

<b>Leave</b>	<b>Policy</b> <b>Register No: 07037</b> <b>Status: Public</b>
--------------	---

Developed in response to:	Staff/Management need Best Practice
Contributes to CQC Regulation:	17

Consulted With	Individual/Body	Date
Human Resources	Sarah Stewart	May 2016
<b>Professionally Approved By</b>	Bernard Scully, Director of Human Resources	May 2016

Version Number	4.1
Issuing Directorate	Human Resources
Ratified by:	DRAG Chairmans Action
Ratified on:	7 <sup>th</sup> June 2016
Trust Executive Board Date	June 2016
Implementation Date	7 <sup>th</sup> June 2016
Next Review Date	May 2019
Author/Contact for Information	Nona Stevenson
Policy to be followed by (target staff)	All MEHT Staff
Distribution Method	Intranet & Website
Related Trust Policies (to be read in conjunction with)	Flexible Working Policy Equality of Opportunity Policy Agenda for Change Terms and Conditions of Service Maternity, Adoption and Paternity Leave Policy Sickness Policy

### Document Review History

Review No	Reviewed by	Active Date
1.0	Rob Jarvis	November 2006 – previously Special Leave Policy and Annual Leave Entitlement Policy
2.0 – 2.1	Stacey Owen	November 2009- Parental Leave
3.1 Practice unchanged extended to May 2015	Colleen Hart	November 2014
4.0	Nona Stevenson	May 2016
4.1add Section 21 Counter Fraud	Kate Leeke	17 July 2017

## **Index**

1. Purpose
2. Aims
3. Scope
4. Key Principles
5. Annual Leave and Bank Holiday Allowance
6. Parental Leave
7. Emergency Carer's Leave
8. Compassionate Leave
9. Civic and Public Duties
10. Leave for Domestic Reasons
11. Hospital, GP, Dental Appointments, IVF Treatment and Elective Cosmetic Surgery
12. Urgent and Other Domestic Crises
13. Career (Employment) Break Scheme
14. Adverse Weather Conditions
15. Breaches of Policy
16. Audit and Monitoring
17. Communication and Implementation
18. Pensions Auto Enrolment
19. Review
20. Equality and Diversity
21. Counter Fraud
22. References

## **Appendices**

1. Agenda for Change – Annual Leave Calculation
2. Equality Impact Assessment

## **1. Purpose**

- 1.1 The Trust is committed to supporting its employees in balancing their work and personal responsibilities. This policy sets out the various leave entitlements that help individuals to achieve that balance and should be read in conjunction with the Trust's Flexible Working Policy.
- 1.2 The purpose of this Policy is to provide guidance for employees and managers on the range of options available and to ensure that all requests are dealt with in a fair and consistent manner.

## **2. Aims**

- 2.1 The aim of this policy is to outline the processes that employees must follow, and the appropriate entitlements that apply, for requesting time off for a particular reason outside of the normal annual leave and sickness absence procedures.

## **3. Scope**

- 3.1 The policy covers all employees who are directly employed by the Trust. It does not form part of the employee's contract of employment unless required by legislation.

## **4. Key Principles**

- Employees must discuss in advance any request for time off with their manager and all requests must be authorised
- The provisions within this policy are not exhaustive and if any requests for special leave fall outside this document, managers or employees should refer the matter to their appropriate Human Resources Manager
- Employees who take unauthorised time off may be subject to disciplinary action
- A manager, without prior consultation with the Human Resources department, should not refuse a request for time off that relates to this policy
- Abuse of this policy, e.g. misrepresenting personal circumstances in order to secure special leave set out in this policy, may be grounds for dismissal and should be dealt with under the disciplinary policy
- Employees will not be treated detrimentally for taking or asserting a right to take such leave. Any such treatment of an individual by another employee will constitute a potential disciplinary offence
- In applying for the special leave set out in this policy employees may need to disclose information of a particularly personal nature. Managers are reminded of the need to treat this information with appropriate respect, sensitivity and confidentiality
- The policy will be applied in accordance with the Trust's Equality & Diversity Policy and is part of the Trust's overall commitment to the NHS Improving Working Lives standards.
- The provisions covering Maternity, Parental, Adoption and Paternity Leave are (unless stated to the contrary) intended only to summarise employee's entitlements under prevailing statutory provisions and do not confer additional benefits. Any benefits provided in addition to the statutory entitlements are discretionary and subject to review

