

AGENDA ITEM

REPORT TO SMT

11th September 2017

REPORT OF DIRECTOR OF HUMAN RESOURCES, LEGAL AND COMMUNICATIONS

WORK / LIFE BALANCE AND ATTENDANCE AT WORK POLICY

SUMMARY

Further to meetings of the People Select Committee's scrutiny review of sickness absence, and work carried out by the Shaping a Brighter Future Health and Wellbeing and Culture Work Streams, it is proposed to update all policies and procedures relating to work / life balance and attendance at work into one new policy – "Work / Life Balance & Attendance at Work". This new policy will replace the Council's current:

- Flexible Working Policy
- Flexi-time Scheme
- Additional Annual Leave / Purchase Scheme
- Leave Policy
- Sickness Absence Procedure
- Attendance Management Policy & Procedure

The principles of the existing policies and procedures are generally felt to work well and therefore remain largely unchanged but they have been updated in the new policy to make them easier to read, to streamline processes and reflect two changes outlined in paragraph 7.

The revised policy will be further considered by the People Select Committee at its meeting on 18th September 2018.

RECOMMENDATION:

- CMT consider the proposed "Work / Life Balance and Attendance at Work Policy & Procedure" at Appendix 1
- Subject to Scrutiny Committee approval and recommendations to Cabinet on 14 December 2017 and TULG consideration at the next meeting on 19 September 2017 CMT agree to an implementation date of 1 January 2018.
- HR Advisors will provide further briefing sessions for Managers and communications on the policy prior to implementation on 1 January 2018.

BACKGROUND

1. The Council has a number of policies, procedures and support arrangements to help employees achieve a positive work / life balance and support attendance at work. The Employee Support options including access to confidential Counselling, Physiotherapy Services, Occupational Health, Mindfulness courses, training & development opportunities etc. are all outlined on the Council's Intranet pages and are continuously reviewed to ensure they are fit for purpose.

2. The SBF Culture and Health and Wellbeing workstreams recommended that the policies relating to Employee Support and attendance were reviewed to ensure that they fully supported the culture we are aiming to achieve in the Council.
3. The review also reflects discussions at the People Select Committee during the Scrutiny review of sickness absence and in particular ensuring that the appropriate support mechanisms are considered as part of managing attendance at work.
4. The review has also aimed to ensure that where an employee's attendance levels gives cause for concern that we have a fair procedure in place to help manage attendance.

PROPOSED CHANGES

5. It is proposed to replace the 6 employee support, leave and absence policies with one new combined Work / life Balance and Attendance at Work policy.
6. The new combined policy brings together all the available support, leave and attendance management options available to support employee attendance at work and therefore provides a complete picture to allow managers to make the best judgement to support their employees.
7. The new policy includes two substantive changes:
 - To limit the carry forward of holidays following a period of sickness to the balance of statutory holiday entitlement (up to 20 days). Rather than statutory holiday entitlement and plus 5 days as now. It is often difficult for an employee to take accrued holiday plus their new holiday entitlement following a period of sick leave and this can also put further pressure on service delivery. This is consistent with views expressed in Bright ideas and Ask Neil on holidays and sick leave.
 - To streamline the attendance management procedures to enable managers to give a sanction – management guidance or a warning - at a meeting with an employee rather than requiring a further meeting to be arranged to do this. Employees often find it stressful attending meetings and are often uncertain why, after meeting with the manager, they then need to attend a further meeting to be given a sanction. Note that where dismissal is a potential outcome of a meeting then a Case Review Hearing will still need to be called and will be heard by an Assistant Director or Director.
8. The new policy has also been updated to make it easier to read and to ensure the processes are more user-friendly. We think it better reflects the Council's Culture Statement whilst ensuring it still complies with our statutory obligations.

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Work/Life Balance & Attendance at Work Policy

Culture Statement

We are an organisation where we all make a positive contribution at work for the whole Council.

Where we never lose sight of the fact that we are here to serve the people of the Borough.

This is the place where

- We are valued, trusted and supported
- We are heard
- We take responsibility for our own development
- We work hard
- We are not afraid to try something new
- We belong

All the Council's HR policies and procedures are designed to underpin this organisational culture.

If you have any questions about this policy please contact:

HRGeneralEnquiries@stockton.gov.uk or Telephone: 01642 528277

CONTENTS PAGE

1.	INTRODUCTION	1
2.	EMPLOYEE SUPPORT	1
	2.1 Disability Related Support	1
	2.2 Pregnancy Related Support	2
3.	FLEXIBLE WORKING	2
	3.1 Flexible Working Scheme	2
	3.2. Flexitime Scheme	2
4.	LEAVE	3
	4.1 Annual Leave	3
	4.2 Additional Annual Leave Scheme	3
	4.3 Other Paid/Unpaid Leave	3
	4.4 Other Leave Options:	4
5.	SICKNESS ABSENCE	4
	5.1 Reporting Sickness Absence	4
	5.2 Fit Notes	4
	5.3 Your Sick Pay	5
	5.4 Repayment of Sick Pay in Cases of Accident	5
	5.5 Can I take a Holiday whilst on Sick leave?	5
	5.6 Holidays on Return to Work	6
6.	RETURNING TO WORK	6
	6.1 Phased Return to Work	6
7.	MANAGING YOUR ATTENDANCE	6
	7.1 Attendance Management Triggers	6
	7.2 Attendance Management Procedure	7
	7.3 Long Term Absence Procedure	8
	7.4 Case Review Hearing	9
	7.6 Possible Outcomes	9
	7.7 Right of Appeal	10
	APPENDIX 1 – Guide to Flexible Working	12
	APPENDIX 2 – Guide to Flexitime Working Scheme	16
	APPENDIX 3 – Additional Annual Leave Purchase Scheme	18
	APPENDIX 4 – A-Z Guidance on Leave	22
	APPENDIX 5 – Leave of Absence Form	29
	APPENDIX 6 – Attendance Management Flowchart	30
	APPENDIX 7 – Long Term Absence Flowchart	32
	APPENDIX 8 – Procedure for Conducting a Case Review Hearing	34
	APPENDIX 9 – Procedure for Conducting an Appeal Hearing	35

1. INTRODUCTION

We want our employees to work hard and we will never lose sight of the fact that we are here to serve the people of the Borough. We also recognise that we all need time off work to enjoy holidays, look after family members, follow hobbies or interests, take some time out, or there may be occasions when we are not able to attend work due to ill health.

This policy aims to:

- Ensure you have access to appropriate support and annual leave arrangements
- Help you achieve the right work/life balance
- Support you at difficult times
- Ensure you are supported to maintain your health and wellbeing and attendance at work
- Ensure that attendance is managed in a fair and consistent manner by setting out a procedure for managing attendance concerns,

This policy applies to all Council employees excluding Casual Workers and Employees directly employed by centrally maintained Schools.

2. EMPLOYEE SUPPORT

An important part of our Culture is that all employees are valued, trusted and supported. As part of this commitment, we offer a range of employee support which can be used to achieve the right work/life balance; to assist during difficult times; and assist you with attendance at work.

There may be occasions when you are struggling due to personal circumstances and/or ill health but you are not absent from work. If your circumstances are affecting you at work you should talk to your line manager as soon as possible to discuss the support available. Employees and Managers should where possible look at the options to maintain attendance at work.

There are a wide range of support options available for Employees and Managers to consider. Further information can be found on the Employee Support page on the Intranet, from your manager or from Human Resources. <https://intranet.stockton.gov.uk/employee-support/>

2.1 Disability Related Support

We are a Disability Confident Employer and wish to support our employees in maintaining employment by removing barriers where possible. The Disability Confident scheme aims to help employers make the most of the opportunities provided by employing disabled people. Our Disability Equality Staff Forum can also provide peer support to employees who are experiencing difficulties in the workplace due to a disability. For further information please contact the Staff Forum chair: Staff.Forums@stockton.gov.uk



We will explore all reasonable adjustments to a workplace / job role to support employees who have a disability in accordance with the Equality Act. Examples, of adjustments are altering location of work, workstation adjustments, providing technology or equipment, accommodating a reduction in working hours and time off to attend medical appointments.

