



Time Off From Work Policy & Procedure

Core Documentation Cover Page

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Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
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Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

TIME OFF FROM WORK POLICY AND PROCEDURE

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1. SCOPE

- 1.1 This policy is applicable to staff employed by The University College of Osteopathy (UCO). This policy does not apply to self-employed contractors engaged on a contract of service.
- 1.2 This policy does not cover family leave (including time off for dependants), sickness absence or study leave. There are relevant policies and procedures, which can be found on the UCO intranet. You can also request a copy or seek further advice from a member of Human Resources.
- 1.3 This policy covers time off for legislative purposes including public or trade union duties, along with other documented UCO processes including annual leave. In addition, this policy covers circumstances when time off is required for some other reason and may require discretion to be exercised on the part of the Manager in granting a request.
- 1.4 This policy is non contractual and may be varied or updated by the UCO from time to time.

2. INTRODUCTION

- 2.1 The increasing complexity of the workplace together with the need for staff to effectively balance personal, work and family commitments creates the requirement for a degree of flexibility within working arrangements. Most individuals' working hours will enable them to strike the right balance. However, there may be times when it is necessary for staff to take time off to deal with important issues that occur within normal working hours.
- 2.2 The UCO believes that adopting a flexible approach to the need to take time off in such circumstances will be of benefit to staff and the UCO as a whole in promoting flexible working practices. However, it also recognises that arrangements for time off have to be effectively managed to ensure that student and other stakeholder needs are met. To ensure that the needs of all stakeholders are balanced in a fair and consistent manner, managers and staff should follow the principles of this policy. The HR Manager can provide further advice and guidance.

3. GENERAL PRINCIPLES

- 3.1 Each area of the UCO adopts working arrangements that are designed to best meet the needs of the UCO. This extends to the provision for time off and practices in one part of the UCO may not necessarily be adopted in another. There may be some roles, for example, where it is not possible for work to be carried out at home. The general principle for time off arrangements should be one of reasonableness, equity and above all, ensuring that needs of our students and patients are met. In addition, arrangements for time off should also consider the workload and impact on other colleagues. The following guidelines should therefore be used in determining time off arrangements.

4. ANNUAL LEAVE

- 4.1 Our first priority at the UCO is to provide both high quality clinical services and teaching & learning for our students. It is this priority linked to contractual requirements that underpins the holiday and time off arrangements detailed below. Whilst in general, it is the UCO's policy to provide appropriate flexibility to members of staff in the choice of holiday dates, in some circumstances it may be necessary for line managers to refuse holiday requests and ask that leave is taken at other times. Similarly, it may be necessary for managers to ask members of staff to take leave at specific times of the year.
- 4.2 The UCO holiday year is the period from 1st August until 31st July and all of annual holiday entitlement must be taken between these dates. Holiday entitlement accrued in one holiday year cannot normally be transferred to subsequent holiday years. This would normally occur in exceptional circumstances where an employee has unavoidably been prevented from taking holiday and the correct procedures have been followed. This may include, for example, a period of long term sickness absence or during family leave. Failure to take holiday entitlement in the appropriate holiday year will lead to forfeiture of any accrued holiday not taken without any right to payment in lieu.
- 4.3 All annual leave must be requested on iTrent and any leave not recorded on the system may be treated as unauthorised absence. Refer to appendix 1 for guidance on booking annual leave using iTrent or contact the HR Assistant. Annual leave requests must normally be made a minimum of 21 days in advance of the first day that the leave is due to commence.
- 4.4 The UCO offers all staff a generous annual leave entitlement of 30 days, plus 8 Bank and Public holidays and 4 Christmas closure days. This entitlement is allocated on a pro rata basis for part time staff. When the UCO is closed for Bank or Public holidays, employees who normally work on those days must use their bank holiday allowance against those days.
- 4.5 Staff and workers undertaking hourly paid work will be paid a percentage of 16.15% for each hour worked, for annual leave taken at times when they are not attending work.
- 4.6 There is no payment made for annual leave on hours worked as voluntary overtime.
- 4.7 For the purpose of the Working Time (Amendment) Regulations 2007 employees will be deemed to have used any statutory holiday entitlement (including Bank and Public Holidays and UCO closure days) before any contractual holiday entitlement.
- 4.8 It is the responsibility of the line manager to inform Human Resources of any change in working pattern in advance of any change being agreed. This includes providing the proposed working days, hours and date of change.
- 4.9 Any annual leave taken without prior consultation and/or agreement may be treated as unauthorised absence and subject to disciplinary proceedings.