## 5. Annual Leave and Bank Holiday Allowance

5.1 Annual leave is allocated on 1 April for each leave year and must be recorded either on HealthRoster, an annual leave card or other documentation as agreed within each work area. The amount received depends on the number of completed years' NHS service. Under Agenda for Change this is given as:

On appointment and under 5 years' service	27 days pro rata
After 5 years' service	29 days pro rata
After 10 years' service	33 days pro rata

5.2 Employees who remain on Trust Spine Point Terms and Conditions will keep their existing entitlement which is:

On appointment or less than 10 years' service	27 days pro rata
After 10 years' service	32 days pro rata

5.3 When employees have achieved the required amount of service they are required to discuss this with their line manager to gain agreement and the amending of their leave card/documentation. It is the employees responsibility to raise this with their manager and to be able to document this accordingly if the service has been outside this Trust.

5.4 Employees should receive proportionately any increase in leave due to length of service in their anniversary year. The Annual Leave Calculator on the Trust Intranet site should be used to calculate this.

### 5.5 Annual Leave for Medical and Dental Staff

5.5.1 The following medical and dental staff are entitled to 5 weeks annual leave per annum plus 2 statutory days – a total of 27 days.

- FY1 & 2
- StR and SpR doctors that are on the 1<sup>st</sup> and 2<sup>nd</sup> incremental points of their payscale

5.5.2 The following medical and dental staff are entitled to 6 weeks annual leave per annum plus 2 statutory days – a total of 32 days.

- Consultants (both new and old contracts)
- Associate Specialists
- Staff Grade (Closed grade)
- Specialty Doctors
- StR and SpR doctors that are on the 3<sup>rd</sup> incremental point and above of their payscale

5.5.3 The following medical and dental staff are entitled to 6 weeks and 2 days annual leave per annum plus 2 statutory days – a total of 34 days

- Consultants with more than 7 years' service on the new contract.

## **5.6 Public/Bank Holiday Allowance**

5.6.1 There are usually eight public/bank holidays every year, however, as Easter moves within March or April, the number of public/bank holidays each leave year does sometimes change. Therefore, the person working out all employee's allowances within the work area needs to change the bank holiday allowance accordingly. The Annual Leave Calculator is available on the Trust Intranet and includes details about Public/Bank Holiday Allowance. Appendix 1 details how to carry out manual calculations of annual leave allowance. Any further queries should be referred to the Human Resources Department.

## **5.7 Booking Leave**

- 5.7.1 All employees are requested to book annual leave in accordance with the agreed arrangements for their work area, giving as much notice as possible. For periods longer than 2 weeks employees must talk to their manager in a timely fashion prior to submitting a formal request. Approval must be sought before bookings are made.
- 5.7.2 Annual leave can be declined by the line manager if it compromises operational need. A reason must be stated if annual leave is not to be authorised. It is for each work area to decide in partnership, its own annual leave booking arrangements, for example how many employees and at what grades can be off at any one time and how much notice is required. All Consultants and Senior Medical staff are required to give six weeks' notice.
- 5.7.3 Leave can be booked from October onwards for the next leave year unless there are exceptional circumstances.
- 5.7.4 It is an employee's responsibility to ensure they book and take their annual leave appropriately and that all leave is entered and approved on HealthRoster or on their Leave Card.
- 5.7.5 It is expected that 75% of annual leave is taken by the end of December.

## **5.8 Carry Over**

- 5.8.1 It is expected all annual leave will be taken within the leave year. At management's discretion a maximum of up to five days (pro rata) may be carried over but must be taken by the end of May in the following leave year or it will be lost.
- 5.8.2 Exceptional circumstances will only be considered if annual leave has been booked and due to operational needs the line manager is unable to grant the leave and there is no other opportunity within the leave year to take it.
- 5.8.3 Employees on long term sick leave have the right to request to take their annual leave during a period of sick leave. If they have been unable to take this then they are entitled to carry the leave forward to the next financial year up to the statutory amount of 28 days. Any untaken leave in excess of the 28 days will be lost.

## **5.9 Time off in lieu (TOIL)**

- 5.9.1 Any TOIL must be agreed prior to working and must be taken within three months of its accrual. If for operational reasons this is unable to be taken it will be paid as overtime.