Advice can be sought from Occupational Health about adjustments and then a decision to accommodate reasonable adjustments will be taken by management, taking into account your needs and the needs of the service.

2.2 Pregnancy Related Support

We will provide all reasonable support to ensure you and your baby's health are not at risk whilst you are at work. An "Expectant Mothers Risk Assessment" should be carried out by your manager as soon as they become aware that you are pregnant to identify any possible risks. Where risks have been identified, we will ensure the appropriate adjustments are put in place to avoid the risk, such as altering working duties, location of work, time off work. These adjustments will be discussed and agreed by you and your line manager.

A reasonable amount of paid time off can also be given for medical examination, midwife appointments, relaxation classes and parent craft classes for pregnant employees with agreement from the line manager.

3. Flexible Working

The Council understands that the promotion of flexible working can help promote a good work-life balance and improve performance and productivity and in turn reduce absences from work.

3.1 Flexible Working Scheme

If you have a minimum of 26 weeks' continuous service, you have the right to request flexible working and for your request to be considered by the Council. A request for flexible working could include:

- a change to the number of hours that you work on a temporary or permanent basis including term time only working,
- a change to the pattern of hours worked,
- a request to job share or
- a request to work compressed hours.

For further information on the Flexible Working Scheme, please refer to the guidance at **Appendix 1**. All requests must be made in writing by completing the [Flexible Working Request Form](#) available on the Intranet and also in **Appendix 1**.

3.2. Flexitime Scheme

Flexitime allows you the ability to have an element of flexibility over your working hours, subject to service needs. You can vary your start and finish times of work and take up to 3 breaks throughout the day which can help you balance any personal commitments with your work commitments. You can also work extra hours (if work is available) and use these at a later date to take time off work.

It is acknowledged that not all services will be able to apply the flexitime scheme due to operational requirements, but consideration can be given to applying the scheme as far as possible within each area.

A Guide to the Flexitime Scheme can be found in **Appendix 2**.

4. LEAVE

4.1 Annual Leave

You are entitled to take the following number of days annual leave each year:

Under 5 years service: 26 days

5 years or more service: 31 days

Annual leave is calculated beginning on the 1st day of the month after your birthday. Part time employees' leave will be calculated pro rata.

It is important that you ensure that you obtain prior approval from your Manager before taking annual leave as it is clearly essential that the service can accommodate your annual leave requested and that services can still be delivered effectively. Any particular service requirements regarding leave arrangements will be notified to you.

It is possible to bring forward or carry forward up to 5 days annual leave each year (pro rata for part time employees) subject to your manager's approval, however all employees are encouraged to take their full entitlement of annual leave in any leave year.

4.2 Additional Annual Leave Scheme

The purpose of the Additional Annual Leave Scheme is to provide you with additional flexibility in respect of planned time off work. The Scheme provides you with the opportunity to purchase between 3 and 10 days per leave year (pro rata for part time employees) with the deduction from your pay spread over a maximum 12 month period.

A guide to the Additional Annual Leave Purchase Scheme and The Annual Leave Purchase request form can be found at **Appendix 3**.

4.3 Other Paid/Unpaid Leave

In some circumstances it may be appropriate for your Manager to authorise paid or unpaid leave. Your Manager can authorise the following:

Paid Leave

Up to 1 week paid leave

More than 1 weeks paid leave in consultation with HR

Unpaid Leave

Up to 2 weeks unpaid leave

More than 2 weeks unpaid leave in consultation with HR.

Managers and employees should consider the A-Z Guidance on leave in **Appendix 4** when

requesting or determining any request for paid and unpaid leave. Advice from HR can be sought and must be obtained when considering periods of paid leave in excess of 1 week and unpaid leave of more than 2 weeks.

The Leave of Absence Form at **Appendix 5** only needs to be completed for:

- Paid Leave of absence of more than 1 week
- Any periods of Unpaid Leave of Absence (in order that payroll are notified)
- Jury Service
- Reserve Forces

Please send completed leave of absence forms to HR General Enquiries for authorisation. HRGeneralEnquiries@stockton.gov.uk

4.4 Other Leave Options:

There may be some circumstances when you need more flexibility with your leave arrangements. In addition to or as an alternative to using annual leave and authorising paid/unpaid leave, consideration can be given to any or all of the following:

- Changing a proportion of your annual leave from half or full day to hours – this may enable you to work shorter days for a period of time;
- Bringing forward your annual leave entitlement so you have more days to take immediately;
- Spreading the cost of additional annual leave purchase over a longer period than your birthday year;
- Allowing you to take forward an increased deficit of flexi time;
- Periods of home working;
- Temporary changes to your working hours.

Whilst we would hope to be able to put an appropriate package of leave and support together this will very much depend on your particular circumstances and requirements of the service. Unfortunately there are some services in the Council which cannot respond as flexibly as others. Please speak to your manager to discuss these options.

5. SICKNESS ABSENCE

This section sets out what you must do when you are not fit to attend work due to ill health.

5.1 Reporting Sickness Absence

You should notify your manager as soon as possible when you are not able to attend work in accordance with your own service's absence notification procedure. You should provide information about the reason for your absence. You and your manager should agree how contact will be maintained during your absence, and the possible duration.

5.2 Fit Notes

If you are unable to return to work due to sickness absence after seven calendar days, you must ensure that your absence is covered by a doctor's certificate (Statement of Fitness to Work/Fit Note). During an extended absence you should visit your doctor regularly and ensure that you submit doctor's certificates to your manager in a timely manner. Gaps in certified absences may be regarded as unauthorised and could result in loss of pay.

5.3 Your Sick Pay

You will be entitled to receive sick pay from the Council as outlined below. We provide the following periods of full and half pay which is calculated over a 12 month rolling period, depending on your length of Local Government Service:

Local Government Service	Sick Pay
1 st year of service	1 months full pay and (after completing 4 months service) 2 months half pay
2 nd year of service	2 months full pay and 2 months half pay
3 rd year of service	4 months full pay and 4 months half pay
4 th & 5 th year of service	5 months full pay and 5 months half pay
After 5 years service	6 months full pay and 6 months half pay

You may also be eligible to receive statutory sick pay (SSP) from the fourth day of absence for up to 28 weeks. This will be paid alongside the Council's sick pay outlined above, but you will not receive more than full pay.

You must follow the correct sickness notification procedures, provide a valid fit note (when absent for more than 7 days), as well as seeking and following appropriate medical advice in order to be eligible for payment of sick pay.

5.4 Repayment of Sick Pay in Cases of Accident

If your absence is as a result of an accident which was not your fault, the Council will pay you your normal sick pay entitlement subject to you undertaking to repay the total amount of sick pay should you be successful in making a claim against a third party.

Xentrall Absence Services will provide you with an Undertaking to Repay form which must be completed and returned as soon as possible after the absence has begun.

If you are also referred for Physiotherapy as a result of an accident, and intend to make a claim against a third party, you will also be required to seek a claim for the cost of physiotherapy and undertake to repay the total amount.

5.5 Can I take a Holiday whilst on Sick leave?

You will continue to accrue annual leave during periods of sickness absence. If you are absent from work and wish to book a holiday or you already had a holiday booked prior to your absence from work you must discuss this with your manager prior to taking the holiday. Your manager may want to seek advice from Human Resources. In many cases a holiday may be beneficial to your recovery, however in some cases it may be detrimental. You may be required to provide written evidence from a doctor/hospital that the holiday will not be detrimental to your recovery or a referral may be made to Occupational Health for advice.

5.6 Holidays on Return to Work

If you return to work in a new leave year and did not have the opportunity to take your full leave entitlement, the balance of statutory holiday entitlement (20 days, pro-rata for part time employees) will be carried forward into your next leave year.

6. RETURNING TO WORK

The Council has a genuine interest in your health and wellbeing and will seek to offer support to help you return to work. You and your manager should have kept in contact during your absence, however it may also be helpful to meet upon your return to work particularly where there is an ongoing health issue or ongoing personal circumstances, which may affect you to discuss whether there is any further support that can be provided. You or your manager can ask for a meeting if you feel it would be beneficial.