- 4.10 Leave will not be authorised during term time for those with term-based teaching commitments, and should generally be taken to avoid times of significant workload related to the role/team. For academic faculty and support staff with a student facing role, leave cannot be taken during the first two weeks of the autumn term. There is an increased workload at the start of the academic year and leave may only be granted in exceptional circumstances and at the discretion of the UCO.
- 4.11 Line managers authorising leave must ensure that appropriate cover for normal tasks is available. Where there are conflicting annual leave requests, priority will normally be given to the requests received first.
- 4.12 Where annual holiday taken exceeds what has been accrued at the date of leaving, the UCO reserves the right to deduct the equivalent of the payments made for such additional days from final pay. Where there is a positive balance of annual leave to be taken, the UCO may determine when the leave will be taken during the period of notice and the UCO will provide appropriate notice of 21 days where possible. Alternatively the UCO may agree that the outstanding balance of leave will be paid in the final salary.
- 4.13 It is recognised that tutors working in the Clinic on a Monday have a disproportionate amount of bank holidays that must be taken as leave, because of UCO closure on those days. These tutors may choose to make a request to the Clinic Team Leader to swap to a different clinic day normally during the bank holiday week. Agreement is based on whether cover is needed and will be granted at the discretion of the line manager. In addition, an employee working solely for the UCO on a Monday, may request up to two days of unpaid leave each year to allow flexibility in booking holidays at other times. This unpaid leave must be booked following the same 21 day notice requirement and the HR Manager must be informed immediately to ensure the appropriate deduction can be made.

5. LIEU TIME

- 5.1 The UCO does not operate a formal flexitime scheme and there is no provision within UCO policies for accumulated lieu time to be built up for the purpose of taking extended periods of leave. Members of staff should not be allowed to work regularly beyond their contractual working hours with the aim of accumulating lieu time to be used as additional holiday.
- 5.2 In circumstances where an individual is required to work additional hours, the employee would agree with the line manager the time that would be taken off in lieu.
- 5.3 Lieu time may also occur where a member of staff has requested time off and makes up the time, in lieu of a pay deduction. There may be some roles where, for example, the UCO has to pay another Lecturer or Clinic Tutor to cover teaching hours and there is no additional teaching or clinic tutoring required for the purpose of making up the time. In this instance the time off would be unpaid to avoid the UCO incurring additional unbudgeted costs.
- 5.4 Any lieu time taken must be agreed by the line manager by email in advance of the taking the time off from work. This email should contain the date that the additional hours were worked and the date that the employee is requesting to take off.

6. COMPASSIONATE LEAVE FOR BEREAVEMENT OR CRITICAL ILLNESS

- 6.1 In the event of the death or a critical illness of a member of the employee's immediate family, the employee should contact his/her line manager to request compassionate leave. The employee should inform the manager of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. The manager will take into account matters such as the employee's relationship with the deceased, domestic responsibilities and travel requirements, but will not normally grant more than five days' paid leave in a 12-month period, pro rata for part time staff.
- 6.2 In the case of death of another close relative (who is not the employee's dependant), for example an aunt, uncle, cousin or parent-in-law, or a close friend, the employee may request leave to attend the funeral. This would normally be unpaid.
- 6.3 If the employee wishes to take further leave, annual leave should be requested in the usual way.
- 6.4 In this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, grandparent, child or sibling.
- 6.5 In this policy, dependant is defined as the employee's spouse, civil partner, child or parent, and any person who lives at the same house as the employee (other than as a lodger, tenant, boarder or employee) or who would reasonably rely on the employee for assistance or arrangements for care in the event of illness or injury.
- 6.6 Compassionate leave does not extend to domestic emergencies, which are covered below. In addition, time off for dependants is covered within the Family Leave Policy and Procedure, which can be found on the UCO Intranet or obtained from Human Resources.

7. TIME OFF FOR PUBLIC DUTIES

- 7.1 Where an employee holds a public office or public position, it is the UCO's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position.
- 7.2 Where the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties for the UCO, the UCO has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off using their annual holiday entitlement for this purpose.
- 7.3 Employees should provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

- 7.4 Time off for public duties will normally be unpaid. However, in exceptional circumstances and at the discretion of the Vice-Chancellor's Group, an employee may continue to be paid at his/her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the duties performed, which the employee must declare.
- 7.5 This does not extend to paid work for the General Osteopathic Council, which would fall within the scope of Time off for Paid Work below.