## 6. Parental Leave

- 6.1 Parental leave is unpaid. It allows parents to take planned time off to look after a child or make arrangements for the child's welfare. This includes:
- spending more time with the child in early years
  - accompanying a child during a planned stay in hospital (this is not the same as emergency carer's leave)
  - settling a child into new childcare arrangements
- 6.2 This is separate to an employee's rights under maternity and paternity leave.
- 6.3 An employee is entitled to take parental leave on working for the Trust for 12 months or more. The maximum entitlement is 18 weeks per child to be taken prior to the child's 5<sup>th</sup> birthday, or in the case of adoption up to the 5<sup>th</sup> anniversary of adoption or to their 18<sup>th</sup> birthday, whichever occurs sooner.
- 6.4 Parents whose child is entitled to Disability Living Allowance can take up to 18 weeks leave up to the child's 18<sup>th</sup> birthday.
- 6.5 These rights apply to any natural or adoptive parent and those with parental responsibility for a child. The employer is entitled to obtain evidence of this.
- 6.6 Parental leave is to be taken in blocks of one to four weeks in any financial year, although if part of a week is taken as parental leave this will count as a full week. Parents of disabled children can take leave in single or multiple days, up to a maximum of four weeks per year.
- 6.7 An employee should give at least 21 days' notice in writing of their intention to take parental leave. For parental leave taken immediately after the birth or adoption of a child, this means 21 days before the Expected Week of Confinement or, in the case of adoption, the expected week of placement.
- 6.8 Except in the case of parental leave immediately following the birth or adoption of a child, a request to take parental leave may be deferred for up to six months if the respective manager can demonstrate that it would be disruptive to the service. It is therefore in the interest of the employee to give as much notice as possible to enable their manager to plan for the absence. Managers should seek advice from their Human Resource Manager if they propose to postpone the granting of parental leave.
- 6.9 Mothers may take a maximum of four weeks parental leave at the end of the unpaid maternity leave period. The remaining nine weeks may be taken in subsequent years.
- 6.10 Whilst parental leave should normally be taken in blocks of one week, an individual and their manager may agree to vary this e.g. allowing the employee to work reduced hours for a period. Such instances should be discussed with the appropriate Human Resources Manager.
- 6.11 Return to work will be to the same post with no less favourable terms and conditions.
- 6.12 If the employee requests, payroll will continue to pay pension contributions during unpaid absence, and these payments will be claimed back by the Trust on return from leave.

6.13 All parental leave must be recorded on the employee's annual leave card and on the negative/positive return or HealthRoster.

## **7. Emergency Carer's Leave**

- 7.1 Employees may request to take time off work to deal with unforeseen emergencies involving a dependant. Paid leave is granted only for the time required to deal with the emergency and not the following days, so the employee must return to work as soon as they have dealt with the urgent situation. Any time off thereafter (if agreed by the line manager) must be taken as annual leave, TOIL or unpaid leave.
- 7.2 Over a two year period, employees are entitled to take emergency carer's leave of up to a maximum of one shift on five separate occasions. The manager can grant discretionary unpaid leave. This form of leave covers all employees regardless of their work patterns and length of service.
- 7.3 A dependant is defined as someone for whom the employee is the next of kin, 'significant other' or primary carer, for example an employee's wife, husband, partner, civil partner, child living at the same household or parent. Any person who reasonably relies on the employee for assistance when they fall ill or are injured or incapacitated; or need emergency arrangements made for the provision of care during illness or injury.
- 7.4 This leave is intended solely to cover emergencies, i.e. unforeseen circumstances that must be addressed immediately and cannot reasonably be delayed until after the individual's normal working day.
- 7.5 The aim is to provide a compassionate response to unexpected, immediate needs of employees. This will include the many and varied domestic situations which may occur (but this list is not exhaustive), e.g.
- if a dependant falls ill, or has been injured or assaulted. The illness or injury need not necessarily be serious or life threatening, and may be mental or physical
  - if you are the birthing partner for a dependant who goes into labour or immediately following the birth of the child.
  - to arrange immediate or long-term care for a dependant who is ill or injured.
  - due to unexpected disruption, breakdown or termination of care arrangements for a dependant, such as a nurse failing to turn up
  - to deal with an unexpected incident involving a dependant child during school hours or on a school trip.
- 7.6 If the employee knows in advance that they will be required to deal with a situation, they must request annual leave or, if this is exhausted, unpaid leave. There is no automatic right to take unpaid leave; employees' primary duty at all times is to work their contracted hours.
- 7.7 By definition, an employee cannot apply for emergency carer's leave in advance. If the employee needs to leave work unexpectedly or is unable to start work, they must contact their manager immediately to inform them of the reasons for absence. It is the employee's responsibility to keep in touch with their manager on a daily basis and let their manager know when they will return to work, any failure to do so may result in disciplinary action.
- 7.8 On return to work, the employee must give a verbal explanation to their manager, explaining the nature of the emergency. The manager must record emergency carers leave on the positive/negative returns or HealthRoster.

