



## Annual & Other Leave Entitlements Policy

Document Status: Final

Document Ref: HRPOL - 012

Originator: Zoe Wolicki

Updated: Jackie Noble

Owner: Anica Goodwin

Version: 01.02.02

Date: October 2022

**Approved by Corporate Management Team / Appointments and Staffing**

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Classification: SEC1 - Routine

## Document Location

This document is held by Tamworth Borough Council, and the document owner is the Head of Organisational Development.

Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

## Revision History

Revision Date	Version Control	Summary of changes
July 14	01.02.01	Updated job titles and other policy amendments eg annual leave and carers/SGL
March 15	01.02.01	Finalised after approvals
September 16	01.02.02	Correction of BH calculation
September 17	01.02.02	New format, additional comment re: wellbeing, added appeal procedure, new CIA
August 2022	01.02.03	Included Parental Bereavement Leave, amended Parental Leave legislation, added IVF leave, blood donation and dependants leave, calculations for annual leave if join/leave during the year

## Approvals Creation and Major Change

Name	Title	Approved
TULG	Anica Goodwin	January 10
TULG		September 2022

## Approvals Minor Change and Scheduled Review

Name	Title	Approved
CMT		October 14
Appointments & Staffing Committee		February 15

## Approval Path

### Major Change

Originator  
Owner  
TULG  
CMT  
Appts & Staffing Committee

**Action**  
HR  
Head of Paid Service  
Consultative Group  
Corporate Approval  
Council Approval

### Minor Change

HR  
TULG  
Director

Submission  
Consultative Group  
Delegated Approval

## Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

- A monetary value included within it, in which case an annual review will be required, and/ or
- A legislative change is required as directed by government.

### **Distribution**

The document will be distributed through Astute and will also be available on the Intranet and paper based copies.

### **Security Classification**

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
1 Policy statement	5
2 Annual Leave	5
3 Annual Leave Entitlement	5
4 Calculating leave for somebody that joins part way through the year	6
5 Calculating leave for somebody that leaves part way through the year	6
6 Annual leave entitlement for part time employee	7
7 Annual leave entitlement for casual workers	7
8 Bank Holidays	7
9 Christmas opening	7
10 Bank Holidays for part time employees	8
11 Taking of annual leave	8
12 Carrying forward annual leave	9
13 Sickness whilst on annual leave	10
14 Leavers and transfer of annual leave for new joiners	10
15 Compassionate Leave	10
16 Parental Bereavement Leave	10
17 Time off for ante natal care	11
18 Time off for dependants and carer's leave	11
19 Jury Service or attendance at court as a witness	12
20 Volunteer member of non-regular forces	13
21 Public Duties	14
22 Medical appointments	14
23 IVF	14
24 Blood donation	14
25 First day/half day at school	14
26 Time off for trade union duties/H&S duties	15
27 Family Friendly policies	15
28 Special Guardianship	15
29 Foster Care training	15
30 Leave for professional examinations	15
31 Inclement weather	16
32 Domestic emergencies	16
33 Unpaid leave	16
34 Appeals	16

## **1. Policy Statement**

In line with National Joint Council agreements, Tamworth Borough Council provides all employees with annual leave entitlements, paid time to attend medical appointments, family friendly entitlements, the facility to perform public duties and time off to deal with emergencies.

This enables the Council to meet their statutory obligation under the Working Time Regulations and ensure the health and welfare of all employees.

All employees have a responsibility, within the requirements of service delivery, to ensure that they take their annual leave entitlement within the appropriate annual leave year.

All employees have a responsibility to ensure that their Tensor time and attendance record is maintained accurately.

All managers have a responsibility, within the requirements of service delivery, to ensure all employees take their annual leave within the appropriate annual leave year, ensuring effective delivery of service and to maintain employee wellbeing.

This policy is designed to ensure that the Council operates consistently and that all employees are treated equitably and with understanding.

