

Our Ref: NG/RM/25119
Date: 15th May 2025

Nicola Griffiths
Deputy Director of Governance
North Staffordshire Combined Healthcare NHS Trust
Lawton House
Bellringer Road
Trentham
ST4 8HH

Reception: 0300 123 1535

Dear

Freedom of Information Act Request

I am writing in response to your e-mail of the 6th April 2025. Your request has been processed using the Trust's procedures for the disclosure of information under the Freedom of Information Act (2000).

Requested information:

On 6 April 2024, the Carer's Leave Act came into force, which entitled employees a right of to up to **5 days unpaid leave for planned occasions** to give or arrange care for a 'dependant' who has:

- A physical or mental illness or injury that means they're expected to need care for more than three months.
- A disability (as defined in the Equality Act 2010).
- Care needs because of their old age.

A year ago, NHS England's carers' network wrote to NHS commissioning organisations and acute providers to check compliance with the new legislation. Of the replying organisations, only a shade over 25% had planned carer's leave in their current Special Leave policy. On the 1st anniversary of the act, the network has teamed up with Carers UK to see the progress made by NHS organisations, as well as 'what good looks like' for special leave and carer's policies. This is an important exercise to protect carer's rights, promote equitable, fair and consistent treatment of carers, and ensure that the law is enacted, not just to the letter, but in a real, meaningful, kind and supporting way.

1. What is the organisation's ID code (ODS). **RLY00**
2. What is the organisation's name. **North Staffordshire Combined Healthcare NHS Trust.**
3. What is the best e-mail address to contact the organisation in the future regarding working carers. peopleoperations@combined.nhs.uk
4. Does the organisation have a carers' staff network or peer support group? **Yes**



Chair: Janet Dawson
Chief Executive: Dr Buki Adeyemo
www.combined.nhs.uk

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5. If yes, what is the network/group's e-mail address?
staffwellbeinghub@staffsstoke.icb.nhs.uk
6. Is the organisation a member of Carers UK/Employers for Carers (EfC)? **No**
7. If yes, has the organisation undertaken the Carer Confident Assessment. **N/A**
8. If yes, at which level is the organisation? **N/A**
9. What is the organisation's employee Headcount total (Not FTE or WTE). **As at 7th April 2025, the staff in post report has a headcount of 2015. This is excluding bank only employees and includes primary assignments only.**
10. How many of the organisation's employees have formally identified (on ESR) as a working carer. **According to the supplementary role report, we have 31 formally identified carers - again, this is after duplicates were removed (only 1 duplicate).**
11. What is the organisation's Working Carer percentage (%), based on the latest NHS Staff Survey (Question 32b)
 - **40.92%**
12. How has the organisation communicated to staff about their rights under Carers Leave Act.). **Via roll out of relevant policies. Via peer support group, there is an informal chat group for carers and a workshop on 'Supporting Carers in the Workplace'.**
13. What training has been given to line managers about the Carers Leave Act. **The peer groups and training events can be accessed by all staff.**
14. How many staff have booked Carers Leave for planned events in the last 12 months. **37 Staff took carers leave, accounting for 47 occasions. Please note that this is retrospective; looking at those who actually took leave as we do not hold the information to report on booked for planned leave.**
15. What was the average number of days taken. **An average of 1.8 calendar days were taken across the 47 occasions.**
16. Please attach a copy of the organisation's current Special Leave policy.
Please see Appendix 1 attached.
17. In the organisation's Special Leave/ Leave policy, is planned Carer's leave paid, unpaid or both. **Both (paid & unpaid).**
18. How many days are paid (maximum) in a 12-month period? **Up to a maximum of 5 days full pay with the exception of child bereavement which is 2 weeks or more.**