## **8. Compassionate Leave**

- 8.1 Compassionate leave provides for up to 5 days, pro rata, in any given leave year, paid leave for employees who experience a close family member or partner bereavement or sudden serious illness. The decision to grant compassionate leave plus the amount of leave which is appropriate is made in partnership between the employee and their manager.
- 8.2 Managers have discretion after seeking advice from Human Resources to agree a further period of annual leave (or if the entitlement is exhausted, unpaid leave) after the period of compassionate leave.
- 8.3 All compassionate leave must be recorded on the employee's annual leave card and on the positive/negative return or HealthRoster.

## **9. Civic and Public Duties**

- 9.1 The Trust will support employees who participate in public, political, civic and judicial activities and will provide paid time off to undertake related duties. In the case of Jury Service, employees must complete the form from the Courts to ensure correct payment during this period. Any whole days not required to attend, employees must inform their manager they will be attending work.
- 9.2 The amount of time off that an employee is permitted to take, and the occasions (and any conditions subject to which) time off may be taken, will need to be considered in each individual case. All employees, regardless of their length of service or pattern of work, will be permitted to take no more than a total of 18 days' paid leave in any financial year.
- 9.3 Employees who are members of the reserve or cadet forces may also request paid time off for training. They are entitled to up to 5 days with pay and 5 days without pay in any financial year. This entitlement to 5 days with pay must be taken within, not in addition to, the 18 day maximum set out above.
- 9.4 Employees should ensure that no conflict of interest arises as a result of any civic role they undertake. An individual must inform their manager immediately if they intend to seek elected office. All employees are free to stand for election as local councillors. However if there is considered to be a conflict of interest, or if the Trust considers that the individual will not be able to fulfil their employment adequately they may be asked to give up the elected role.
- 9.5 With the exception of jury service, individuals must have received the approval of their manager before committing themselves to any civic or public duties that will affect their availability during their normal working hours. Such requests must be made in writing and at the earliest opportunity.

## **10. Leave for Domestic Reasons**

- 10.1 There is no right to unlimited time off. In deciding how much time off from work is reasonable, the Trust will take account of the following:
- the nature of the request
  - the amount of time off which will be involved
  - the operational requirements
  - any other time off that has already been permitted to the individual
  - the effect of the employee's absence upon their department



- where the commitment is significant, that the employee is contributing a reasonable amount of their own time

10.2 Employees must provide documentary evidence to their manager if requested. All such paid time off should be recorded on the employee's positive/negative return or HealthRoster accordingly.

## **11. Hospital, GP, Dental Appointments, IVF Treatment and Elective Cosmetic Surgery**

11.1 The expectation is that employees will arrange to attend appointments outside their normal working hours wherever possible or will make use of the Trust's Flexible Working policy (e.g. flexitime) to accommodate them. However, where this is not possible, the time must be made up on another occasion, take TOIL, annual leave or unpaid leave.

11.2 Employees attending such appointments are expected to provide proof of the appointment and of attendance on request.

11.3 If an employee attends Occupational Health at the request of management, this may be in paid work time.

11.4 Attending doctor's appointments in respect of IVF treatment: this will be dealt with in the same way as appointments noted in 9.3. If as a result of the treatment, the employee suffers an adverse reaction, than reference should be made to the Sickness Absence Policy. Once impregnation has taken place, the Maternity, Adoption and Paternity Leave Policy should be referred to.

## **12. Urgent and Other Domestic Crises**

12.1 Employees can request leave in circumstances of urgent domestic crises that are not covered by any of the other policies in this document. Some examples would be:

- vehicle theft
- vehicle accident
- burglary
- emergency repairs to home or services arising from flooding or fire

12.2 In such circumstances, employees will normally be granted one day's leave without pay. Employees should contact their manager when the incident occurs.

12.3 At times, employees may experience personal difficulties that can be extremely stressful, e.g. divorce, re-possession of home, bankruptcy, redundancy of a partner etc. Managers should deal with requests for such leave with discretion as each case will need to be judged on the individual circumstances. The appropriate HR Manager should be contacted for advice in such instances.

## **13. Career (Employment) Break Scheme**

13.1 Under Agenda for Change the Career (Employment) Break Scheme covers the main reasons for which employment breaks can be used, including childcare, eldercare, care for another dependent, training, study leave or charitable work abroad. If wishing to work overseas or charitable work that will broaden experience, written authority from the employer must be gained. Other reasons will also be considered on their own merits.

