

Time Off Policy

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1. Aim

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

2. Principles

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

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

3. Scope

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

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4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

5. Further advice

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

6. Annual Leave

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

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

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

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

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7. Bank Holiday

For Full Time Workers (37 hours, 5 days per week), 8 Bank Holidays are given annually. For part-time workers, bank holiday allowance is calculated on a pro-rata basis. Please speak to HR for more details.

8. Bereavement/Compassionate Leave

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

The following leave may be authorised, any additional time off that is required may be granted by the Director where an employee is concerned with the completion of arrangements or where extensive travelling is involved. Any additional leave will be without pay.

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

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

9. Special Leave – Time off for Dependents

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

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

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

10. Special Leave – Emergency Situations

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

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

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Relations Act 1999.

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

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

11. Time Off for Public Duties

The definition of public service is as follows:

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

The duties that are covered are as follows: -

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

In the case of local authorities operating executive arrangements:

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

In addition, if you choose to work in a polling station or work as a counting assistant on an Elections Day, you will be given the time off to do so. Please speak to your line manager, giving them as much notice as possible.

Eligibility Criteria

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

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12. Jury Service

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

13. Time Off for Reservists

Time off for reservist duty, either as a volunteer or regular, may be permitted. Please speak to HR.

14. Medical Appointments

Hospital Appointments

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

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

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

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

Fertility Treatment

The CPCA wishes to be supportive of those affected by fertility issues, therefore employees wishing to attend appointments relating to Fertility Treatment (including IVF) will usually be granted reasonable paid time off to attend these.

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

Cancer Screening

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

Doctors and Dentists

Paid time off will not be granted to attend appointments with Doctors or Dentists. These should be arranged outside normal working time if possible. If it is not possible to arrange the appointment outside of working time, then prior approval should be sought for the absence. Any time taken during working hours must be made up as soon as possible or taken from existing flexi time where applicable.

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15. Gender Reassignment

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

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

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

16. Maternity/Paternity/Shared Parental and Adoption Leave

The CPCA has separate Family Leave policy that covers these types of leave. Any employee who has a child under a Special Guardianship arrangement should discuss this with their HR Manager. Details about time off for antenatal appointments for the mother/father/partner are specified in the Family Leave Policy.

17. Career Breaks

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

A Career break may be allowed for various reasons, e.g.:

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

18. Further advice

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

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Governance

References:

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

Employment Relations Act 1999.

Children Act 1989

Local Government & Housing Act 1989

Other Policies:

Attendance and Absence Management

Family Leave Policy

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Document control sheet

Purpose of document	This policy covers time off in a wide variety of situations to support employees in working towards a healthy work-life balance.
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Dissemination	
What other documents should be read in conjunction with	Documents listed in this guidance
Who will review the document (job title)	HR Team
Why is this document being reviewed	Review of existing Policies and Procedures

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2	2 15	Removed reference to teachers Removed reference to timesheets	