19. How many days are **unpaid** (maximum) in a 12-month period? **There is no upper limit.**
20. Are any paid days repayable to the organisation, via payroll deduction or additional time worked? **Yes – where agreed.**
21. Do managers have discretionary authorisation to go beyond the policy in appropriate circumstances? **Yes.**
22. If yes, what are they allowed to do? **To grant unpaid leave in any circumstances where they support that an additional period of time is required by an employee to resolve personal difficulties. Any arrangement should always take account of service needs.**
23. In the organisation's Special Leave/Leave policy, is unplanned Carer's (Emergency Domestic / Dependant) leave paid, unpaid or both? **Both (paid & unpaid).**
24. How many days are paid (maximum) in a 12-month period? **Up to 5 days.**
25. How many days are **unpaid** (maximum) in a 12-month period? **Employees where applicable are expected to utilise other types of leave including accrued Time off in Lieu, flexi-time, annual leave for any unplanned or unpaid leave in agreement with their line manager.**
26. Does the organisation's Compassionate Leave allowance include paid Terminal Care leave? **Yes.**
27. If paid Terminal Care is allowed, what's the maximum number of days allowed in a 12-month period? **In such circumstances, other arrangements should be explored, these could include, unpaid compassionate leave, parental leave, part time working, annual leave or short career breaks.**
28. The NHS Terms and Conditions of Service Handbook (section 33.23) requires that all NHS employers have a carer's policy to address the needs of people with caring responsibilities - please confirm. **The organisation doesn't yet have a standalone carer's policy. The carers rights are encompassed in all appropriate policies and leave is covered in the Compassionate and Special Leave policy.**
29. Please attach a copy of your current carer's policy.
Please see Appendix 1 attached.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review of the management of your request. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Dr Buki Adeyemo, Chief Executive, North Staffordshire Combined Healthcare

Trust, Trust Headquarters, Lawton House, Bellringer Road, Trentham, ST4 8HH. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely



Nicola Griffiths
Deputy Director of Governance

Document level: Trust

Code: 3.03

Issue number:

Compassionate and Special Leave Policy

Lead executive	Director of Workforce, OD and Inclusion
Authors details	HR Advisor

Type of document	Policy
Target audience	This procedure applies to all areas of the Trust and all individuals employed by the Trust including voluntary workers, students, locum and agency staff, ensuring that there is no discrimination on the grounds of age, disability, race, ethnicity, gender, gender reassignment, sexual orientation, religion, belief, offending background, trade union activities, family circumstances or domestic/care arrangements.
Document purpose	This document describes the procedure for applying for special leave (including compassionate and child bereavement leave) and gives guidance on the circumstances in which it is appropriate to grant these forms of leave.

Approving meeting	PCDC Trust Board	Meeting date	15 th July 2019 25 th July 2019
Implementation date	31 st July 2019	Review date	30 th June 2025

Trust documents to be read in conjunction with	
3.11	Supporting Attendance at Work Policy
3.16	Maternity, Paternity & Adoption Policy
3.25	Flexible Working and Employment Break Policy
	Agenda for Change Terms and Conditions of Service

Document change history		Version	Date
What is different?	<ul style="list-style-type: none"> - Move to new template - Inclusion of Child Bereavement Leave - Update of policy references 		
Appendices / electronic forms	- Request for Special (Paid/Unpaid) Leave	2	18/04/19
	- General Principles of Annual Leave	1	13/07/17
What is the impact of change?	- Option of 2 weeks paid child bereavement leave		

Training requirements	NA
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Document consultation	
Directorates	JNCC and JLNC Policy Working Group
Corporate services	JNCC and JLNC Policy Working Group
External agencies	JNCC and JLNC Policy Working Group

Financial resource implications	
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External references
1. www.nhsemployers.org

Monitoring compliance with the processes outlined within this document	
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Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Less favourable / More favourable / Mixed impact
Does this document affect one or more group(s) less or more favorably than another (see list)?		
– Age (e.g. consider impact on younger people/ older people)	No	
– Disability (remember to consider physical, mental and sensory impairments)	No	
– Sex/Gender (any particular M/F gender impact; also consider impact on those responsible for childcare)	No	
– Gender identity and gender reassignment (i.e. impact on people who identify as trans, non-binary or gender fluid)	No	
– Race / ethnicity / ethnic communities / cultural groups (include those with foreign language needs, including European countries, Roma/travelling communities)	No	
– Pregnancy and maternity, including adoption (i.e. impact during pregnancy and the 12 months after; including for both heterosexual and same sex couples)	No	
– Sexual Orientation (impact on people who identify as lesbian, gay or bi – whether stated as ‘out’ or not)	No	