All employees must comply with the Annual Leave and Other Leave Entitlements Policy and Procedure.

Employees whose absence from work is unauthorised may be subject to disciplinary action.

## **2. Annual Leave**

Annual leave is to be taken at mutually agreed times between employee and line manager. Where the employee requests leave on a specific day or date for religious observance, this is to be taken as annual leave. These requests will be considered sympathetically and granted subject to the requirements of the service and planned into service delivery.

The annual leave year for any employee starts from the first day of the month following their birthday with the exception of new employees who commence part way through a year. Leave will be calculated from the first date of employment to the end of the month in which their birthday falls in the first year and will start from the first day of the month following their birthday thereafter.

Annual leave is accrued in the normal way for employees on Maternity, Adoption, Paternity and Shared Parental Leave.

## **3. Annual Leave Entitlement**

26 days (192 hours and 24 minutes) (FTE) rising to 31 days (229 hours 24 minutes) (FTE) after 5 years continuous service.

For **employees in post prior to the 1<sup>st</sup> January 2008** annual leave entitlement is 32 days (236 hours 48 minutes) (FTE).

The Council reserves the right to allocate up to 5 days of annual leave to be taken at specific times in accordance with service closedown requirements after any possible alternative relocation of work has been explored. Any such allocated days will be agreed annually in advance with the employee and trade unions (where applicable). This is likely to be a rare occurrence and will be avoided wherever possible.

#### **4. Calculating leave for employees joining part way through a leave year**

Annual leave is accrued from the first day of employment. The employee receives one twelfth of their full annual leave entitlement on the first day of each month, bringing it up to the calculated total by the end of the leave year. If the total includes a fraction of a day, it is then rounded up or down. If the fraction of a day is below a half day it is rounded up to the next half day. If it is above a half day it is rounded up to the next whole day.

For example:

An employee starts work on Monday 18<sup>th</sup> February, working 5 days a week. The employee is entitled to 26 days annual leave per annum. Their annual leave calendar runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Their leave year includes 11 months with the 18<sup>th</sup> which are known as 1<sup>st</sup> days in the month as they are a month anniversary of the start date e.g. 18<sup>th</sup> February 18<sup>th</sup> March and so on until 18<sup>th</sup> December).

Calculation:

Number of first days of the month x full years entitlement  
Months in the year

=  $11/12 \times 26 = 23.83$ . Round up to the nearest half day = 24 days

#### **5. Calculation for somebody leaving part way through the year**

Regulation 14 of the Working Time Regulations states that the calculation is based on the calendar days in employment.

Calculation: Leave entitlement for full year x Proportion of leave year in employment

For example: An employee works 5 days per week and has 10 years' service. Their leave year is 1<sup>st</sup> April – 31<sup>st</sup> March and they leave on 25<sup>th</sup> July.

Step 1: Annual leave for whole year = 31 days as they also have 5+ years service

Step 2: Calculate the proportion of leave year in employment

Between 1<sup>st</sup> April and 25<sup>th</sup> July there are 116 days calendar days. There are 365 days in a year, 366 on a leap year. Therefore, they are employed for  $116/365 = 31.78\%$  of the year

Step 3: Pro-rata based on the proportion of the leave year worked:

$$31 \times 31.78\% = 9.85 \text{ days and then round up to 10.}$$

## 6. Annual Leave Entitlement for Part Time Employees

Part time employees are entitled to the same annual leave entitlement as full-time employees but on a pro-rata basis.