8. TIME OFF FOR JURY SERVICE

- 8.1 In the event that a member of staff has been called up for jury service, they must notify the line manager at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days, but may be longer. The employee should provide the HR Department with a copy of the court summons and any other relevant documentation.
- 8.2 Where the UCO considers that an employee's absence on jury service could cause substantial disruption, they would be expected to make an application for excusal or deferral as appropriate. In these circumstances the employee should submit an application before the UCO provides a letter (and any other relevant evidence) to support the application.
- 8.3 The UCO will normally continue to pay an employee their normal rate of pay, excluding hours worked as voluntary overtime.
- 8.4 The employee must return to work as soon as the jury service has ended, even if this is earlier than the date indicated by the court.

9. TIME OFF FOR TRADE UNION DUTIES

- 9.1 Time off for Trade Union duties would be granted in line with current legislation. Contact the HR Manager for further details.

10. TIME OFF FOR PAID WORK

- 10.1 Time off for paid work during normal UCO working hours is discretionary and unpaid. A request for time off should be made to the line manager providing as much notice as possible. The line manager must consider the impact of the time off and how the work will be covered. Where we are able to grant the time off and arrange cover, the line manager must inform the HR Manager of all dates being taken off from work so that the a deduction can be made in the appropriate payroll month.
- 10.2 There may be circumstances where annual leave can be taken. In some circumstances the line manager may agree that the normal working pattern can be adjusted to accommodate the request or time can be made up in lieu. This would be dependent on the nature of the role and agreed at the line manager's discretion.

11. TIME OFF FOR VOLUNTARY WORK

- 11.1 If an employee requests time off for voluntary work that would benefit the UCO and wider community, this can follow the principles of lieu time and where possible time off is granted by the line manager and made up at a suitable time. There may be some circumstances where some time off for voluntary positions may be granted during UCO working time. This is discretionary and reviewed on an individual basis, including the amount of time off, the impact of the time off and any benefit of the work to the UCO. An employee may take annual leave for the purpose of carrying out voluntary work, subject to the normal booking procedure.

12. DISCRETIONARY ARRANGEMENTS

- 12.1 From time to time staff may have to take time off due to matters that are beyond their control. Examples of this type of absence include home emergencies, travel delays due to bad weather or vehicle breakdowns. In circumstances where managers are satisfied that the reason for the absence is genuine and reasonable, a sympathetic approach should be taken and paid leave of absence granted. The granting of time off is to enable staff to deal with the immediate emergency and where necessary make longer-term arrangements. In most circumstances this would amount to no more than a delay in arriving for work. If the absence is going to be for a whole day, managers should discuss with the employee concerned whether it is feasible for the member of staff to work from home or whether the time can be made up. If it is not feasible for the member of staff to work from home, then at the manager's discretion, a day's annual leave may be granted. In circumstances where the individual does not have any annual leave entitlement, a day's authorised unpaid leave may be granted.
- 12.2 The provision for paid leave of absence, or granting of authorised paid or unpaid leave is subject to members of staff ensuring that their line manager is told of the reason for their absence as soon as possible and when they anticipate arriving for work, and the manager accepting that the reason is reasonable in the circumstances.
- 12.3 In circumstances where a member of staff experiences regular delays, which impacts their ability to arrive/remain at work on time for their specific role, this may be treated as a disciplinary matter.