<ul style="list-style-type: none"> – Marriage and/or Civil Partnership (including heterosexual and same sex marriage) – Religion and/or Belief (includes those with religion and /or belief and those with none) – Other equality groups? (may include groups like those living in poverty, sex workers, asylum seekers, people with substance misuse issues, prison and (ex) offending population, Roma/travelling communities, and any other groups who may be disadvantaged in some way, who may or may not be part of the groups above equality groups) 	No	
	No	
If you answered yes to any of the above, please provide details below, including evidence supporting differential experience or impact.		
If you have identified potential negative impact: <ul style="list-style-type: none"> - Can this impact be avoided? Staff are required to complete mandatory education to ensure a safe service provision - What alternatives are there to achieving the document without the impact? Can the impact be reduced by taking different action? 		
Do any differences identified above amount to discrimination and the potential for adverse impact in this policy?	NA	
If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason	NA	
Enter details here if applicable		
Where an adverse, negative or potentially discriminatory impact on one or more equality groups has been identified above, a full EIA should be undertaken. Please refer this to the Diversity and Inclusion Lead, together with any suggestions as to the action required to avoid or reduce this impact. Discussed the above with the Inclusion & Diversity Lead – adjustments offered and made ensured equality and inclusion. For advice in relation to any aspect of completing the EIA assessment, please contact the Diversity and Inclusion Lead at Diversity@combined.nhs.uk		
Was a full impact assessment required?		
What is the level of impact?		

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1. Policy Statement

- 1.1. This policy supports application of our Trust Values which guide our actions and behaviour as an employer and provider of services.

These are:

Proud to CARE:

Compassionate	Caring with compassion, it's about how we listen, what we say, what we do
Approachable	Friendly, welcoming, sharing ideas and being open
Responsible	Taking personal and collective responsibility, being accountable for our actions
Excellent	Striving for the best, for high-quality safe care and continually improving

This policy recognises the breadth and diversity of families and relationships and reaffirms that the Trust's Compassionate Leave Policy will be applied equitably to all regardless of sexuality and gender identity.

2. Duties

- 2.1. Employees requesting special leave will do so as early as possible and will receive appropriate authorisation prior to taking any special leave. Unreasonable deviation from standard processes will result in the absence being classified as unauthorised and unpaid absence and may be considered as a misconduct.
- 2.2. Line managers will process such requests in a sensitive and timely manner, ensuring that appropriate documentation is retained on file and recorded in ESR. Line managers find it necessary to sensitively contact employees whilst they are absent through special/compassionate leave as appropriate (e.g. to provide support, or to confirm a return to work date). Line managers will ensure that staff understand the request process.
- 2.3. A nominated manager (usually the Associate Director / Deputy Director unless they delegate this responsibility - or an equivalent manager for corporate or senior staff) will countersign all requests to ensure a consistent and fair approach has been taken.
- 2.4. The Human Resources department will advise on specific issues or queries, and monitor usage of special leave across the Trust, reporting trends to Associate Director /Deputy Directors and the Executive team as appropriate.
- 2.5. Staff side and Trade Union representatives will support employees as

required.

3. Definition

- 3.1. A dependant would normally be classified as a person living in the same household as the employee, someone who lives as part of the 'family unit' AND/OR who reasonably relies upon the employee as their carer. The carer will be expected to share responsibility with their spouse and/or other family members as far as possible and may be requested to demonstrate that there is no other individual available at that time to provide the care required.
- 3.2. It could also apply to someone who relies on an employee for their care or for help during an emergency, such as an elderly neighbour.
- 3.3. A bereaved parent is anyone who had responsibility as one of the primary carers for a child who is now deceased. This includes adoptive parents, legal guardians, individuals who are fostering to adopt, and any other parent/child relationship that the Trust deems to be reasonable. For example, this may include grandparents who have had caring responsibilities for a child, or instances where someone other than the biological parent is the primary carer (this could be the case where the parents of the child have separated).
- 3.4. For child bereavement leave there is no requirement for the child to be under 18 years of age.

4. Framework

- 4.1. The Trust recognises that employees are individuals with lives, families and problems outside of work and that it should act in a flexible manner to help them to balance external demands with the demands of their job. As a result paid or unpaid leave will be available at the discretion of the employee's Line Manager (in line with section 6 below) to help them deal with urgent or unforeseen circumstances that may arise.
- 4.2. It is the responsibility of managers to determine what leave is appropriate in each individual case, dependent upon the circumstances that are presented, and they will need to balance the needs of the individual with operational requirements. Line Managers should take into account the guidance given below on the amount of leave that may be granted to staff. Line Managers and employees should also consider alternative options, for example parental leave or shared parental leave (see Maternity, Paternity & Adoption Leave Policy) may be more appropriate in some circumstances.
- 4.3. In the event that employees feel that their request for special leave has not been appropriately dealt with, their route for addressing this is through the Grievance Policy.