Annual leave for part time employees is calculated in hours as follows:

$$\frac{\text{weekly hours worked}}{\text{FTE hours (37)}} \times \text{full day (7.4)} \times \text{full time annual leave entitlement}$$

Example 1 An employee works 20 hours per week and has less than 5 years continuous service

$$20/37 \times 7.4 \times 26 = 104 \text{ hours}$$

Example 2 An employee works 20 hours per week and has more than 5 years continuous service

$$20/37 \times 7.4 \times 31 = 124 \text{ hours}$$

## 7. Annual Leave Entitlement for Casual Workers

A casual worker is entitled to 5.6 weeks' holiday per holiday year which equates to 12.07% of hours worked per annum. A casual worker can no longer 'roll this' into a payment on top of the casual hourly rate. Annual leave is accrued as per the following example:

Month 1	20 hours worked	$20/100 \times 12.07 = 2.41$ annual leave hours accrued
Month 2	30 hours worked	$30/100 \times 12.07 = 3.61$ annual leave hours accrued

The casual worker will book annual leave with their line manager and submit the 'Casual Annual leave' claim form to payroll for payment.

## 8. Bank Holidays

Bank Holidays are as follows:

Easter	2 days	Good Friday and Easter Monday
May Day	1 day	Normally first Monday in May
Spring Bank	1 day	Normally last Monday in May
Summer	1 day	Normally last Monday in August
Christmas	2 days	Christmas Day and Boxing Day
New Year	1 day	New Year's Day

## 9.Christmas Opening

It is the intention of Tamworth Borough Council to provide services during the Christmas period. It is envisaged that most teams will not need to provide a full level of service during this period.

Managers will be required to ensure adequate cover for the delivery of service (where applicable), whilst considering the effect of Christmas leave on the ability to deliver a service throughout the rest of the year.

## 10.Bank Holidays for part time employees

Employees who work part time or job share will not be treated less favourably than full time employees. Part time and job share employees will receive a pro – rata entitlement to Bank Holidays based on their patterns of work.

Entitlement to Bank Holidays for part time / job share is to be calculated as follows.

$$\frac{\text{Weekly hours worked}}{37} \times \text{full day (7.4 hours)} \times \text{full time equivalent to BH (8 days)}$$

Therefore, a part time employee who works 16 hours per week would have the following added to their annual leave for the full year;

$$\frac{16}{37} \times 7.4 = 3.2 \text{ (3 hours 28 minutes for each BH)} \times 8 = 25.6 \text{ or 25 hours 36 minutes}$$

If a part time or job share employee is rostered to work on a Bank Holiday but does not work, then the amount of hours they are due to work should be deducted from their leave entitlement.

If a part time or job share employee is not rostered to work when it is a Bank Holiday, then no deduction should be made.

If an employee is rostered to work on a Bank Holiday but is sick or unable to attend work (i.e. their place of work was open), then a deduction should be made to their leave entitlement.

This calculation is completed at the beginning of each employee's leave year and no detriment to pro rata entitlement will occur because an individual is working part time or job share.

## 11.Taking of Annual Leave

Annual leave must always be agreed with an employee's line manager and is subject to adequate staffing levels. TBC retains the right to refuse annual leave requests if the leave would be detrimental to service delivery. Employees should not book a holiday/plan commitments until their leave is approved.



Employees are encouraged to space their leave out throughout the year rather than in a short period of the annual leave year to ensure they receive the necessary rest and recuperation throughout the year.

It is generally accepted that up to three weeks leave may be taken at any one time, and always subject to the agreement of the line manager.

For leave over 3 weeks an employee must make their request in writing to their line manager, making clear the reason for the request, who will then submit the request for approval by their Assistant/Executive Director.

It is expected that leave applications will be submitted via Tensor to the following timescales:

Leave of 1 to 4 days requested	Book one week in advance
Leave of 5 days or more requested	Book one calendar month in advance

The line manager may agree shorter notice periods if service delivery is not affected

Employees designated as home and hybrid workers are reminded of the contractual requirement to attend 2 office-based team days per month. Whilst it is recognised that some annual leave will clash with team days, this must not be disproportionate.

## **12. Carrying forward annual leave**

Whilst it is general policy that annual leave should not be carried forward from one year to the next, a line manager may permit an employee to carry over up to one working week's entitlement of annual leave into the following leave year depending on circumstances.

