

## **Public Service Leave Policy**

### **1. Time-off for Voluntary Public Service**

1.1 To enable attendance at meetings of the body or its committees or sub-committees time off from work will be permitted to a University of Manchester Conferences (UMC Ltd) (“The Company”) an employee who is:

- i. A justice of the peace
- ii. A member of –
  - a. a local authority
  - b. A member of a statutory tribunal
  - c. a regional or area health authority
  - d. a police authority
  - e. the managing or governing body of an educational institution
  - f. the Environment Agency
  - g. a board of prison visitors or a prison visiting committee
  - h. a Probation Board
  - i. a Court Board
  - j. a Youth Offender Panel
- iii. A member of such other bodies as may be approved by the UMC Board of Directors.

1.2 The amount of time off work for such public service shall be reasonable, not normally exceeding 18 days in any year (pro rata for part-time members of staff), having regard to the requirements for the performance of the duties involved, the time off already permitted to an individual, and the effect of such absence on the effective running of the operation concerned.

- 1.3 Such time off work shall normally be taken in days or half-days subject to the prior agreement of a UMC senior manager, in liaison with the HR Services, which will not be unreasonably withheld.
- 1.4 Whenever possible an employee shall claim reimbursements for loss of earnings for such duties and the amount of salary paid by the company will be reduced accordingly.

## **2. Volunteer Reserve Forces**

- 2.1 In addition to the normal leave entitlement, the company will allow up to two weeks leave with pay to employees who are members of a Reserve Force required to attend training camps or exercises.
- 2.2 In the event of a national emergency, the company recognises the additional obligations placed on reserve force members and will treat such cases accordingly.
- 2.3 The return to work interview Public Service Leave Policy checklist (attached) provides a useful tool for line managers to assist employees in making a successful transition back into work following a long absence.

## **3. Time-off for Jury Service**

- 3.1 Employees shall notify their line manager of the days they are required to attend for Jury Service.
- 3.2 When an employee is called for Jury Service they should either bring or send the papers received from the Court Service to HR Services at the earliest opportunity.
- 3.3 HR Services will complete the juror's Loss of Earnings Certificate and note the start date of the jury service from the correspondence (Jury Service is usually for duration of two weeks), and the completed original form will be returned to the employee in order that they can take it to the courts on the first day of Jury Service.
- 3.4 HR Services will calculate a day's pay by reference to the normal net salary divided by number of working days in the calendar month(s) during which the employee attends Jury Service.
- 3.5 Employees will be required to return to work on any full working day that they are not required for jury service, although not for a half day; the Courts will be informed accordingly on the Loss of Earnings Certificate.
- 3.6 At the end of Jury Service the employee is required to notify HR Services of the days that they were not required and to provide copies of the remittance advice sent to them by the Courts Service for the loss of earnings paid.

3.7 HR Services will then arrange for the appropriate amount to be deducted from the next salary installment.

**Note:** The amount deducted will not exceed the maximum daily allowance paid by the Court.

3.8 Normal superannuation deductions will be made from salary as appropriate.

3.9 Should an employee be 'sworn in' on a case that is likely extend beyond the initial two-week period of Jury Service, they should notify their line manager and HR Services as soon as possible.

### **Return to Work Interview Checklist for Volunteer Reserve Forces**

Following a period of mobilisation it is important to ensure that the employee is supported back to work. They may have experienced traumatic and disturbing situations and may find it difficult to adjust.

The purpose of such an interview is to ensure their safety and help them to settle back into their role as smoothly and quickly as possible.

If the employee does have any health problems they should be treated as they would if they were returning from sickness absence in terms of support and adjustments in the workplace.

Agree and note down any further steps which should be taken from the following questions, guidance points and subsequent discussions:

1. How long have you been away from work?
2. Have you suffered any injury / illness / stress whilst away?
3. Is there any condition which is still causing concern?
4. Do you need referring to Occupational Health, the Counselling Service or the Disability Support Office?
5. Are any adjustments in the workplace required?
6. Update the employee on any changes which have occurred in the workplace during their absence; introduce them to any new staff.
7. Update the employee on their role, any work that has been undertaken in their absence and what current work is required.
8. Is any training required to bring you up to speed?

Employee name: \_\_\_\_\_ Employee signature: \_\_\_\_\_

Manager name: \_\_\_\_\_ Manager signature: \_\_\_\_\_

Employee number (on payslip): \_\_\_\_\_ Date completed: \_\_\_\_\_

**Please send a scanned copy of the completed form to HR Services, for employee records.**

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