The discussion could include:

- The reason for your absence.
- The medical assistance and treatment that you have received.
- To discuss if there is any support/reasonable adjustments that the Council may be able to provide to you.
- To advise you of the next steps if you have any further absences in the near future.

6.1 Phased Return to Work

Your manager can agree a phased return to work for up to four weeks to support your return to work. This could include a variation to your duties or a reduction in hours, gradually increasing your working hours or both where appropriate to ease the transition back to work.

In most cases a phased return to work will be recommended by Occupational Health or your GP. Your manager should discuss and agree the arrangements for the phased return to work with you.

During a phased return following sickness absence, you will not receive less pay than you would have if you had remained absent from work due to sickness for the duration of the phased return to work. **For example:** If you return to work whilst in half pay and would have remained in half pay had you remained absent from work – you will receive half pay or pay for the hours worked throughout the duration of the phased return, whichever is the greater.

7. MANAGING YOUR ATTENDANCE

7.1 Attendance Management Triggers

Consideration will be given to the Council's attendance triggers when managing your attendance at work: The triggers are:

- Two absences of any duration in any three-month period.
- Seven working days absence (pro rata for part time employees) in a rolling year
- Long term absence of four weeks or more.

- Patterns of absence that cause concern.

When one of the absence triggers has been reached your manager should consider arranging to meet with you in accordance with either the Attendance Management Procedure or the Long Term Absence Procedure. Periods of paid or unpaid leave of absence and sickness absence will be considered when determining whether a trigger has been reached.

Disability Related Absences - Disability related absences may be discounted for the purposes of monitoring attendance, however where the level of disability related absence becomes unreasonable, meetings may take place in line with this policy.

Pregnancy Related Absences - Pregnancy related illness should be disregarded for the purposes of monitoring attendance. However, your manager will determine if there is any support that can be provided in accordance with this policy and procedure during your pregnancy.

7.2 Attendance Management Procedure

Your Manager will consider following the **Attendance Management Procedure** when your overall attendance record taking into account any short-term, medium-term or long-term periods of absence meet the Council's absence triggers

The Attendance Management Procedure is summarised in **Appendix 6**. The stages of the procedure are described below:

Stage 1 - Attendance Review Meeting

The purpose of the Attendance Review Meeting is to:

- Discuss the reasons for your absence(s).
- Determine if there is any support that the Council may be able to provide.
- Discuss the Council's Attendance Management Policy and issue management guidance if appropriate.
- Confirm a formal monitoring period of between three - six months

Monitoring Periods – Stage 1 & 2

During any formal monitoring period, if you have any concerns which could affect your ability to attend work you must discuss them with your manager so appropriate support can be given.

If at the end of any monitoring period:

- You have had no further absences and there are no causes of concern - your manager will confirm in writing that there has been a satisfactory improvement in your attendance and this will conclude the Attendance Management process. However, if you have further absences which reach an absence trigger within 12 months of Stage 1 ending, matters could be escalated to Stage 2 of the Attendance Management Procedure.
- You have had further periods of absence and / or there are causes of concern – a Stage 2 Attendance Review Meeting will be arranged.

Stage 2 - Attendance Review Meeting

The purpose of the meeting will be the same as the Stage 1 meeting, providing a further opportunity

to discuss any additional support required. A HR Advisor will be present at this meeting.

An outcome of this meeting could be that Management Guidance, Written Warning or a Final Written Warning is issued with a further period of formal monitoring (see 7.5 below). If however there are serious concerns regarding your attendance, a referral to a Case Review Hearing will be arranged (see 7.4 below) which could result in any of the possible outcomes detailed up to and including dismissal.

7.3 Long Term Absence Procedure

The Long Term Absence Procedure applies where an employee's absence has reached four weeks with no immediate prospect of a return to work. The Long Term Absence Procedure is summarised in Appendix 7. The Stages of the procedure are described below:

Stage 1 – Welfare Meeting

Where there is no prospect of a return to work in the near future, a welfare meeting under Stage 1 will be arranged with you. The purpose of the meeting will be to:

- understand your current state of health,
- to determine if there is any support that the Council may be able to provide,
- to consider making a referral to Occupational Health or to discuss any reports from Occupational Health,
- agree to maintain contact and that further meetings will be arranged as required,
- agree the arrangements for a return to work, if applicable and any support that can be accommodated if appropriate,
- if there is no indication of a return to work to discuss the next steps of the Long Term Absence Procedure if the absence continues.

Contact should be maintained during your absence with meetings taking place under Stage 1 as appropriate.

Stage 2 – Welfare Meeting

If your absence continues beyond a 3 month period with no immediate sign or a return to work, a Welfare meeting under Stage 2 of the procedure will be arranged. A HR Advisor will provide additional support and attend meetings that take place under Stage 2.

The purpose of the meetings will be the same as the Stage 1 meeting and following points will also be discussed:

- where there are concerns about your overall attendance record management guidance may be issued and a Stage 2 Attendance Review Meeting may be arranged upon your return to work with the possibility outcomes as outlined above (see 7.2 above),
- if there is no indication of a return to work in the foreseeable future to advise you that a Case Review Hearing (see 7.4) may need to be arranged to consider your continued employment.

Before arranging a Case Review Hearing, the following steps must have been taken:

- A recent medical report obtained.
- You will be informed in writing that a case review hearing will be arranged if there is no indication of a date for a return to work in the foreseeable future.

- The possibility that the outcome of the case review hearing could be dismissal will have been discussed with you prior to the hearing.
- Reasonable adjustments to the workplace / job and/or Redeployment will have been considered.

7.4 Case Review Hearing

The procedure for a Case Review Hearing can be found at Appendix 8. The Case Review Hearing will be chaired by a Hearing Officer this will be a Director or Assistant Director and they will be supported by a HR Advisor.

You will be given a minimum of seven calendar days notice in writing to attend the hearing and may be accompanied by a Trade Union representative or work colleague.

- In certain circumstances where you are unable to, and would wish to attend the hearing, it may be rearranged to an alternative date on one occasion. Where you are able to attend but choose not to, the hearing may go ahead in your absence. You can submit a written statement for consideration and the outcome of the hearing will be confirmed to you in writing.

A pack of documents containing all relevant information will be circulated prior to the hearing. You should provide any evidence that you want to present at the hearing at least two working days prior to the hearing. All information available will be carefully assessed before a decision is made.

The decision will be confirmed in writing to you including your right to appeal.

7.5 Possible Outcomes

The following possible outcomes may result from the attendance management or long term absence procedures:

Management Guidance outlines the standards expected of you regarding your attendance at work and what might happen if you fail to make an improvement. It can be issued at any Stage of the Attendance Management or Long Term Absence process and will be confirmed in writing. There is no right of appeal against management guidance. A copy of the letter will be placed on your personal file.

Written Warning with continued monitoring

A Written Warning can be issued where your attendance does not improve following a Stage 1 Attendance Review Meeting or a Stage 2 Attendance Review Meeting. It will outline the improvement required and possible outcomes should you fail to achieve an improvement during a further monitoring period which may be for the full duration of the warning.

A Written Warning will be confirmed in writing to you. A copy of the letter will be placed on your personal file. The duration of the warning is 12 months. There is a right to appeal against a written warning (see 7.6)

Final Written Warning with continued monitoring

A Final Written Warning can be issued where your attendance does not improve following a Stage 1 Attendance Review Meeting or a Stage 2 Attendance Review Meeting. A Written Warning does not need to have been issued prior to a Final Written Warning being issued where the level of attendance justifies a Final Written Warning. It will outline the improvement require and possible outcomes

should you fail to achieve an improvement during a further monitoring period which may be for the full duration of the warning.

A Final Written Warning will be confirmed in writing to you. A copy of the letter will be placed on your personal file. The duration of the warning is 18 months.

There is a right of appeal against a Final Written Warning (see 7.6)

Dismissal with Notice

Where there is a failure to improve attendance at work following a Stage 1 Attendance Review Meeting, a Written Warning or Final Written Warning or where the circumstances are considered to justify dismissal in its own right your employment will be terminated with the appropriate statutory notice period. You will be informed that there is a right of appeal.

The Council reserves the right to terminate your employment before the expiry of your sick pay, where there is no foreseeable sign of a return to work within your sick pay period.