Line managers should review the remaining leave entitlement for each employee before the end of their leave year to ensure adequate consideration is given to allowing employees to take leave before the end of that leave year.

More than one working week's leave entitlement will only be carried forward from the previous year in exceptional circumstances, which should be requested in writing to the line manager, who will submit it for approval to the Assistant/Executive Director.

Where an employee has been granted dependent or carers leave in any leave year, they will automatically forfeit the right to carry forward any untaken annual leave.

In exceptional circumstances an employee may request to bring forward annual leave from the next annual leave year. This will be exceptional and only considered after all other options have been explored first.

### **13.Sickness whilst on annual leave**

If an employee falls sick whilst on annual leave and follows the correct procedure for reporting sickness, the absence shall be regarded as sickness from the date of the initial notification, providing a certificate signed by a medical professional is supplied. Leave will not be reinstated during the period of self-certification. The employee must request the re-designation of annual leave to sickness in writing. Please refer to the Managing Attendance Policy for full details.

If an employee is sick on a bank holiday there is no entitlement to a bank holiday in lieu.

### **14.Leavers and transfer of annual leave for new employees**

Any employee leaving before the end of the leave year will be required to refund any annual leave taken beyond those earned pro rata during the year, this will be deducted from the final month's salary.

Employees coming to Tamworth Borough Council from other Local Government employers will not be permitted to bring their annual leave with them; this must be taken or paid on termination by their previous employer. Tamworth Borough Council does however recognise the previous Local Government employment in terms of length of service and therefore, additional annual leave entitlement for continuous service over 5 years.

### **15.Compassionate Leave**

The Council recognises that, where an employee has suffered the loss of a close family member, there will be a need for the employee to take bereavement leave to deal with the personal and practical aspects of this. The Head of Service must consult with HR for consistency and fairness in application.

Heads of Service should use the following criteria when considering requests; up to 5 days paid leave (FTE) on the grounds of family bereavement:

- 3 days paid leave on the death of a member of the immediate family (e.g. spouse, partner, parent, step parent, child, step child, brother, sister, step sister, step brother or legal guardian)
- A further 2 days paid leave for any employee who, as next of kin, is required to make arrangements for the funeral, estate, etc. (This does not need to be taken consecutively or in full days)
- 1 days paid leave for other members of the extended family (e.g. grandparent, grandchild, aunt, uncle, niece, nephew, in-laws and partners immediate family) to attend the funeral

When attending a funeral where there is significant travelling time (over 3 hours each way) sympathetic consideration should be given to granting a further 2 additional days maximum paid leave to allow for the journey

It is recognised that not all families follow the 'traditional' family model with children being raised by other family members. Therefore, individual circumstances will be considered sympathetically and on a case-by-case basis.

## **16. Parental Bereavement Leave**

TBC recognises that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face.

This policy applies to employees who suffer the loss of a child under the age of 18, this includes employees who suffer a stillbirth after 24 weeks of pregnancy.

Whatever length of service an employee has, this type of leave can be taken by can be taken if the employee has parental responsibility for the child. This includes adoptive parents.

The employee may take two weeks of parental bereavement leave, this can be taken as a single block of two weeks or two separate blocks of one week at different times.

The employee can take the leave at the time(s) they choose within 56 weeks after the bereavement. For example, they might choose for example to take it at a particularly difficult time such as the child's birthday.

There is a separate entitlement to bereavement leave if more than one child has passed away.

TBC recognises the need to provide bereaved parents with as much support as possible, and you will continue to receive normal pay during this period. Furthermore, employees not required to provide evidence of a child's death. The employee assistance provider is also able to provide support through its confidential counselling service provided by Health Assured, telephone number 0800 028 0199.

## **17. Time off for antenatal care**

In addition to paternity leave, the partner has the right to take time off to accompany a pregnant woman with whom they are having a child at up to two antenatal appointments, this will be paid.