13. TIME OFF FOR OTHER REASONS

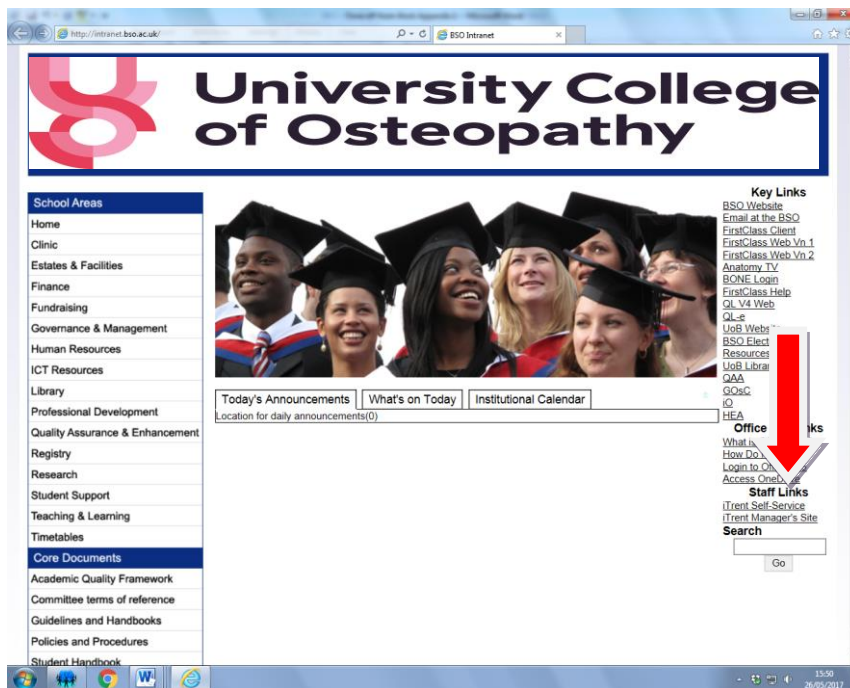
- 13.1 Staff may occasionally need to take time off for other reasons. Examples may include non-urgent appointments for doctors, dentists or opticians, receiving a large delivery at home. Medical appointments should be made outside of UCO working hours where possible. If this is not possible, then the employee would be expected to request an appointment at the beginning or end of the day to enable them to attend work before/after the appointment. The time allowed should be agreed with the line manager in advance. On-going medical appointments requiring regular time off will be treated as sick leave. Where it is not possible to arrange such appointments outside of normal working hours and the absence is less than a half-day, then by advance agreement, members of staff should arrange with their manager to make the time up or work from home if this is practicable. For absences in excess of a half-day, staff should request annual leave. Managers should consider requests for time off on the basis of reasonableness and the implications of the absence on work activities.
- 13.2 For any reasons for taking time off from work that are not contained within this, or other relevant policies, the line manager should seek advice from the HR Manager.

14. OTHER RELATED POLICIES AND PROCEDURES

- a) Family Leave Policy and Procedure
- b) Study Leave Policy
- c) Sickness Absence Policy and Procedure

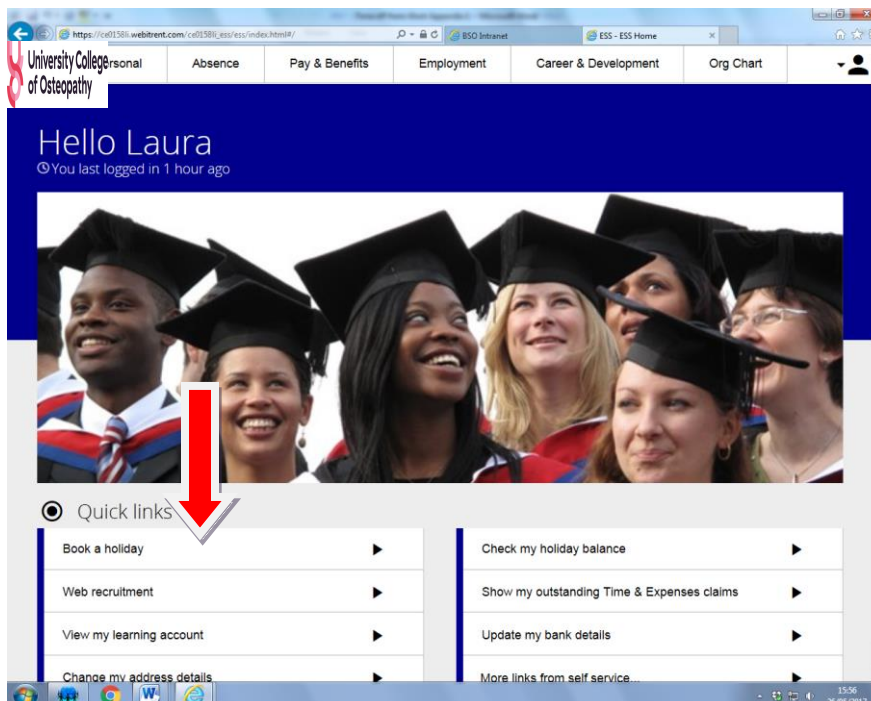
APPENDIX 1: GUIDANCE ON BOOKING ANNUAL LEAVE THROUGH iTRENT

You can access iTrent from the UCO Intranet home page, under staff links.



Log in using the personal log in details used to access the computer network at the UCO (rather than your First Class log in, if that's different). If you are unable to log in, you should contact ICT Support.

To book a holiday you can click on the Quick Link on the home page to 'Book a Holiday'.



You can choose to book a half day, single day or more than one day. Your holiday is calculated in hours; when the form is complete it's sent to your line manager to review the request. If you have multiple roles, you should select all roles and the system will then allocate hours against each of your roles, based on your working pattern.

Please ensure that the leave has been authorised before you make arrangements to travel.