



Public Service Leave Policy

1 Introduction

- 1.1 Social responsibility is at the heart of the University's strategic vision. We support and encourage employees to contribute their skills and knowledge to make a difference in our local communities and wider society. This policy sets out the provision for time off to support employees engaged in voluntary public service roles.

2 Scope

- 2.1 This policy is applicable to all employees at the University who wish to carry out a voluntary public service role, regardless of length of service. If an employee is unsure whether a public service which they perform is covered by this policy, they should contact their relevant People Services team at the following email addresses:
- FSE – People.EmploymentServicesFSE@manchester.ac.uk
 - BMH – People.EmploymentServicesFBMH@manchester.ac.uk
 - HUM – People.EmploymentServicesFHUM@manchester.ac.uk
 - PS&CI – People.EmploymentServicesPSCI@manchester.ac.uk
- 2.2 This policy does not apply to agency workers.
- 2.3 This policy does not form part of any contract of employment and may be amended at any time.
- 2.4 This policy does not apply to general volunteering activities. More details on this can be found in the [Employee Volunteering Policy](#).

3 Roles and Responsibilities

- 3.1 It is the responsibility of employees to apply for public service leave in accordance with this policy and where required, provide the relevant supporting information.
- 3.2 It is the responsibility of managers to consider and approve leave in accordance with this policy, recording public service leave, as well as addressing any relevant operational implications of the leave.

4 Time off for Voluntary Public Service roles

- 4.1 Employees have a statutory right to a reasonable amount of unpaid leave to undertake the public duties listed within this section.
- 4.2 Time off is given to enable attendance at meetings of the body or its committees or subcommittees to an employee who is:
- A Magistrate / Justice of the Peace
 - A member of a local authority/ local councillor
 - A member of a statutory tribunal (e.g. an employment tribunal)
 - A member of a health authority
 - A member of the managing or governing body of an educational establishment (see separate guidance for School Governors).
 - A member of the Environment Agency
 - A member of the prison independent monitoring board
 - A member of a Water Customer Consultation Panel
 - A trade union member for trade union duties (the University also has a separate facilities agreement in relation to time off for trade union duties).
 - A member of such other bodies as may be approved by the President and Vice-Chancellor.
- 4.3 Time off will only be granted for attendance at, and travel to and from meetings, not for any preparatory work that needs to be undertaken. Employees may be required to produce relevant documentation verifying their public duty appointment.
- 4.4 Expenses relating to travel and/or subsistence will not be paid by the University. Employees cannot claim time off in lieu or payment from the University for any public duties performed outside of normal working hours.
- 4.5 Whilst there is no legal obligation to grant paid leave for these purposes, the University recognises the value of such work and will provide a reasonable amount of this leave with pay.

However:

- where a public duty attracts a fee or an allowance the employee must declare this. Where the fee paid is equal to or greater than a days' pay, unpaid leave will be given in relation to the public duty; where the fee is less than a days' pay, salary will be reduced accordingly.
- whenever possible employees should claim reimbursements for loss of earnings and salary will be reduced accordingly.

- 4.6 Employees wishing to undertake a role covered by this policy should initially discuss this with their manager, provide an estimate of the amount of time off required per year to undertake the role and complete an [application](#) to undertake work for outside bodies in accordance with the [Work for Outside Bodies](#) policy (apart from trade union roles where this is not required) to ensure that due consideration is given to potential conflicts of interest.
- 4.7 After discussion, the manager will confirm the maximum amount of leave which may be taken during the year and the maximum amount of that leave that will be paid. This will depend on 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 School/other organisational unit concerned, whilst recognising that employees have a statutory right to a reasonable amount of unpaid leave in these circumstances. The maximum amount of time off work for such public service (paid or unpaid) will not normally exceed 18 days in any rolling 12 month period. In many cases the leave required will be much less, for example School Governors will be given a maximum of 4 or 5 days paid leave (see separate [School Governor guidance](#))
- 4.8 Employees wishing to take further time off for such duties within their contracted working hours will be required to use their normal annual leave.
- 4.9 Employees who are standing for election as a local councillor are expected to take any time spent campaigning leading up to an election as annual leave, if it is done so within their contracted working hours.
- 4.10 All public service leave allocations will be pro rata for part-time employees.
- 4.11 Employees must give as much notice as possible of leave requests, and all requests must be agreed in advance by their manager, noting that such agreement will not be unreasonably withheld.
- 4.12 Managers should keep a local record of leave requests and outcomes.
- 4.13 Where unpaid leave is granted the manager must inform Employment Services who will write to the employee to confirm the deduction of pay and will adjust their pay accordingly.