There is a right of appeal against Dismissal with Notice (see 7.6)

Alternative to Dismissal

Depending on the circumstances of a dismissal it may be appropriate to consider redeployment to an alternative position during an employee's notice period, providing a suitable vacancy exists. Please see [Redeployment Policy](#) for further details.

III Health Retirement – Pensions and Retirement Policy

If you are a member of the Local Government Pension Scheme (LGPS) your pension could be released due to ill health, provided you meet the necessary criteria. You must have been a member of the LGPS for at least 3 months, be permanently incapable of discharging efficiently the duties of your current employment, and have a reduced likelihood of being capable of undertaking any gainful employment (whether in local government or elsewhere) before your normal retirement age. Please refer to the LGPS Pensions and Retirement Policy and Procedure for further information.

7.6 Right of Appeal

You can appeal against a written warning, final written warning or dismissal. An appeal form will be included with the letter confirming the decision which must be returned to Human Resources at the address given on the form no later than seven days following receipt of the letter. The completed appeal form must include the reason for the appeal.

Appeals against a written warning or final written warning will be heard by a Service Manager or Assistant Director/Director together with a representative from Human Resources at an Appeal Hearing. The procedure for an Appeal Hearing can be found at Appendix 9.

Appeals against dismissal will be heard by the Employees Appeal Panel (Council Members) and advised by representatives from Legal Services and Human Resources.

A pack of documents containing all relevant information will be circulated to all parties prior to the Appeal Hearing/Employee Appeals Panel. You should provide any evidence that you want to present at the hearing to the Hearing Officer at least two working days prior to the hearing. New information can be submitted for the appeal panel to consider.

You will be given at least seven calendar days notice of an appeal hearing in writing.

In exceptional circumstances where you are unable to, and would wish to attend the hearing, it may be adjourned to a later date on one occasion. Where you are able to attend but choose not to, the hearing may go ahead in their absence. You can submit a written statement for consideration.

The decision of the appeal panel is final and the outcome of the hearing will be confirmed to you in writing.

GUIDE TO FLEXIBLE WORKING SCHEME

Introduction

The Council recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Eligibility

If you have a minimum of 26 weeks' continuous Stockton-on-Tees Borough Council Service, you have the right to request a change to your working arrangements and for your request to be considered the Council.

Flexible Working Options

A request for flexible working could include:

- **A change to your working hours:** You can request to reduce your working hours on a temporary or permanent basis
- **Term time only working:** You would reduce the number of weeks that you work and are paid. You would not have the same flexibility with your holidays as these would be taken during the Schools holidays only. Your salary would continue to be paid in 12 equal instalments.
- **A change to the pattern of hours worked:** This could include a change to your working days, or shift pattern
- **Job share:** An arrangement whereby two part time employees share the responsibilities of one person. In this arrangement, both employees carry out the duties of the job, and pick up the work where one person left off.
- **Compressed hours:** This allows you to work your contractual hours over fewer working days. For example: 5 days (37 hours) is compressed into 4 days or 4 ½ days, or 10 days (74 hours) into 9 days.

Flexible Working Procedure

All requests must be made in writing by completing the [Flexible Working Request Form](#) available on the Intranet and also at Appendix 4. Any request made must include.

- the date of your application;
- the changes that you are seeking to your terms and conditions;
- the date on which you would like the terms and conditions to come into effect;
- if you have made a previous request for Flexible Working and if so, when that application was made
- the reason for your request
- what effect you think the requested change would have on the organisation;
- how could such effect might be managed.

Your completed application form should then be submitted to your line manager for consideration.

After receiving a flexible working request form, your manager should deal with it as soon as possible, but no later than 28 days of receipt of your application. The line manager will usually arrange a meeting to discuss your request, but where a request can be approved without further discussion, a meeting is not necessary.

Flexible Working meeting

You have the right to be accompanied at the meeting by a Trade Union representative or work colleagues if you wish.

The aim of the meeting is to find out more about your proposed working arrangement and how they could be accommodated and be of benefit both to the employee and the Council. Alternatives to the proposals may be discussed and considered by all parties.

Your manager should consider the proposed flexible working arrangements carefully. Each flexible working request should be considered on a case-by-case basis; agreeing to one flexible working request within a team does not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

It is essential that both manager and employee have an open approach to discussions and if the immediate request cannot be granted other options are considered including a trial basis

Outcome of Request

You will be informed in writing of the decision as soon as is reasonably practicable after the meeting, but no later than 14 days after the meeting.

The request may be granted by your manager in full or in part: for example your manager may propose a modified version of the request; they may suggest a trial period to see how suitable it is both for you and the Council, or grant the request on a temporary basis.

If your request cannot be approved, your manager will outline the reason why it cannot be accommodated.

Trial Periods

A trial period may be suggested where there are concerns regarding how a request will impact on the service, and provide an opportunity without commitment to test a working arrangement to see if it can be accommodated. At the end of a trial period, if it is felt that the working arrangements cannot be accommodated, you will still have the right to appeal against the manager's decision.

Right to Appeal

You will have the right to appeal against the decision where an agreement cannot be reached. An appeal form will be included with the letter confirming the decision, and this must be submitted no later than seven days following receipt of the letter.

An appeal will be heard by a Director/Assistant Director who will be supported by Human Resources. A work colleague or a Trade Union representative may accompany you at the hearing.

FLEXIBLE WORKING REQUEST FORM

Name	
Job Title	
Team	
Directorate	
Date you would like flexible working to start	
Have you made an application for flexible working before? *Yes/No	
If so, when?	
Reason for Request:	
Proposed Working Pattern:	
What, if any, are the effects of the change on your job?	
How do you think the change could be managed?	
Signed	
Date	
Please pass this form to your line manager for consideration.	

Notes

Requests to be considered as soon as possible, but no later than 28 days of receipt.
 If you require guidance please contact HRGeneralEnquiries@stockton.gov.uk

FLEXIBLE WORKING REQUEST FORM

To be completed by Line Manager

Date request for flexible working form received	
Date HR informed of the request	
Date of meeting (within 28 days of request)	
Attendees	
Outcome of the Meeting:	
Date Manager confirmed decision to employee (within 14 days of meeting)	
ACTIONS FOLLOWING THE MEETING	
Date flexible working to commence	
Outline of new flexible working arrangement	
Length of trial basis, if appropriate	
Notify Xentrall of changes (please complete form as per attached link)	Xentrall Form
APPEAL PROCESS, IF APPLICABLE	
Date employee appeals (within 7 days of letter giving the decision)	
Date of appeal Meeting	
Notification of outcome of appeal (within 14 days of appeal meeting)	
Signed	
Date	

GUIDE TO FLEXITIME SCHEME

Introduction

Flexitime allows you the ability to have an element of flexibility over your working hours, subject to the needs of the service. You can vary your start and finish times of work and take up to 3 breaks throughout the day which can assist in you balancing any personal commitments with your work commitments. You can also accrue flexitime (if work is available) and use these hours at a later date to take time off work.

Eligibility

Flexitime is available subject to the needs of the service. It is acknowledged that not all services will be able to apply the flexitime scheme due to operational requirements, but consideration can be given to applying the scheme as far as possible within each area.

If there are concerns regarding the use of the flexitime scheme, managers have the right to remove the use of flexitime and place an employee on a fixed pattern of work.

Core Time

There is no core time during which you must be in work. Your hours can be worked Monday – Sunday at anytime, subject to agreement with your line manager.

For a full day you must work a minimum of 4 hours, and for half a day work a minimum of 2 hours.

You do not need to give prior notification of your intended hours of work, however your manager and your colleagues should have an appreciation of where you are likely to be at work, to ensure that sufficient cover is available and ensure your health & safety.

Consideration may need to be given to start and finish times within teams where service delivery requires it, to ensure that all necessary duties are covered between you and your colleagues.

Flexitime recording

You can record your start and finish times on an [Excel Flexitime Spreadsheet](#). Electronic recording of flexitime is available within some areas of the Council.

It is your responsibility to record your start and finish times to the nearest 5 minutes. You should record the entry at the time, except where your work starts or finishes away from the workplace. Your manager can request to view your flexitime sheet at anytime.