## **18. Time off for dependants and carer's leave**

Section 57A of the Employment Rights Act 1996 entitles all employees to take a reasonable amount of time off work "to take action which is necessary" in relation to the care of certain dependants.

An employee is entitled to take a reasonable amount of time off during working hours in order to take necessary action to deal with unforeseen occurrences or emergencies relating to dependants.

A dependent is defined as the employee's spouse, civil partner, child or parent of the employee, plus any person who lives in the same house (other than as a lodger, tenant, boarder or employee). In addition, a dependent may be a person who reasonably relies on the employee either for assistance in an emergency or to be their advocate through a power of attorney.

Under this provision, an employee is entitled to take time off work, for example:

- Where a dependent falls ill, gives birth or is injured or assaulted.
- Where there has been an unexpected disruption to, or termination of the arrangements to take care of the dependent
- To deal with an emergency relating to a child of the employee that occurs unexpectedly at the child's school

In such circumstances the employee should be granted immediate flexibility to address the urgent need. However, time off for dependants is not a substitute for insufficient childcare arrangements and its purpose is to deal with the emergency.

There may be occasions when carer's leave for a dependent is needed. The spirit of carer's leave is to support employees to carry out their caring responsibilities without impacting on the quality time and periods of rest necessary to ensure good health and work/life balance. Flexitime or banked hours accrued should be used in the first instance before dependent and/or carer's leave is considered. Therefore, the use of carers leave should be the last option in the discussion to deal with any caring responsibilities, it is not an automatic right.

The circumstances may vary but could include time off

- To attend formal meetings with relevant bodies e.g. Social Services, Mental Health representatives, NHS, Care Home management in relation to the care of a dependent without mental capacity and the employee holds the Power of Attorney or is the dependent's parent
- To care for a dependent recovering from surgery or a hospital stay
- To stay with the dependent in hospital

The circumstances of each application must be discussed with HR by the line manager to ensure consistency and fairness.

It may also be possible to request a temporary or permanent change to working pattern, for example a change to the hours worked, times worked or any other form of flexible working.

Wherever leave is awarded the employee will automatically lose the right to carry forward any outstanding annual leave untaken at the end of their leave year.

Time off for dependants and carer's leave must not exceed a maximum of 2 weeks paid leave per annum. Part time staff will receive entitlement on a pro-rata basis related to their full-time equivalent status.

The maximum amount may be broken down into half day blocks, as long as the cumulative total for the leave year does not exceed the maximum stated above. No employee can claim more than their contracted hours for any day where carer's leave is taken.

### **19. Jury Service or attending court as a witness**

Leave of absence will be granted to employees who receive summons to serve on a jury or to attend a coroner's court provided the employee produces the court notification they have received.

Employees will need to have a “loss of earnings certificate” completed by payroll which needs to be handed in on their first day at court.

In order to avoid any financial hardship or inconvenience to employees, TBC will continue to pay full salary during Jury Service. Employees are required to pay the Council the total amount received from the Court for “Loss of Earnings”

Employees who have claimed travel/subsistence expenses from the Court, are entitled to retain these.

Where the court makes a payment directly to the employee, a photocopy of the Court’s payment advice must be given to Payroll. The appropriate amount will then be deducted from the employees’ next salary.

Employees are required to attend work for any whole or part days they are not required in court whilst serving jury duty, where it is reasonable to do so. If Jury Service ends prematurely, employees are required to advise their manager and report for work on their next working day.

If court attendance is during a pre-arranged holiday, employees may attend court and reschedule their holiday.

If an employee is required to attend Court as a witness for non-work related issues they should take unpaid leave and claim the corresponding amount from the Court Service. Details of how to claim should be included in the court notice or from the case officer. Attendance at court for work related issues is paid at normal time.