- 13.2 The scheme is open to all employees who have:
- A minimum of 12 months continuous service with Mid Essex Hospital Services Trust
  - A good attendance record
  - Positive previous appraisal reports
- 13.3 The length of a Career (Employment) Break should balance the needs of the employee with the needs of the Trust, being a minimum of three months duration and a maximum of five years. Applications for a Career (Employment) Break must be put in writing to the employee's manager with details of the reason for the request and the proposed duration of the break. A minimum of two months' notice is required when the Career (Employment) Break is for a period of less than a year and six months where it is for more than a year.
- 13.4 Managers must put any application refusal in writing clearly outlining the significant reason for the refusal. Following the approval or rejection of the application it should be retained on the personal file for a minimum of twelve months.
- 13.5 Career (Employment) Breaks that immediately follow a period of maternity leave should be arranged and approved prior to the employee commencing maternity leave.
- 13.6 Career (Employment) Breaks are unpaid and annual leave does not accrue whilst on the scheme. Human Resources will provide advice on the management of career breaks.
- 13.7 Employees will be required to meet with their Managers at least once per year for a general discussion and review of their specific training needs. In order to maintain their skills and knowledge and to keep up to date with any relevant professional registration needs individuals will be required to attend relevant in-service sessions or other training events.
- 13.8 The employee is responsible for:
- Maintaining their professional membership and/or appropriate registration
  - Informing their managers of any changes in personal circumstances e.g. change of name, address and any criminal convictions etc. which occur whilst they are on a Career (Employment) Break.
- 13.9 If at any time during the Career (Employment) Break an employee decides that they do not wish to return to the Trust they must notify their manager immediately or at least two months before the expected date of return to work.
- 13.10 The following terms apply when an employee is returning to work following a career break:
- If an employee returns to work within one year the same post, as far as is reasonably practical, will be available. If the break is longer than one year, the employee may return to a similar post if possible. An employee is entitled to return to work at the equivalent salary level, reflecting increases awarded during the break.
  - There is a minimum period of return to work of two years between career breaks.
  - A return to work will be subject to satisfactory Occupational Health Service clearance.

## **14. Adverse Weather Conditions**

- 14.1 This section only applies in the worst weather conditions where there is severe disruption to normal forms of transport.
- 14.2 Employees will be expected to attend for duty. If it is not possible to use transport, employees will be expected to walk to their place of work. Whether or not it is possible for them to do so will be a matter of local judgement by the Head of Department. The following considerations will apply:
- the distance involved (2-3 miles is considered to be a norm)
  - the prevailing weather conditions
  - the time of day
  - the physical ability of the member of staff
- 14.3 If it is not possible for employees to attend for duty, the employee must telephone their supervisor/manager prior to the commencement of their normal start time. Alternatively, they should leave a message with a telephone contact number.
- 14.4 Employees bear the responsibility of explaining to their managers, on a daily basis, when circumstances prevent them from attending work. Daily telephone calls are required where travel problems persist over a number of days. Where the difficulty is accepted as justifiable by the manager, one or more of the following arrangements will apply:
- work from home, where this is possible
  - take paid annual leave, TOIL or unpaid leave with line managers agreement
  - the employee to make up the time lost by either working an alternative day/shift or agree extended hours over a short period.
  - attend other sites within Mid Essex Hospital Trust (in these circumstances, employees must contact their line manager for advice)
  - any combination of the above

## **15. Breaches of Policy**

- 15.1 Where there is a significant breach of this policy, the HR Operations Team must consider whether that breach should be reported under the Trust's Datix reporting procedure.

## **16. Audit and Monitoring**

- 16.1 The policy will be monitored annually by the Human Resources Operations Team with areas of exception being highlighted.
- 16.2 A yearly audit of all breaches of this Policy will be carried out and submitted to JCNC. This will be completed by the Human Resources Operations Team.
- 16.3 Upon request Directorates can provide data on annual leave for all employees. Exceptional leave is recorded on positive/negative returns or HealthRoster enabling a report from Electronic Staff Records (ESR) to be produced detailing hours/days given due to the specific leave option for JCNC.

## **17. Communication and Implementation**

- 17.1 Staff will be made aware of this policy through reference at Corporate Induction and dissemination via Staff Focus. The document will be stored for access to all on the MEHT Intranet under HR Policies and will be available also on the Trust website.