- 4.4. All leave falling under the remit of this policy requires the completion of the form in Appendix A. This may be completed at the point the employee returns to work, if completion in advance is unfeasible, provided that the employee has taken reasonable steps to contact their Line Manager.

5. Paid Compassionate Leave

- 5.1. This entitlement is designed to help employees at a time of urgent or unforeseen need due to bereavement. Up to a maximum of 5 days on full pay may be granted per unrelated occasion.
- 5.2. The personal circumstances of the individual employee should always be considered when deciding upon the number of days of compassionate leave to be given. This means that the same compassionate leave will not always be given in the same or similar circumstance to different employees, although managers should aim to be consistent wherever possible.
- 5.3. Paid leave will be considered in cases of bereavement and will be influenced by the following factors:
- 5.4. Relationship with the deceased in real terms, not simply by reference to blood ties, given that leave may be appropriate for cases where the deceased is not a close or blood relative
- The need to make funeral arrangements and whether the employee has been appointed as executor of an estate
 - The distance to be travelled
 - Support to dependants
 - The availability of other relatives or friends, particularly those more able to assist in the necessary arrangements

6. Child Bereavement Leave

- 6.1. All bereaved parents will be eligible for a minimum of two weeks of child bereavement leave. A bereaved parent will not be required to demonstrate any eligibility criteria in order to access bereavement leave or pay.
- 6.2. All bereaved parents will be entitled to two weeks' occupational child bereavement pay which will include any entitlement to statutory parental bereavement pay. Pay is calculated on the basis of what the individual would have received had they been at work. This would normally be based on the previous three months at work as a reference period.
- 6.3. Where both parents of a deceased child work for the Trust, the entitlement

to child bereavement will apply to both members of staff.

- 6.4. Parents who experience a still birth from the 24th week of pregnancy will be eligible for these provisions, and will subsequently still be eligible for the provisions set out in 3.16 Maternity, Paternity, Adoption Leave Policy. Bereavement leave and pay may be extended to members of staff, with managerial approval, in circumstances where they were hoping to become parents under surrogacy arrangements.
- 6.5. Bereaved parents do not have to take the two weeks of leave in a continuous block. The employee should agree with their manager the leave they wish to take. Taking child bereavement leave is an individual choice, it is not compulsory for the employee to take child bereavement leave.
- 6.6. Bereaved parents may request to take child bereavement leave at any point up to 56 weeks following the death of the child. Should the parent wish to take child bereavement leave immediately following the death of a child they shall be able to do so upon informing their manager that they will be absent from work for this purpose. Should the parent wish to take child bereavement leave at another time, after the initial period following the death, they should give their manager reasonable notice of their intention to take the leave at this time.
- 6.7. Bereaved parents will at no point be required to produce the child's Death Certificate, or any other official documents, in order to access child bereavement leave or pay. The Trust may ask for a written declaration from the employee, within a reasonable timeframe, in order to satisfy statutory requirements.
- 6.8. It is acceptable for the manager to complete the leave form on behalf of the individual or complete a file note of this leave to manage the situation in a compassionate, considerate manner.

7. Paid Emergency Leave

- 7.1. Paid leave will be considered in cases of unforeseen serious illness of a dependant (see section 4 above) where the employee is required to make urgent arrangements (e.g. on admission to hospital through emergency portals). This will usually be no more than one day to enable the employee to make alternative arrangements and is limited to 5 days per leave year.

8. Authorised Unpaid Absence

- 8.1. If a request is made for leave with regard to minor or continuing illness

occurring in dependants, managers should wherever possible support the employee to take the required time off to enable the appropriate care. However this absence should be taken as annual leave, flexi-time, unpaid leave, parental leave or shared parental leave (see Maternity, Paternity & Adoption Policy).

- 8.2. Where an employee wishes to accompany a dependant for planned minor surgery or to a planned hospital appointment, managers should wherever possible enable them to take this time. However this absence should be taken as annual leave, unpaid leave, flexi-time, or parental leave (see Maternity, Paternity & Adoption Policy).
- 8.3. Where there is a sudden or severe setback in an employee's domestic environment such as burglary, fire or flood, this absence should be taken as annual leave, flexi-time, or unpaid leave.
- 8.4. There is no upper limit on the amount of unpaid leave an employee may request however the amount approved will depend on the ability of the service to accommodate it.