If you are absent from work due to annual leave, paid leave or sickness absence, you should credit your flexitime sheet with your normal working hours – e.g. 7 hours 24 minutes for a full time employee.

Breaks

You may take up to 3 breaks each day.

If your working day exceeds 6 hours (4.5 hours if you are under 18 years of age), you **must** take a recorded break. The Council requires that this single break period is for a minimum of 30 minutes.

You can if you wish take additional breaks which can be for a minimum of 5 minutes.

Flexitime Credit / Deficit

You can accrue flexitime by working additional hours subject to the availability of work and the needs of the service.

It is advisable that you only accrue a maximum of 15 hours credit or go into deficit by no more than 10 hours. In exceptional circumstances you can have in credit or deficit a greater number of hours but this should be discussed and monitored by your line manager.

Flexi Leave

You take time back by reducing the length of your working day or by requesting a day or half a day's flexi leave.

You should request a day's flexi leave only where you have sufficient hours in credit which should be authorised by your manager (same procedure as for annual leave).

Flexi leave may be still authorised by your manager when you do not have sufficient hours, as part of a package of support.

Monitoring of flexitime

Your line manager may monitor your use of flexitime to ensure that:

- it does not result in overtiredness or underperformance;
- it continues to fit business needs;
- it does not place too much extra burden on your colleagues; and
- you are not abusing the flexitime arrangement

Any abuse of the flexitime scheme may be considered as a disciplinary offence that can result in action in line with the Council's Disciplinary policy.

GUIDE TO ADDITIONAL ANNUAL LEAVE SCHEME

Introduction

The purpose of the Additional Annual Leave Purchase Scheme is to provide employees with additional flexibility in respect of planned time off work. The Scheme provides you with the opportunity to purchase between 3 and 10 days per leave year (pro rata for part time employees) with the deduction from your pay spread over a maximum 12 month period.

All Council employees (excluding Casual Workers and Employees directly employed by centrally maintained Schools) are eligible to apply to purchase additional leave.

How do I apply for Additional Annual Leave?

You can make an application at the start of your annual leave year or at any time during the leave year.

The application form below must be completed and signed by you and sent to your Line Manager for consideration.

Line Manager & Service Manager approval

Your Line Manager will initially consider your application, taking into account the effect of granting the request on the operational requirements of the service, for example potential cover available and the consequences of leaving the post uncovered, and any leave plans of other employees within the team. It is the responsibility of managers to approve leave in a fair and consistent manner.

If your Line Manager is able to support your application, the form will be sent on to your Service Manager for final approval. If approved the additional purchased annual leave will be added to your annual leave entitlement for the year and may be taken at any time during the annual leave year subject to the usual line management approval.

If your application cannot be supported, your Line Manager will discuss the reasons for this with you and the application form should be completed accordingly. Your form should still be sent on to your Service Manager to review the decision. There is no right of appeal against the final decision.

Salary deduction

If your application is approved your application will be sent to Xentrall Payroll for processing. Deductions will be made from your salary on a monthly basis over a maximum 12 month period which can be spread over a longer period than the remainder of your annual leave year. If you are on a temporary or fixed term contract which has fewer than 12 months remaining, then deductions will be made over the remaining months.

The first deduction will commence from your salary from the first available period following notification of approval to payroll.

Calculation of a Days' Leave

Additional annual leave will be purchased as shown in the following examples:

Example 1

A full time employee earns £21,519 (gross) per annum and wishes to buy 3 days additional annual leave:

- $£21,519 / 52.14 = £412.72$ per week
- $£412.72 / 5 = £82.54$ per day
- $£82.54 \times 3 = £247.62$ cost of 3 days annual leave
- $£247.62/12 = \mathbf{£20.63}$ deduction from monthly pay for buying 3 days extra annual leave

Example 2

A part time employee earns £21,519 gross (pro rata) per annum, works 20 hours per week and wishes to buy 20 hours additional annual leave

- $£21,519 / 52.14 = £412.72$ per week
- $£412.72 / 37 = £11.15$ per hour
- $£11.15 \times 20 = £223.00$ cost of 20 hours annual leave
- $£223 / 12 = \mathbf{£18.58}$ deduction from monthly pay for buying 20 hours extra annual leave

Specific guidance on calculations for Term Time Only working will be provided by payroll

Repayment on leaving the Council

If, for any reason, you leave the Council, any purchased additional annual leave will be treated the same as annual leave.

If you have taken more annual leave than has been accumulated, the outstanding value of leave will be deducted from your final salary. If you have insufficient final salary to repay the overtaken annual leave, you will be invoiced by Payroll for any outstanding amount.

Tax, National insurance and pension

Tax and National insurance will be deducted as if the salary has been paid to you. Your pensionable pay will not be affected by purchasing additional annual leave under the scheme.

Maternity Leave

If you go on maternity leave after purchasing annual leave, deductions will continue to be made from your salary where possible. If money still needs to be repaid at the point you go into nil pay an invoice will be sent to you for the remaining amount.

Sickness Absence

If you are absent from work due to sickness, deductions will continue to be taken when you are in receipt of full or half sick pay. If you go into nil pay, any money still owing will accrue and will be recouped from you on your return to work, and/ or when the outcome of your absence is known.

ADDITIONAL ANNUAL LEAVE PURCHASE FORM

Employees wishing to buy additional annual leave must complete this form and forward it to their line manager for consideration. The maximum amount of additional annual leave that an employee may 'purchase' in any one leave year is 10 working days (pro rata for part time employees).

Note: The completion and submission of this form and approval of the request for additional annual leave will constitute the employee's consent to any applicable salary adjustment.

EMPLOYEE TO COMPLETE:

NAME	
JOB TITLE	
TEAM	
DIRECTORATE	
EMPLOYEE NUMBER	

For the leave year starting Month: _____ Year: _____ I would like to buy ____ days' additional annual leave. **I agree that there will be a reduction in my salary for this.**

Equal monthly payments over the next ____ months (**12 months or less**)

Employee Comments :

LINE MANAGER TO COMPLETE:

<input type="checkbox"/>	I agree to the request for buying additional annual leave as set out above
<input type="checkbox"/>	I do not agree to the request for buying additional annual leave as set out above. I have discussed this with the employee and explained why I have declined the request.

Line Manager Comments:

Line Manager name..... Date.....

SERVICE MANAGER TO COMPLETE:

<input type="checkbox"/>	I agree to the request for buying additional annual leave as set out above.
<input type="checkbox"/>	I do not agree to the request for buying additional annual leave as set out above. The employee has been informed of this decision and provided with an explanation as to why their request has been declined.

Service Manager Comments:

Service Manager name..... Date.....

Please email completed to form to Payroll.Department@xentrall.org.uk

A-Z GUIDANCE ON LEAVE

This Guidance is indicative of the periods of paid or unpaid leave that can be made available and where specific periods of paid or unpaid leave of absence are detailed it should be noted that managers do have the discretion to approve further paid/unpaid leave depending on the particular circumstances.

Advice must be sought from HR for any paid leave of absence exceeding 1 week or unpaid leave of absence exceeding 2 weeks.