## **20. Volunteer Members of Non-Regular Forces**

Subject to the requirements of the Council, additional leave will be granted to attend summer and training camps, provided the request is certified by the service concerned.

A maximum allowance of two weeks of paid leave will be granted. Employees must make the request in writing to their Head of Service.

Members should endeavour to arrange for any additional training, over and above the two weeks referred to above, to be undertaken at a time when they would not normally be working e.g. by using annual leave, flexi or banked hours. Where this is not possible, the employee should provide the list of dates when training could be provided, and unpaid leave may be granted.

If a volunteer member is called up for active service, otherwise known as ‘mobilisation’, they will be issued with a call out notice. Reservists are entitled to return to the same job they were doing before they were mobilised and on the same conditions of service. The reservist must write to TBC as soon as they know when they can return to work, this must be no later than the third Monday after their last day of service whilst mobilised.

## 21. Public Duties

TBC supports employees who undertake public duties and gives the following special paid leave of absence which are pro rata for part time or job share employees:

School Governors	5 days per annum
Justice of the Peace	18 days per annum
Chairman, Mayor or consort of a District or Town	18 days per annum
Elected member of a District County Council or Unitary Authority	18 days per annum

Employees will be required to show evidence that the requirement for the time off is a specific requirement for the duties.

Employees who have more than one public role will not automatically be allowed all of the time off for each of the duties and permitted time off will be subject to the line manager's discretion.

When an employee is considering taking up a voluntary public duty, they should discuss the matter with their line manager in order to assess the impact that this would have on departmental service delivery and any potential conflict of interest.

## 22. Medical Appointments

Time off from work to attend doctors, dentists, physiotherapy (except for the first assessment appointment) or hospital appointments is detailed in the Flexible Working Hours Policy and the Managing Attendance Policy. In essence, this policy states that all staff are expected to make routine medical appointments such as GP, dentist, and physiotherapy appointments as part of the flexible working arrangements as far as this may be possible. Should this not be possible due to the working hours or practices of the service or employee concerned the duration of absence will be debited.

Non-routine medical appointments, such as procedures, investigations, treatments, or cancer screening where the employee cannot choose what time to attend, will be credited for the period of time absent. A copy of the appointment must be provided to HR for the time credit to be approved. The employee's working time claimed for that day must not exceed their contracted hours.

## 23. IVF Treatment

TBC recognises the physical and emotional demands of in vitro fertilisation (IVF) treatment which is hard to balance with work. Employees will be given up to 3 days paid leave to attend fertility clinic appointments for treatment or to accompany their partner.

## 24. Blood Donors

Employees who donate blood will be granted paid leave to attend the appointment.

### **25. First day/half day at school**

Parents may wish to take time off to accompany their child on a first day at a new school. Employees may be granted unpaid leave to do so if they are unable to use annual leave, banked hours or flexi.

### **26. Time off for Trade Union duties and/or health and safety duties**

Reasonable time off is allowed to elected Trade Union branch officials and appointed Health and Safety representatives to attend to employee relations and Health and Safety duties.

If special Trade Union training is required the request should be put in writing from the Trade Union as an official request before time off is granted.

Further details of Trade Union agreements are contained in the Trade Union Facilities Agreement.

### **27. Family Friendly Policies**

TBC is committed to supporting employees to balance work with family commitments. There are a range of family friendly policies which are located on Infozone:

- Maternity Leave
- Paternity Leave
- Shared Parental Leave
- Parental leave
- Adoption Leave – Birth Child
- Adoption Leave – Adopted Child
- Foster Care
- Special Guardianship

### **28. Special Guardianship Leave**

Up to 10 days entitlement to paid leave is available to deal with the issues arising from Special Guardianship & Residency Orders. Further details are in the Special Guardianship Leave Policy.

### **29. Foster Care Training Leave**

There is no statutory right to paid time off for employees who foster a child except in a foster to adopt situation where the Adoption Leave and Pay Policy will apply.