5 UK Volunteer Reserve Armed Forces

- 5.1 The following only applies to staff who are members of the UK Reserve Forces (the Army Reserves, Royal Naval Reserve, Royal Marines Reserve, Royal Auxiliary Air Force or Royal Air Force Reserve). The University understands that such employees may be called up at any time to be deployed on full-time operations, and are expected to attend regular training.
- 5.2 Most reserved forces training takes place in the evenings and at weekends, however volunteers are usually expected to attend an annual camp. In order to support employees to undertake this, the University will provide 2 weeks paid leave in addition to normal annual leave. However, as

Reservists are paid by the Ministry of Defence (MoD) for all training, employees must declare their pay and provide supporting documentation to Employment Services. Where the MoD pay is equal to or greater than their normal pay, unpaid leave will be given and where the MoD pay is less than their normal pay, salary will be reduced accordingly.

- 5.3 Should the Reservist be mobilised (i.e. called up for active service) they must give the University as much notice as possible. It is possible for the University to apply to delay or cancel mobilisation if it would seriously harm the business. Details can be found at: <https://www.gov.uk/employee-reservist/mobilisation>.
- 5.4 Employees are required to submit a [UK Reserve Forces - PS1 Form](#) to Employment Services when they are due to attend an annual training camp, or they receive notification that they are to be mobilised.
- 5.5 During any period of mobilisation Reservists will be paid by and be given a period of annual leave by the MoD. They will therefore be on unpaid leave from the University and will not accrue annual leave or continuous service, although the period before and after the mobilisation will be joined together and treated as continuous.
- 5.6 Annual leave accrued prior to going on a combat tour should wherever possible be taken during the same holiday year, either prior to or after the individual's mobilisation. If it is not possible for an employee to take all of their accrued leave within the holiday year, they can, by agreement with their manager, carry over up to 5 days (one week) untaken leave into the next holiday year. In exceptional cases, for example, if called up at extremely short notice, the University will allow the employee to carry over all untaken leave into the next holiday year.
- 5.7 Employer pension contributions will be paid by the MoD and the individual's contributions will be deducted from salary paid by the MoD.
- 5.8 Financial assistance is available to help the University with replacement costs. Further details can be found at : <https://www.gov.uk/employee-reservist/financial-support-for-employers>.
- 5.9 After mobilisation, the employee must notify their manager in writing 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. The University must re-employ them as soon as it is able to.
- 5.10 The employee has a right to return to their previous post. If this is not possible they will be redeployed to an alternative role on terms and conditions no less favourable than if they had not been absent.
- 5.11 On return to work after mobilisation, a return to work meeting should be held by the manager with the employee, using the checklist provided in appendix 2.

