



<b>Time off in lieu, special leave and for public duties</b>	
Reference: GN20	Effective date: 1 June 2012
Page no: 1 of 2	Approved:
Last revision date 31 <sup>st</sup> January 2017	Revision date: June 2018

## Time off in lieu - TOIL

TOIL can only be given with prior authorisation by the line manager. A maximum of 15 hours can be accumulated. Toil can only be taken at the convenience of the organisation and with authorisation from your manager. There is a time limit of 6 months to take the leave. Any toil not taken within 6 months will be lost. No payments in respect of untaken toil will be made.

## Special Leave

Annual leave is expected to be used for occasions when domestic circumstances make it difficult to attend work.

There is no statutory requirement for the organisation to grant paid compassionate leave. Managers will determine applications for compassionate leave. Such leave is totally at the discretion of the organisation and will be dealt with on an individual basis.

It is recognised that compassionate leave is often requested on an immediate and emergency basis and that this is often not the best time to establish detail. Accordingly, the following are guidelines concerning paid leave. Special leave should not be used for situations known about beforehand, for example, taking your child to hospital for a pre-planned appointment.

**Dependant's Care leave** covers family illness or care of dependants. Up to one day's paid leave may be granted in order to stabilise a problem and make alternative care arrangements for a dependent. Eg partner, child, elderly relative. Any further time would normally be unpaid leave except in special circumstances.

**Domestic emergency.** Up to one day's leave may be granted where it is essential to sort out a domestic emergency, such as burst pipe or the aftermath of a burglary.

**Compassionate Bereavement** covers a death in an employee's immediate family. Paid leave of absence may be given to attend the funeral. Up to one week paid leave may be granted depending on circumstances. Any further time off may be taken either as part of annual leave entitlement or as unpaid leave.

Requests for special leave should be made to your line manager, who will confirm arrangements with the Office Manager. Otherwise time off will be treated as annual leave or unpaid if in agreement.

## Time off for public duties

Before you apply for a position of public duty, such as a magistrate or school governor please ensure you have the approval of your line manager and you are aware of the time off available as set out below.

## Reserve Forces

Employees who are in the reserve forces are eligible for up to 16 days (pro-rated) unpaid leave in a 12 month period to attend training. Employees should give as much notice as possible for the time off to their line manager to allow for any temporary cover and work planning to be arranged. The organisation reserves the right to retract permission for time off if it is likely to impact upon business delivery. Mobilisation (call-out) – any requests for mobilisation will be considered in line with operational needs and agreement from the Chief Executive. Where there are multiple requests within the organisation, these will be referred to the Chief Executive for consideration. Where there is compulsory mobilisation the Chief Executive will decide whether or not to seek an exemption or referral if the release of the employee would have a detrimental impact to the business. Whilst an employee is mobilised there is no entitlement to the accrual of annual leave and organisation will not pay them their salary, this will be reimbursed by the Ministry of Defence to the member of staff. For further information about mobilisation please contact the Office Manager.

## Other Public Duties

If you are a magistrate, local councillor, school governor, or carry out other public duties you are entitled to a reasonable amount of unpaid time off from work to carry out your role. The organisation recognises that the amount of time off will vary according to the duties carried out.



<b>Time off in lieu, special leave and for public duties</b>	
Reference: GN20	Effective date: 1 June 2012
Page no: 2 of 2	Approved:
Last revision date 31 <sup>st</sup> January 2017	Revision date: June 2018

## **Jury Service**

All requests for jury service, along with the jury summons document from the court should be made to the Office Manager.

During the period of service, the employee should return to work if they are not required for jury service for the full day. The employee will be sent a 'certificate of loss of earnings or National Insurance benefit' by the court, which they should send to the Office Manager.

Employees must ensure that: i) their name and juror's number have been entered on the top of the form (the juror's number appears on the covering letter from the court), and ii) they advise their line manager of the date the jury service is due to start, and the approximate length of the jury service (if known at this stage).

The HR & Office Manager will complete the 'certificate of loss of earnings' form and return it to the employee. The employee will take the form with them on their first day at court and hand it to the court official. The form informs the court that the employees will not be paid the duration of their jury service.

The court will then pay up to a maximum amount per day (see [www.gov.uk/jury-service](http://www.gov.uk/jury-service) for current rates). The organisation will then top up the employee's earnings once the value of the monies the employee has received from the court has been confirmed. If the employee is required to attend for jury service in excess of the 4 week period the employee will reclaim loss of earnings directly from the courts.