9. Breakdown of Normal Care Arrangements

- 9.1. It may be necessary to grant short term unpaid leave as an immediate response in circumstances where regular care arrangements are disrupted which affect the health, safety and welfare of the dependant, such as:
 - A school nursery, childcare establishment or school fails to open due to unforeseen circumstances. Note that strike action effecting schools will not be classed as unforeseeable
 - Illness of the normal carer for a dependant adult or child where alternative arrangements need to be made
- 9.2. This will usually be no more than one day to enable the employee to make alternative arrangements. Staff may use annual leave, Time off in Lieu (TOIL) or request that their rota be rearranged so their day off is moved, all subject to their line manager's approval.

10. Extended Compassionate Leave

- 10.1. The Trust recognises that situations may occur where employees may require a longer period of absence, for example to nurse a relative during terminal illness. It is important that the Trust is sensitive to the distressing nature of such situations for employees and to handle the matter with compassion.

10.2. In such circumstances, other arrangements should be explored, these could include, unpaid compassionate leave, parental leave, part time working, annual leave or short career breaks.

10.3. Managers have the discretion to grant unpaid leave in any circumstances where they support that an additional period of time is required by an employee to resolve personal difficulties. Any arrangement should always take account of service needs.

11. Special Leave

11.1. The Trust will consider reasonable applications for special leave with pay for employees who are required to be absent for civic or public duties in line with the Employment Rights Act 1996 as outlined below:

11.2. Justices of the peace - Up to a maximum of 18 days per leave year (pro- rata for part time employees) can be allowed with Managers approval.

11.3. Reasonable amounts of paid time off will also be granted for:

- Members of a local authority
- Members of a police authority
- Members of a statutory tribunal
- Members of a National Health Service Trust, Health Authority or Board Members of a managing or governing body of an educational establishment maintained by a local education authority
- Members of a governing body of a grant maintained school
- Members of a board of visitors, to prisons, remand centres and / or young offender institutions
- Absence from duty following contact with a case of notifiable disease
- Attendance at court or professional body hearings (e.g. NMC) as a witness only. Note that the subject of the hearing is excluded from this provision
- Attendance at NHS Staff Council meetings
- Jury Service

11.4. Training with the Territorial Army (annual training camp) or other comparable reserve and emergency forces

11.5. Where there is (or is likely to be) an on-going commitment, all Special Leave will be reviewed with the employee on at least an annual basis for the agreement to be renewed, amended or withdrawn. The form at Appendix A will be used to record the outcome of the meeting and to document the agreement.

12. Approval of leave for Police Special Constables

12.1. Staff must discuss any proposal to become a Special Constable with their

Line Manager in advance of being sworn in. The relationship between patient and health practitioner could be inhibited by the practitioner holding the office of constable in terms of information given or received within this relationship, therefore in these circumstances the Trust may refuse an application to become a Special Constable. This may be a particular concern in a small community with little choice of medical services. If an employee is a Special Constable prior to appointment with the Trust, this information must be provided on appointment.

- 12.2. If a Special Constable is required to attend court in line with their Special Constable duties, this leave will be unpaid, and wherever possible employees must give reasonable notice. Any earnings lost due to this may be recoverable by the employee through the force.
- 12.3. If an employee is retained on special constable duty for whatever purpose and unable to attend work, this absence from the Trust will be unpaid as it is the responsibility of the employee to ensure that shifts at the Trust are not planned immediately after Special Constable Duty.
- 12.4. If a Special Constable is called out, the only time that it is compulsory for them to attend is in times of war. For any other reasons, Trust commitment must take priority.
- 12.5. Special Constables may be called out for other emergency reasons. If an employee on shift at the Trust wishes to report for duty as a special constable, this will be at the discretion of the Line Manager. The employee must inform their manager as soon as practicably possible and where appropriate arrange shift cover personally. This leave may be denied due to Trust service needs; it should be noted that it is not compulsory for Special Constables to report to duty if work commitments do not allow. If leave is granted, it will be unpaid as Police Reform Act 2002 provides for Special Constables to be paid, however this may vary between forces.
- 12.6. A special leave record form (Appendix A, below) must be completed and signed by the employee and the manager in all instances of leave.

