes the spouse or civil partner of the pregnant woman and a person (of either



sex) in a long term relationship with her. The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions for and intend to apply for a Parental Order for the child born through that arrangement.

This leave is in addition to any time off the partner may ask to take using any of the CPCA's leave as detailed in this policy.

20. Unpaid Leave - Career Breaks

A career break is special unpaid leave without pay for a specified period. Any permanent employee who has satisfactorily completed their probationary period may apply for special leave without pay for a career break. It does not affect other arrangements for granting unpaid leave.

A career break may be allowed for various reasons, eg:

- for employees who require time outside of the statutory policies to take responsibility for the care of children, or to care for an adult and/or disabled relative.
- for personal development reasons
- to undertake voluntary work.

19. Review

This policy will be formally reviewed in January 2020.

20. Further advice

Advice and support is available from line managers. Any employee with concerns about the application of this policy should discuss this in the first instance with their manager.





Governance Time Off Policy

References:

LGPS (Regulation 17 of the Local Government Pension Scheme Regulations 1997)

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| Issue date: | March 2017 |
| Version number: | 1 |
| Review due date: | January 2020 |



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| Purpose of document | This policy covers time off in a wide variety of situations to support employees in working towards a healthy work-life balance. |
| Type of document | Policy |
| Document checked by Legal | Not applicable |
| If applicable, has an initial Equality Impact assessment (EIA) been completed? | Not applicable |
| Document Lead and Author | HR Team |
| Dissemination | All new and updated policies and procedures are notified to entire workforce and a variation letter. All documents are also posted onto Sharepoint |
| What other documents should be read in conjunction with | Document listed in this guidance |
| Who will review the document (job title) | HR Team |
| Why is this document being reviewed | As part of an annual review. |

Revisions

| Version No. | Page/ Para No. | Description of amendment | Date approved |
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