However, TBC will authorise for up to a maximum of 5 days paid leave to be granted (pro rata for part time staff) for employees who are committing to the pre-approval assessment to become a foster carer in order to attend training, meetings or for the purpose of settling the child into their new environment. More details are in the Foster Care Leave Policy.

### **30. Leave for Professional Examinations**

Additional paid and unpaid leave is available for those employees undertaking professional qualifications. Further details are contained within the Post Entry Training Scheme Policy and will be agreed at the time of application for the qualification.

### **31. Inclement Weather**

TBC recognises that employees may face difficulties attending their place of work and returning home during periods of exceptional severe weather. Whilst TBC is committed to protecting the health and safety of all of its employees, it must ensure that disruption caused to its services remains minimal.

Employees should use their best endeavours to attend work, however, TBC does not expect staff to put themselves at risk when trying to attend work. Members of staff should use their own judgment and if unable to attend work should inform their manager immediately

Home workers and hybrid workers will be encouraged to work from home during severe weather where operationally feasible.

Where weather deteriorates while at work, employees may wish to leave work early, they should agree this with their manager. Employees should either make-up these lost hours at another time or elect to use annual leave, flexi, banked hours or, if necessary, unpaid leave (subject to Head of Service approval and notification to the HR Department).

Office Closures - where an office is closed or if TBC instructs employees not to travel to work, TBC is preventing the employee from working on that day and where there are no arrangements or instructions in place for employees to carry out other duties they should receive normal contractual pay for that day.

Where an emergency situation arises and schools and nurseries close due to bad weather and parents need to collect their children they will be credited with that time to deal with the emergency and are then required to make alternative arrangements e.g. organise childcare or book leave.

### **32. Domestic Emergencies**

There is no statutory right to pay during domestic emergencies; for example burglary, fire and flooding. However, management will be sympathetic to requests for short notice leave to deal with the emergency. This does not include meter reading, appliance repairs and receiving deliveries.

### **33. Unpaid Leave**



Where all other options have been exhausted, employees may request unpaid leave. Such requests should be notified to HR and require Head of Service approval. There will be pension implications for taking unpaid leave, please contact Payroll.

### **34.Appeal Process**

If the request, or the amount of time requested is not approved by a line manager and the employee is dissatisfied with the decision, they may appeal to the next level of management within one week of the line manager's decision



Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Annual Leave and Other Leave Entitlement Policy	
Date Conducted	October 2022	
Name of Lead Officer and Service Area	Jackie Noble HR	
Commissioning Team (if applicable)	N/A	
Director Responsible for project/service area	Anica Goodwin	
Who are the main stakeholders	Employees	
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input checked="" type="checkbox"/>
	Being reviewed	<input checked="" type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

### Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

To ensure all TBC employees are treated fairly regardless of their protected characteristics in their entitlement to annual leave and other leave entitlements.

Who will be affected and how?

All Employees

Are there any other functions, policies or services linked to this impact assessment?

Yes  No

If you answered 'Yes', please indicate what they are?

All employees

Other policies:

Maternity Policy.

Parental Leave Policy.

Paternity

Adoption Leave Policy

Time off for Dependants Policy.

Special Guardianship Leave Policy.

Foster Care Training Leave Policy.

Post Entry Training Scheme Policy.

Carers Leave Policy.

Also, Trade Union Facilities Agreement.

### Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation )
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age

Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of gender reassignment
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maternity/Paternity leave addressed
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy addresses leave for religious festivals
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carers leave addressed
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parental leave addressed
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carers leave addressed
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

#### Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk
<i>Eg: Families</i>	<i>Families no longer supported which may lead to a reduced standard of living &amp; subsequent health issues</i>	<i>Signposting to other services. Look to external funding opportunities.</i>

**Part 5 - Action Plan and Review**

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Outcomes and Actions entered onto Covalent			

Date of Review (If applicable) .....

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