6 Time-off for Jury Service

- 6.1 Jury Service is an important public duty, which is usually for a period of up to 2 weeks (10 working days), although this can vary.
- 6.2 There is no requirement for the University to cover loss of earnings if an employee is summoned for jury service. However, we recognise that jury service is not voluntary and we want to ensure that any employee who is summoned does not suffer financial detriment.
- 6.3 When an employee is called for jury service they must notify their line manager of the request. In exceptional circumstances the line manager can ask the employee to try to delay their jury service, if their absence would seriously harm the University. The employee would need a letter from their line manager explaining the business case. The employee can only delay jury service once in a 12 month period, and must say on the jury summons when they will be available.
- 6.4 After the employee has responded to the initial notification from the court, they will receive confirmation of the details of their jury service. They must complete a [JS1 notification form](#) and either take or send this together with the confirmation letter from the Courts Service and the certificate of loss of earnings to Employment Services. This should be done at the earliest opportunity.
- 6.5 Employment Services will complete and return the certificate of loss of earnings to the employee. The employee's pay will be reduced for each day of jury service by the amount which the employee can claim from the court for loss of earnings (up to £64.95 per day). In order to alleviate any potential financial burden this may present, upon request, the University will provide a temporary loan to cover loss of earnings which will be repayable as soon as the jury service has finished. Details can be found in form JS1.
- 6.6 Employees must attend work on any whole days that they are not required in court and inform Employment Services. Employees are not required to return to work if the court sends them home during the day. The employee must inform Employment Services when their jury service is complete and they return to work using [JS2 completion confirmation form](#). Failure to do so will result in a continuing deduction from salary.

Further information on jury service is available at: [Jury service: How jury service works - GOV.UK](#)

7 Attending Magistrate or Crown Courts as a witness

- 7.1 Employees will be given time off to carry out their public duty when summoned to attend a Magistrate or Crown court as a witness to criminal proceedings (this does not include attendance at Employment Tribunals or Family Courts). They must notify their manager and either take or

send the papers received from the Courts Service to Employment Services. This should be done at the earliest opportunity.

- 7.2 The individual's pay will be reduced by the amount which can be claimed by the employee from the courts for loss of earnings.
- 7.3 Employee's attending court as a witness in the course of their duties for the University will receive normal pay.

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Related policies:	Work for Outside Bodies policy
Related procedures:	
Related guidance and or codes of practice:	School Governor Guidance for Staff
Related information:	
Policy owner:	Executive Director of People
Lead contact:	Policy Manager

Appendix 1 – Summary of leave types and payments

Leave Type	Amount	Paid or Unpaid
Armed Forces Volunteer Reserve	2 weeks leave for annual training	Paid
Armed Forces Volunteer Reserve (when called up)	As determined by the mobilisation.	Unpaid. Staff are paid by the MoD.
Jury Service	2 weeks (but may vary depending on cases allocated)	Paid – pay is reduced by the amount that can be claimed from the court for loss of earnings.
Attending court as a witness	As necessary by the case.	Paid – pay is reduced by the amount that can be claimed from the court for loss of earnings.
Public Service roles (as listed in 4.2 of the Policy)	Reasonable leave provided. Should not exceed 18 days in rolling 12 months. Must be agreed with manager.	Paid.
Standing for election (campaigning)	None. Staff must take annual leave.	N/A

Appendix 2 - Return to Work Interview Checklist for Volunteer Reserve Forces

Following a period of mobilisation it is important to ensure that an employee is supported back into work. They may have experienced traumatic and disturbing situations and may find it difficult to adjust. The purpose of such a meeting is to ensure their safety and help them to settle back into their role as smoothly and quickly as possible.

Please discuss the following issues. Agree and note down any further steps which should be taken. 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.

How long have you been away from work?	
Have you suffered any injury / illness / stress whilst away?	
Is there any condition which is still causing concern?	
Do you need to be referred to Occupational Health, the Counselling Service or the Disability Support Office?	
Are any adjustments in the workplace required?	
Update the employee on any changes which have occurred in the workplace during their absence (for example; introduce them to any new employees, explain any changes in organisational structure, procedures, etc.)	
Update the employee on their role, any work that has been undertaken in their absence and what current work is required.	
Is any training required to bring you up to speed?	
Employee name	Manager name
Employee number (on payslip)	Manager signature
Employee signature	Date completed

Please send a scanned copy of the completed form to Employment Services for employee records

- FSE – People.EmploymentServicesFSE@manchester.ac.uk
- BMH – People.EmploymentServicesFBMH@manchester.ac.uk
- HUM – People.EmploymentServicesFHUM@manchester.ac.uk
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