## **18. Pensions Auto Enrolment**

- 18.1 Since 1<sup>st</sup> July 2013 the Trust has an obligation to assess all workers and their individual position within the organisation. This being the case, staff need to be aware that any changes to pay under this policy may affect their Pensions Auto Enrolment Status.

## **19. Review**

- 19.1 This policy and procedure will be reviewed within 24 months of its agreement and bi-annually thereafter. Any additional amendments will be made in accordance with any changes in legislation.

## **20. Equality and Diversity**

- 20.1 Mid Essex Hospital Services NHS Trust is committed to a Policy embracing the Equality Act 2010 in all its employment practices and strives to eliminate all unfair discrimination, harassment, bullying and victimisation. Equality of opportunity is a high priority within Mid Essex Hospital Services NHS Trust and the Trust will not unlawfully, unfairly or unreasonably discriminate or treat individuals less favourably on the grounds of gender, marital status, sexual orientation, religion or belief, disability, age, race, nationality or ethnic origin. An Equality Impact Assessment is attached at Appendix 2.

### **21.0 Counter Fraud**

- 21.1 Employees alleged to be involved in fraudulent activity may render themselves liable to disciplinary action, including termination of employment.
- 21.2 Employees must be aware that failure to provide a true declaration when asked by the Trust, or the making of a false declaration, could result in an investigation by the Local Counter Fraud Specialist which could lead to disciplinary and/or criminal/civil action.

## **22. References**

- 22.1 Equality Act 2010
- 22.2 Agenda for Change Terms and Conditions of Service

## Agenda for Change - Annual Leave Calculation

There is an Annual Leave Calculator available on the Trust Intranet to assist managers to make these calculations.

Under Agenda for Change annual leave is recommended to be calculated in hours. Therefore, to change the entitlement to hours

- Number of days divided 7.5 hours = whole year calculation
- If this is to be split to part year:
- Whole year calculation divided 12 months X number of months required
- To work out part time entitlement:
- Number of days for full time divided full time hours X actual hours worked

## Bank Holiday Allowance Calculation

To calculate employees' allowance:

- Weekly hours divided by 5 day week = A
- A x 8 (10 or 6) days bank holiday = B whole time equivalent (WTE)

Part year would be B divided by 12 months = C x months worked

Equality Impact Assessment (EIA)

Title of document being impact-assessed: Leave Policy

Equality or human rights concern. (see guidance notes below)	Does this item have any differential impact on the equality groups listed? Brief description of impact.	How is this impact being addressed?
<b>Gender</b>	<p>Female (possible indirect discrimination due to parentally / Careers leave primarily being taken by Mothers of children)</p> <p>There are no other Gender specific clauses or concerns as we would look to managers to allocate leave in accordance with the policy in a fair and equitable manor across their whole department.</p>	<p>These particular parts of the policy have been written to take into account the needs of the Child or Cared for individual and are open to all members of staff who hold a responsibility for these people irrelevant of gender.</p>
<b>Race and ethnicity</b>	<p>Annual leave of over a 2 week block for those staff that have family abroad.</p>	<p>It is not in either the Trust's or employee's interest to allow employees to take all of their Annual leave at once. It is for this reason it has been indicated in the policy that holidays would not normally be booked in blocks of more than 2 weeks. However, it was identified that this may cause problems for staff who have family overseas. To overcome this we have included the second and third sentence of para 5.7.1 indicating that employees should talk to their managers before putting in a request for holidays in excess of 2 weeks and allow the manager to make a decision based on operational needs and the health and well-being of the employee.</p>
<b>Disability</b>	<p>Time of for medical appointments</p>	<p>This has been covered by allowing staff time off but requesting that the time is made up. This means that people with a disability can attend any necessary appointments when required.</p>

	Adverse Weather Conditions	An employee's ability to walk to work in adverse weather would be taken into consideration when determining whether it was appropriate to expect them to do this (para 14.2).
<b>Religion, faith and belief</b>	Impact of the policy is neutral	Paragraph 5.7.3 enables employees to book annual leave well in advance in respect of religious festivals and Section 4 Bullet point 6 ensures that no staff member will be treated detrimentally for exercising their right to take annual leave.
<b>Sexual orientation</b>	Impact of the policy is neutral	
<b>Age</b>	Impact of the policy is neutral	
<b>Transgender people</b>	Impact of the policy is neutral	
<b>Social class</b>	Impact of the policy is neutral	
<b>Carers</b>	Impact of the policy is neutral	

**Date of assessment: May 2016**

**Names of Assessor (s).....Nona Stevenson.....**  
 .....