13. Severe Weather/Commuting Problems

- 13.1. Where severe weather conditions prevent employees attending work, or require employees to leave work early to ensure that they or dependants are not stranded, lost time is to be considered as time owing, unpaid or annual leave. Working from home or from alternative bases is appropriate only with clear line manager approval in advance.
- 13.2. The same provisions will apply in similar situations (e.g. national fuel

shortages, clouds of volcanic ash etc.) and where an employee's normal method of commuting is unavailable, such as the breakdown of a vehicle.

- 13.3. Time Owing - Time owing (accrual or expenditure) will only be recognised where prior line manager approval has been sought and this has been appropriately documented for audit purposes. Any accrued Time off in Lieu (TOIL) that has been accrued must be taken within 3 months of accrual. Please refer to Section 3 of the Agenda for Change Terms and Conditions Handbook for more information.
- 13.4. Medical or Dental Appointments - please refer to the Supporting Attendance at Work Policy.
- 13.5. Time off for interviews - Employees, who attend an internal interview for a vacancy within the Trust, will be entitled to receive reasonable paid time off for attending an interview which falls within working hours. Travelling expenses will be met by the employer for such interviews.
- 13.6. Employees who attend an external interview will be required to take annual leave, unpaid leave or use time off in lieu. Travelling expenses may not be claimed in such circumstances.
- 13.7. In cases of potential redundancy or formal 'at risk' situations paid time off will be authorised to attend external or internal interviews and may be authorised to arrange internal or external training for a new job. In these circumstances please refer to Management of Change Policy. Reasonable expenses will be met by the employer for such interviews/training.
- 13.8. All time off must be agreed with the line manager in advance at the earliest opportunity.

14. Fertility Treatment

- 14.1. This section provides guidance for both managers and staff and applies to employees who are undertaking Assisted Conception treatment or have a partner who is receiving treatment. It outlines the procedure to be followed when a member of staff requests leave to attend appointments for treatment and how to apply for fertility treatment leave. At all times managers will be expected to treat the matter with sensitivity and with the appropriate level of confidentiality.
- 14.2. Employees who are undertaking assisted conception treatment are asked, wherever possible, to arrange appointments outside of work, however where this is not possible, an employee may be granted paid leave up to the equivalent of an individual's contracted working week in any 12 month period to undertake fertility treatment. The fertility treatment leave can be taken in

one block, separate days or ½ days. If an employee should require any additional time off, employees should utilise other types of leave including accrued Time off in Lieu, flexi-time, annual leave or unpaid leave in agreement with their line manager.

- 14.3. If it is an essential requirement within the course of treatment **for the partner or other third party** to attend a specific appointment, the Trust will allow up to 2 (pro rata for part time staff) days of fertility treatment leave in any 12 month period to undertake fertility treatment. This leave can be taken in one block, separate days or part days. Where partners are not receiving treatment but would like to attend appointments with their partner they will be expected to utilise other types of leave as outlined above.
- 14.4. Should the employee require time off due to side effects of the treatment, which may include recommended periods of rest, this will be managed in line with the Trust's staff Supporting Attendance at Work Policy. Once the employee is pregnant the Trust Maternity, Paternity & Adoption Policy applies.
- 14.5. Employees should advise their manager as soon as possible that they are undergoing treatment and wish to apply for fertility treatment leave. Employees should provide documentary evidence of all appointments (letter or appointment card). Employees should complete the Special Leave Form (Appendix A, below) and should meet with their manager to inform them of the appointment schedule and acquire authorisation. One copy of the completed form is to be returned to the individual and a copy retained in the individual's Personal File.
- 14.6. Where ever possible employees should try and arrange for appointments that will cause minimum amount of inconvenience to the service.

15. Transitioning At Work

- 15.1. A member of staff who is transitioning at work may be considered to receive up to 5 days paid compassionate leave to support their transition.

16. Review and Monitoring

16.1. This policy will be reviewed 3 yearly or earlier in light of new national guidance/other significant changes. Compliance with this policy will be monitored through the mechanisms detailed in the table below. Where compliance is deemed to be insufficient and the assurance provided is limited an action plan will be developed to address the gaps. Progress against the action plan will be monitored at the specified group/committee.

Minimum requirement to be monitored	Process / Method	Responsible individual / group / committee	Frequency of monitoring	Responsible individual / group / committee for review of results	Responsible group / committee for monitoring action plan
Organisational	Report	HR	Monthly	Directorate	Quality and Governance Committee
Special Leave Usage	Report	HR	As required	Associate Director / Deputy Director Executive Team	Quality and Governance Committee
Individual Special Leave requests	Application form	Line Manager	On submission of form	Associate Director/ Deputy Director	Associate Director / Deputy Director

Appendix A - REQUEST FOR SPECIAL (PAID/UNPAID) LEAVE Section A.