REASON	GUIDANCE	PAID/UNPAID
ADOPTION LEAVE		
<p>Employees are entitled to 26 weeks ordinary adoption leave, plus an extra 26 weeks additional adoption leave, making 52 weeks in total.</p> <p>Further details can be found in the Becoming a Parent Policy which can be accessed from the Policies section of the intranet</p>	<p>Up to 6 wks at 90% of an employee's average earnings plus 33 weeks SAP which may include 12 weeks half pay followed by 13 weeks</p>	<p>PAID</p> <p>UNPAID</p>
ADOPTION SUPPORT LEAVE		
<p>Granted to any employee nominated by the child's adopter to provide support at or around the time of placement.</p> <p>Further details can be found in the Becoming a Parent Policy which can be accessed from the Policies section of the intranet</p>	Up to 2 weeks	PAID
ANTENATAL CARE		
<p>i.e. medical examination, midwife appointments, relaxation classes and parent craft classes for the pregnant mother only.</p> <p>Partners accompanying pregnant mother</p>	<p>Discretionary - reasonable amount</p> <p>Discretionary - reasonable amount</p>	<p>PAID</p> <p>UNPAID</p>
BANK HOLIDAYS		
<p>Where an employee is required as part of their normal working week to work on a bank holiday, time off will be allowed at a later date as follows:</p> <p>Where time worked is less than 4 hours or less than half the working shift (where the shift exceeds 7.5 hours)</p> <p>Where time worked is more than 4 hours or more than half the working shift where the shift exceeds 7.5 hours</p> <p>Bank holiday adjustments for part time employees should be managed through their flexi time sheet, and be taken no later than the next flexi period subject to operational service requirements.</p>	<p>Half day (pro rata)</p> <p>Full day (pro rata)</p>	<p>PAID</p> <p>PAID</p>

REASON	GUIDANCE	PAID/UNPAID
BEREAVEMENT		
<p>It is acknowledged that bereavement can affect individuals differently and can depend on the nature of the relationship with the deceased. Requests should therefore be dealt with sympathetically, based on individual circumstances, taking into account the relationship between the employee and the deceased.</p> <p>The following leave of absence is provided as a guide:</p> <p>In the case of immediate family</p> <p>Extended family and close friends</p>	<p>Up to 2 weeks</p> <p>1 day</p>	<p>PAID</p> <p>PAID</p>
BLOOD DONORS		
<p>Employees will be granted paid leave subject to each appointment not exceeding three hours and having been agreed in advance with their line manager.</p>	<p>Discretionary – reasonable amount</p>	<p>PAID</p>
CARERS LEAVE		
<p>Leave to care for critically ill dependents. Evidence that the employee is the nominated primary carer may be needed.</p>	<p>Discretionary – reasonable amount (usually up to 20 working days per annum)</p>	<p>PAID</p>
DISABILITY LEAVE		
<p>Where an employee has a disability or the employee has responsibility for a disabled dependent the following time off work is advised for:</p> <ul style="list-style-type: none"> • appointments and treatment • rehabilitation following treatment <p>Evidence of the appointment and any rehabilitation period may be required.</p>	<p>Discretionary - Reasonable amount</p>	<p>PAID</p>
ELECTIONS		
<p>Leave for employees who serve on elections administered by Stockton Borough Council during their normal working time and subject to the approval of their Service Manager/Assistant Director/Director prior to registering with the Electoral Officer.</p>	<p>As required</p>	<p>PAID</p>
COSMETIC SURGERY, DENTISTRY OR SIMILAR PROCEDURES		
<p>This is treatment that is <i>not considered to be medically necessary</i>, for example face-lifts, laser eye treatment and teeth whitening.</p>	<p>Discretionary – reasonable amount</p>	<p>UNPAID</p>
EMERGENCY LEAVE FOR DEPENDENTS		
<p>In exceptional circumstances employees will be given time off work to deal with emergency situations involving a 'dependent'-</p>	<p>Immediate response</p>	<p>PAID</p>

REASON	GUIDANCE	PAID/UNPAID
<p>i.e. unforeseen admission to hospital.</p> <p>Employees are encouraged to use annual leave and/or flexi leave for some or all of the leave required to support for ongoing arrangements, however in exceptional circumstances some paid leave or unpaid leave may also be provided.</p>	Followed by reasonable amount - discretionary	UNPAID/PAID
FERTILITY TREATMENT (In Vitro Fertilisation)		
For treatment and recovery	Discretionary - Reasonable amount	PAID
FLEXI LEAVE		
<p>Where the flexitime scheme is operational employees must have requests for flexi leave approved in the same way as annual leave with approval being subject to service requirements.</p> <p>For further details please refer to the Flexitime Scheme available on the Policies Section of the Intranet</p>	<p>Two full days Or 4 half days per settlement period subject to a maximum of 13 full time equivalent days</p>	PAID
FOSTERING (available to employees who apply to foster with Stockton Borough Council)		
<p>Pre and post approval training.</p> <p>Where an employee is an approved long term foster carer for the Council and they have been matched with a specific child the principles of Parental Leave will be applied. Evidence of long term foster care of a child will be required which can be obtained from the Child Placement Team in CESC.</p>	<p>5 days (pro rata)</p> <p>18 weeks (in blocks of not less than one week other than for a disabled child AND no more than 4 weeks leave in a 12 month period in respect of any individual child</p>	<p>PAID</p> <p>UNPAID</p>
GRADUATION		
Employee's own graduation	1 day	<p>PAID (when course is sponsored by the Council)</p> <p>UNPAID / Annual Leave</p>
HEARINGS / APPEALS (disciplinary, grievance, etc)		
Accompanying an employee at a hearing / appeal within SBC.	As required	<p>PAID (where employee is at work)</p>
INTERVIEWS		
Paid leave to be granted to employees attending interviews (excluding travelling time) within local government service only.	As required	PAID
JURY SERVICE		
Where an employee is called up for jury service they are required	As required	PAID

REASON	GUIDANCE	PAID/UNPAID
<p>to provide a copy of the court summons before paid time off will be approved.</p> <p>The employee must also submit a claim to the court for loss of earnings. They will be paid whilst on jury service at their normal rate of pay, subject to the deduction of any monies received from the court in respect of loss of earnings.</p>		(less court allowance)
MATERNITY LEAVE		
<p>All women are entitled to 26 weeks ordinary maternity leave, plus an extra 26 weeks additional maternity leave, making 52 weeks in total.</p> <p>Further details can be found in the Becoming a Parent Policy which can be accessed from the Policies section of the intranet</p>	<p>Up to 6 wks at 90% of an employee's average earnings plus 33 weeks SMP plus 12 weeks half pay (if eligible)</p> <p>followed by 13 weeks</p>	<p>PAID</p> <p>UNPAID</p>
MATERNITY SUPPORT LEAVE		
<p>Granted to any employee nominated by the mother to provide primary support at or around the time of the birth. Should be taken within 1 month of the birth.</p> <p>Further details can be found in the Becoming a Parent Policy which can be accessed from the Policies section of the intranet</p>	<p>Up to 2 weeks which must be taken in one block</p>	<p>PAID</p>
MEDICAL / DENTAL APPOINTMENTS		
<p>Employees are expected to attend appointments outside of normal working hours or utilise the flexitime scheme, where possible, to attend for example doctors, dentists, physiotherapy, counselling, hospital etc.</p> <p>In certain circumstances paid leave may be appropriate particularly where the employee is attending counselling or physiotherapy services provided by the Council.</p>	<p>Discretionary – reasonable amount</p>	<p>UNPAID</p> <p>PAID</p>
MEDICAL PROCEDURE/OPERATION		
<p>Where an employee is required to undergo a medical procedure/operation in hospital or equivalent (not a doctor's appointment at a surgery), which is NOT cosmetic surgery or dentistry</p>	<p>Period of admission to hospital and a reasonable period for recommended recovery time.</p> <p>Longer recovery periods are more appropriately covered by a fit note and recorded as sickness absence.</p>	<p>PAID</p> <p>SICK PAY</p>
MEDICAL SCREENING FOR CANCER		
<p>Where the appointment cannot be made outside of an employee's normal working hours.</p>	<p>Duration time of the appointment</p>	<p>PAID</p>