NAMEPOST.....
CONTACT NUMBER..... DEPARTMENT.....
..... BASE.....
Amount of Time Requested: FromTo

No of Working Days/HoursReturn time & date (if known).....
Have you had any other special leave in the last twelve months? Yes / No
(If yes, give details)

Reason for application (give brief details of circumstances. If bereavement, state name, relationship and who is responsible for funeral arrangements.)

Section B. TO BE COMPLETED BY LINE MANAGER
(then pass to Associate Director / Deputy Director or equivalent – see Paragraph 5 of Policy) Type of Special Leave (circle one):

Paid Compassionate Leave	Unpaid Unauthorised Leave
Unpaid Authorised Leave	Attendance at Public Bodies
Emergency Leave	Fertility Treatment Leave
Interview Leave Court Appearance (as witness only)	Time off In Lieu
Child Bereavement Leave	

Have you discussed the request with the employee and confirmed the above details?
Yes / No

What is your recommendation?

SignedDate.....
Countersigned..... Date.....

IF MORE THAN THREE DAYS SPECIAL LEAVE REQUESTED, COMMENT:

C. TO BE COMPLETED BY AUTHORISING OFFICER: The form should be countersigned at 'B' by the Associate Director/ Deputy Director (or equivalent) and copied to the personal file. Please add any additional comments for file/for attention of Associate Director/Deputy Director below:

Appendix B – General Principles of Annual Leave

1. For details regarding annual leave eligibility and entitlements, please refer to your contract of employment and the relevant Terms and Conditions of Service Handbook.
2. Annual leave must be booked in advance and authorised by an appropriate person (e.g. ward manager, team manager or equivalent). The use of annual leave to as an alternative to sick leave is not allowed under any circumstance. In all cases, annual leave must be requested and authorised before employees book flights, make hotel reservations or make any similar commitment.
3. Calculation of accrual is based on complete months worked and contracted hours.
4. Bank Holiday hours are accrued monthly, rather than when the bank holidays actually fall. For example a fixed term contract could run from 01/09/15 – 30/11/15 where no bank holidays fall; however, the employee would still gain entitlement to 3/12 (i.e. 1/4) of the full year entitlement.
5. Bank holiday accrual is not affected by which specific day a part-time worker does or does not work; for example, someone that works 3 days Monday to Wednesday has the same entitlement as someone that works Tuesday to Thursday. However, employees are only required to deduct the hours that they would have worked on that day from their annual leave entitlement.
6. Annual leave is booked on the basis of what would have been worked if the employee had been present. So if an employee books leave on a day they would have worked an 08:00 – 20:00 shift they book off 12 hours of annual leave.
7. Teams may develop their own arrangements regarding the booking of annual leave, such that the principles in this policy remain in place. Such arrangements may include the withholding of Annual leave at certain times of the year to meet service needs and ensure patient safety.
8. Pre-booked annual leave should only be cancelled in exceptional circumstances; however, this should not happen on a regular basis.

An example of this would be during crisis situations where the Trust or local health economy is responding to a major event. General staff shortages are unlikely to qualify as good reasons to cancel an employee's annual leave.

There are further limitations that apply to cancelling annual leave, for example where cancellation of travel plans would incur a financial penalty to the employee (other examples exist). Accordingly, as much notice of cancellation as possible should be given and this should be no less than one calendar week, unless this is not reasonably practicable.

9. The booking of annual leave is an employee's responsibility as they need to ensure that they have sufficient rest and recuperation time planned throughout the year.

Managers also have a duty to ensure that employees are taking responsibility for booking their leave and also support employees to plan their leave where required.

It is not acceptable for an employee not to book, or be allowed to not to book, any leave for several months at a time (e.g. April to September) and then expect to take, or indeed be expected to take, all of their entitlement at the end of the financial year.

Line Managers (i.e. the person that authorised the annual leave) can instruct staff to take annual leave in cases where an employee is not planning/booking sufficient leave; the intention of such a practice is to allow employees to have sufficient rest and recuperation throughout the year and to also avoid employees losing their annual leave entitlement (see section 10). However, any such arrangements should be discussed in advance with the employee.