REASON	GUIDANCE	PAID/UNPAID
PARENTAL LEAVE		
<p>Leave entitlement per child up until the child's 18th birthday. For an adopted child under the age of 18, 5 years from the date of adoption or until the child's 18th birthday whichever is the sooner.</p> <p>For a disabled child, the employee can take up to 18 weeks until their 18th birthday.</p> <p>Further details can be found in the Becoming a Parent Policy which can be accessed from the Policies section of the intranet</p>	<p>18 weeks (in blocks of not less than one week other than for a disabled child AND no more than 4 weeks leave in a 12 month period in respect of any individual child)</p>	UNPAID
PATERNITY LEAVE		
<p>For paid leave the employee must have been continuously employed for at least 26 weeks up to the "qualifying week" (i.e. 15th week prior to the expected week of childbirth) and notification of their intention to take paternity leave must also be 15 weeks before the date the baby is due to be born on.</p> <p>Further details can be found in the Becoming a Parent Policy which can be accessed from the Policies section of the intranet</p>	<p>Up to 2 weeks which must be taken in one block</p>	PAID
POST ENTRY TRAINING (for learning supported by the Council)		
<p>Revision Leave – taken within 4 weeks preceding the exam and time allowed to sit exam.</p>	<p>Discretionary – usually 1 day for revision per exam and duration of examination</p>	PAID
PUBLIC DUTIES		
<p>Employees who wish to undertake public duties should discuss the situation with their manager. Prior to approval of dates, written notification seeking approval from their manager should be provided. This should be provided as far in advance as possible.</p>	<p>Discretionary - reasonable amount</p>	PAID
REDUNDANCY (following issue of notice of dismissal)		
<p>To look for new employment, attend interviews or arrange training for future employment.</p>	<p>Discretionary - Reasonable amount</p>	PAID
RELIGIOUS REQUESTS		
<p>Requests for time off on religious grounds will be considered in line with service needs.</p>	<p>Discretionary - Reasonable amount</p>	UNPAID
RELOCATION		
<p>As part of an agreed recruitment package and in accordance with the criteria for relocation.</p>	<p>Up to 2 days</p>	PAID
RESERVE FORCES		

REASON	GUIDANCE	PAID/UNPAID
<p>Training dates must be notified to the line manager as soon as possible and approval will be subject to the needs of the service but will not be unreasonably refused.</p> <p>If employees are required to undertake military service overseas they should contact their line manager.</p>	<p>Discretionary – reasonable amount (usually up to 2 weeks)</p>	<p>PAID</p> <p>UNPAID</p>
RETAINED SERVICE		
<p>Employees who meet the retained service requirements will be granted time off work, subject to service requirements, with pay in addition to any other fees received. In most instances these will be in response to emergency situations and time off will not be unreasonably refused.</p>	<p>Discretionary - reasonable amount (usually up to 2 weeks pro rata).</p>	<p>PAID</p>
SHARED PARENTAL LEAVE		
<p>Employees can share up to 50 weeks Maternity or Adoption leave arrangements with their partner or the father of the child. Employees can be given time off from work at the same time as the partner/father, and the time can be taken in three separate blocks.</p> <p>Further details can be found in the Becoming a Parent Policy which can be accessed from the Policies section of the intranet</p>	<p>Up to 37 weeks statutory Shared Parental Pay and may be entitled to up to 12 weeks ½ pay in addition.</p> <p>followed by up to 13 weeks</p>	<p>PAID</p> <p>UNPAID</p>
SPECIAL GUARDIANSHIP		
<p>When Placement is made under a Special Guardianship Order</p>	<p>Up to 2 weeks</p> <p>Followed by Reasonable Amount</p>	<p>PAID</p> <p>UNPAID</p>
TRADE UNION REPRESENTATIVES		
<p>Conferences Leave shall be granted to delegates attending the annual conference of recognised Trade Unions subject to the demands of the service. 1 Union representative per 1000 members will be permitted to attend.</p> <p>Facility Time Reasonable paid time off work will be given to represent members on negotiations, disciplinary, grievance, capability, reviews and redundancies and similar trade union activities. Advice on what is considered to be ‘reasonable’ can be sought from HR.</p>	<p>One conference per year</p> <p>Reasonable amount subject to demands of the service</p>	<p>PAID</p> <p>PAID</p>
VOLUNTARY SERVICE OVERSEAS		

REASON	GUIDANCE	PAID/UNPAID
The Council will consider applications for Voluntary Service Overseas.	Discretionary - reasonable amount subject to service requirements	UNPAID
VOLUNTEERING		
The Council encourages its employees to volunteer in the wider community in their own time but in some circumstances it may be appropriate to provide unpaid leave.	Discretionary - reasonable amount subject to service requirements	UNPAID
WEATHER		
On occasions where weather conditions prevent employees getting to work and all reasonable attempts to get to work have failed any absence should be unpaid.	As required	UNPAID
WITNESSES		
<p>If employees are required to attend court as a witness, paid time off will be approved where a copy of the court summons is provided.</p> <p>Where employees attend Court through their own choice, such as to support a relative or friend.</p>	As required	PAID (Subject to the deduction of any loss of earnings received from the court) UNPAID

LEAVE OF ABSENCE FORM

Leave of Absence Forms only need to be completed for:

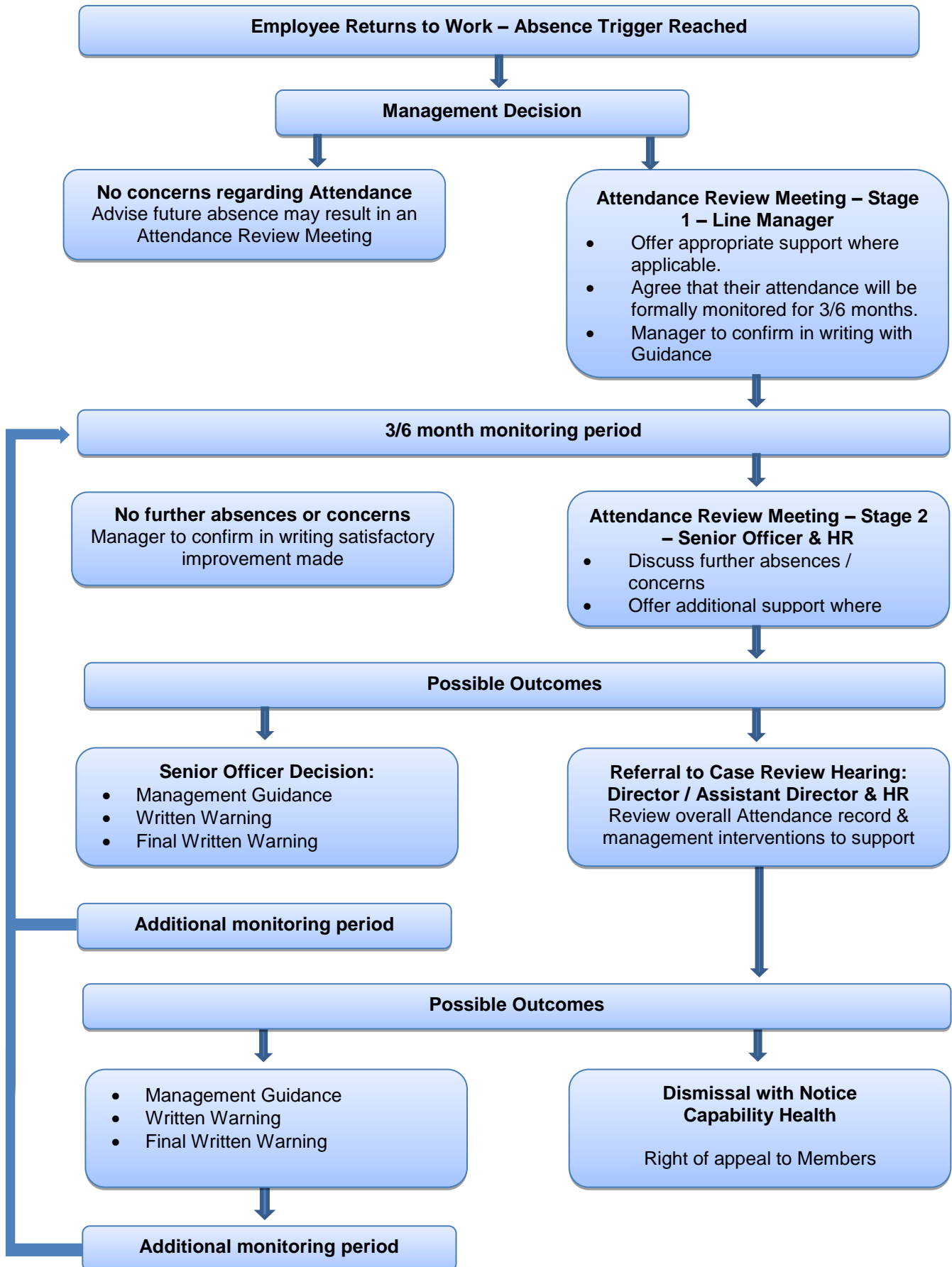
- Paid Leave of absence of more than 1 week
- Any periods of Unpaid Leave of Absence (in order that payroll are notified)
- Jury Service leave
- Reserve Forces leave