Such instances should be exceptionally rare (as it is expected that discussions regarding annual leave should take place throughout the financial year); advice should always be sought from the HR department in order to ensure that the proposed course of action is appropriate.

10. Carry-over of annual leave from one leave year to the next will not be allowed except in the following situations:
 - a) In cases of sickness absence (please refer to the Supporting Attendance at Work Policy and Procedure; you must also seek advice from the HR Department)
 - b) In cases where leave has been requested (and this can be evidenced) but refused by the line manager
 - c) In cases where an individual has been prevented from taking annual leave due to suspension. Suspension is a neutral act and therefore staff experiencing this should not be penalised by losing their annual leave. Full carry-over of untaken leave will be appropriate in these circumstances.
 - d) In cases where maternity leave (or equivalent, such as adoption leave) has precluded the taking of annual leave. Full carry-over of untaken leave will be appropriate in these circumstances. Note that bank holidays do still accrue during maternity leave.
11. Untaken leave cannot be paid out, except on termination of appointment. Even in such cases there will be an expectation that leave be booked and taken during the notice period where possible.
12. Under normal circumstances, no leave will be granted lasting more than 2 weeks. Exceptions to this will be considered on a case-by-case basis.
13. Annual Leave may be taken during periods of sickness absence, at the request of the employee. This may be beneficial to the employee if, due to the length of their

absence, their rate of sick pay has dropped to 50%, since annual leave is paid at normal rates. Further advice must be sought from the HR Department.

14. If an employee is suspended from duty or absent through long term sickness then they are required to be available to meet with Trust managers (in accordance with the Supporting Attendance at Work Policy). If they wish to take a holiday that will prevent them from being available to attend meetings, then this time must be recorded as annual leave and deducted from the annual entitlement as normal. Staff absent from work through suspension or sickness absence are entitled to take holidays, and often it will be beneficial for them to do so, however they do need to inform their manager that they will be taking this time as annual leave.
15. Annual leave accrual continues during periods of absence, subject to the following exceptions. No annual leave will be accrued during career breaks or any other period of unpaid leave. E.g. if an employee were to take a month of authorised unpaid leave, this would reduce their annual leave entitlement for that year by $\frac{1}{12}$. Reservists do not accrue annual leave during any period of time in which they are mobilised. Please refer to the Flexible Working Policy, Maternity, Paternity and Adoption Policy and the Supporting Attendance at Work Policy for more specific information. *For the avoidance of doubt, Bank holiday leave does not accrue during periods of sickness absence.*
16. Staff with term time only working patterns are not entitled to take/book annual leave. The calculations involved in setting up a term-time only contract will automatically include paid periods of leave.
17. Additional annual leave may be bought at the beginning of the leave year subject to this scheme being approved each year by the Trust's Executive Committee and subsequent approval being granted by line managers.
18. Employees covered by Medical and Dental Terms and Conditions of Appointment should refer to Senior Medical Staff - Management of Leave policy in the first instance. The provisions of this policy will apply to Medical and Dental staff unless superseded by the terms of the Senior Medical Staff - Management of Leave policy.
19. This policy does not apply to Bank staff as their leave accrual and recognition does not operate in this manner.

Training Needs Analysis for the policy for the development and management of Trust wide procedural / approved documents

Please tick as appropriate

There is no specific training requirements- awareness for relevant staff required, disseminated via appropriate channels (Do not continue to complete this form-no formal training needs analysis required)	✓
There is specific training requirements for staff groups (Please complete the remainder of the form-formal training needs analysis required-link with learning and development department.	

Staff Group	✓ if appropriate	Frequency	Suggested Delivery Method (traditional/ face to face / e-learning/handout)	Is this included in Trustwide learning programme for this staff group (✓ if yes)
Career Grade Doctor				
Training Grade Doctor				
Locum medical staff				
Inpatient Registered Nurse				
Inpatient Non-registered Nurse				
Community Registered Nurse				
Community Non Registered Nurse / Care Assistant				
Psychologist / Pharmacist				
Therapist				
Clinical bank staff regular worker				
Clinical bank staff infrequent worker				
Non-clinical patient contact				

Non-clinical non patient contact				
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Please give any additional information impacting on identified staff group training needs (if applicable)

Please give the source that has informed the training requirement outlined within the policy i.e. National Confidential Inquiry/NICE guidance etc.

Any other additional information

Completed by		Date	
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