Managers and employees should consider the Leave A-Z Guidance detailed in Appendix 4 of the Leave Policy when requesting or determining any request for paid and unpaid leave. **Advice from HR can be sought and must be obtained when considering periods of paid leave in excess of 1 week and unpaid leave of more than 2 weeks**

PART A – CURRENT DETAILS (to be completed by Employee)											
Directorate/ Service Area / Team _____											
Surname: _____			Forename(s): _____								
Employee ID:		<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>									
PART B – Details of Request (to be completed by Employee)											
Reason for Leave											
(If the reason for the request is bereavement please state the person deceased ie mother, father)											
Date from		Date to		Number of Hours							
Time to be deducted must be stated in hours for all absences. Please note a standard day for whole time 37 hours employee working 5 days a week would be or 7.24 hours.											
Signed											
Date											
PART C – AUTHORISATION (to be completed by Line Manager – authorised to approve leave requests)											
Line Managers Name											
Line Managers Contact Email Address											
Please state whether Paid or Unpaid											
Please state whether Supported or Not Supported											
Comments											
Date											

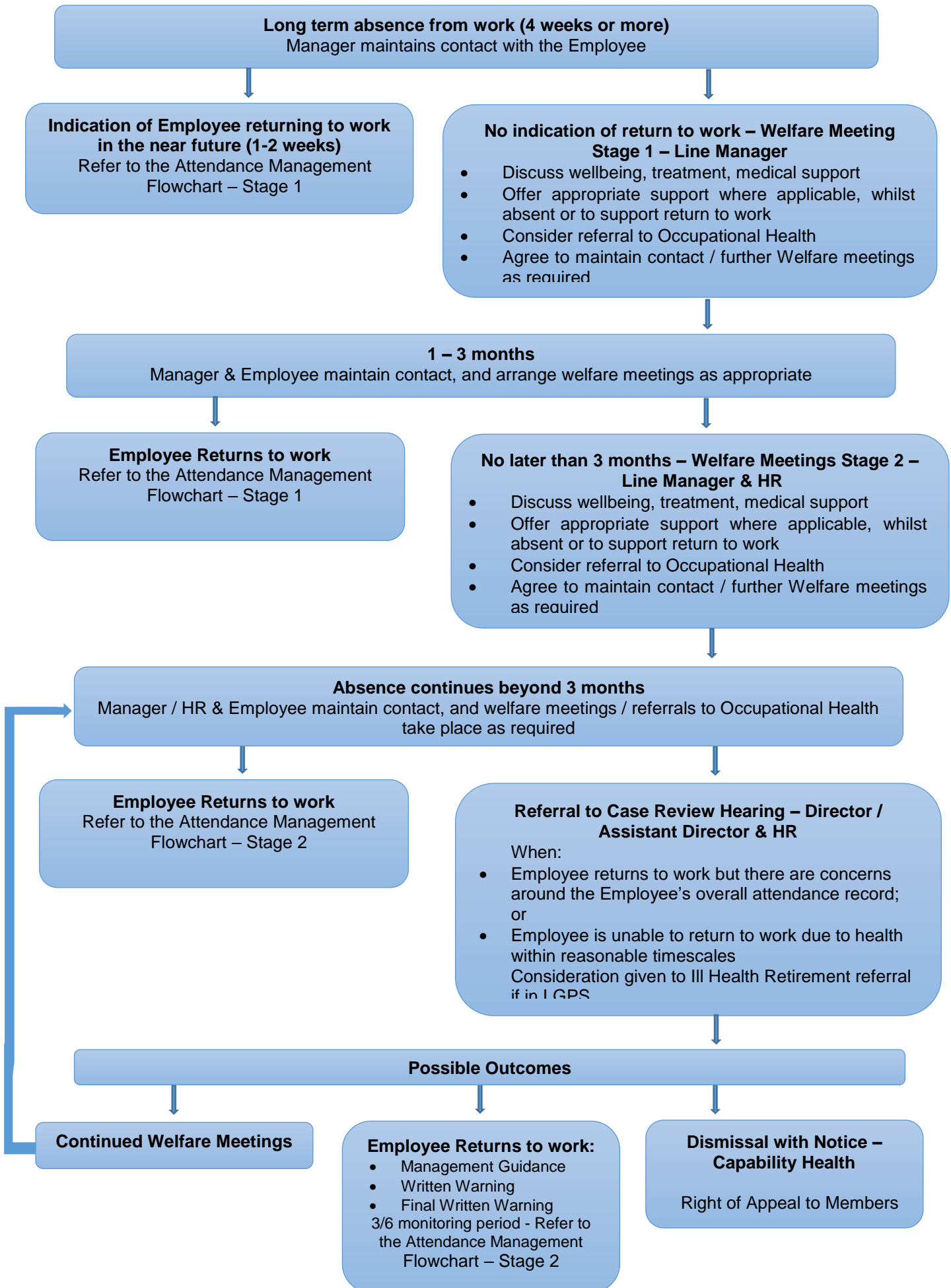
Please return this form to:
 HR Team, 1ST Floor, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1LD
 Or by email: HRGeneralEnquiries@stockton.gov.uk

ATTENDANCE MANAGEMENT FLOW CHART



LONG TERM ABSENCE FLOWCHART

APPENDIX 7



PROCEDURE FOR CONDUCTING A CASE REVIEW HEARING

The Hearing Officer will:

1. Introducing all parties.
2. Explaining the purpose of the hearing.
3. Saying how the hearing will be conducted and any time constraints, which may apply
4. Confirming that all parties have received the necessary documentation.
5. Requesting if any points of clarification are required.

The Management Team will:

6. Present details of overall attendance record to date.
7. Outline appropriate support considered to maintain attendance at work / assist with a return to work.
8. Respond to questions from the employee or the trade union representative, the Hearing Officer and HR Advisor.

The Employee and/or representative will:

9. Present their case.
10. Discuss any support which may assist in .
11. Respond to questions from the investigation team, the Hearing Officer and HR Advisor.

Summaries:

12. Where necessary - The Hearing Officer will ask for all parties to briefly summarise their respective cases. No new evidence can be submitted at this point.

The Management team, the employee and their representative withdraw from the hearing to allow the Hearing Officer and HR Advisor to consider the evidence and determine any action.

In exceptional circumstances all parties may be recalled to answer further questions or clarify facts.

The Hearing Officer chairing the hearing may adjourn the proceedings at any stage if this appears necessary or desirable. If adjourning for the purpose of enabling further information to be obtained, the nature of that information will be specified.

The Hearing Officer will notify all parties of the outcome, and confirm to the employee in writing, outlining the right to appeal (if applicable).

PROCEDURE FOR CONDUCTING AN APPEAL HEARING

The Hearing Officer will:

1. Introducing all parties.
2. Stating the purpose of the appeal hearing.
3. Saying how the hearing will be conducted and any time constraints, which may apply.
4. Confirming that all parties have the same documentation.
5. Requesting if any points of clarification are required.

The Management team will:

6. Present details of overall attendance record to date.
7. Outline appropriate support considered to maintain attendance at work / assist with a return to work.
8. Respond to questions from the employee or the trade union representative, the Hearing Officer and HR Advisor.

The Employee and/or representative will:

9. Present their case.
10. Discuss any support which may assist in .
11. Respond to questions from the investigation team, the Hearing Officer and HR Advisor.

Summaries:

12. Where necessary - The Hearing Officer will ask for all parties to briefly summarise their respective cases. No new evidence can be submitted at this point.

The Hearing Officer chairing the hearing may adjourn the proceedings at any stage if this appears necessary or desirable. If adjourning for the purpose of enabling further information to be obtained, the nature of that information will be specified. Any adjournment will normally be for a stated period.

If the facts of the case are not contested, with the agreement of all parties, an appeal hearing against a warning can deal solely with the actual grounds of appeal. In this case the employee or the employee's representative will present their case first.

The Management team, the employee and their representative withdraw from the hearing to allow the Hearing Officer and HR representative to consider the evidence and determine any action.

The Hearing will reconvene and the Hearing Officer will inform everyone of the outcome which will be confirmed in writing. The decision of the appeal is final.