

Adur District Council
Worthing Borough Council

Worklife Balance Policy

Date Agreed: September 2012
Date Agreed by HRWG: 10-12-12
Date Agreed by JONG: 23-04-12
Date to be Reviewed: 23-04-15

Contact: Human Resources Section

Scope

This policy applies to all employees of the Councils.

Policy to be reviewed

The Work Life Balance Policy will be kept up to date in line with any new legislation and is relevant to the needs of the councils and its employees. The Councils reserve the right to alter or add to the policy from time to time, as appropriate.

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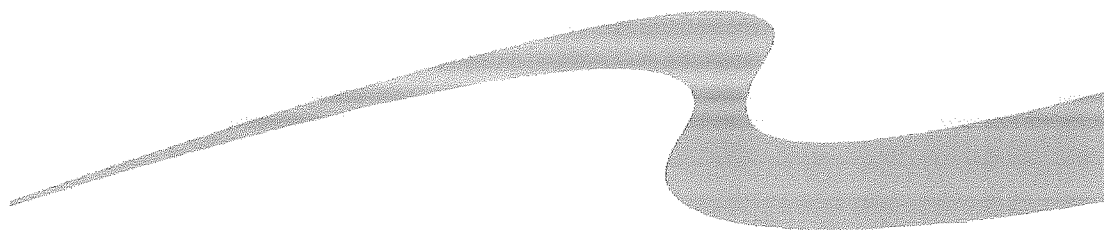
Legislative Framework

The Councils will work within the existing legislative framework which includes abiding by the:

- The Working Time Directive 1998
- Health and Safety at Work Act 1974.
- Employment Protection Act 1975
- Human Rights Act 1998
- Part time workers Regulations 2000
- Employment Rights Act 1996
- Employment Act 2002
- Work and Families Act 2006
- Equalities Act 2010

Signed: *Alex Bailey* Date: 11-12-13
Alex Bailey, Chief Executive

Signed: *Roger Varndell* Date: 13-11-13
UNISON



Adur District Council
Worthing Borough Council

Childcare Policy

(Appendix Q)

Date Agreed : May 2012

Date Agreed by HRWG:

Date Agreed by Management Team:

Date Agreed by JONG:

Contact: Human Resources Section

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This policy should be read in conjunction with the Council's Equalities Policy and the individual employee's terms and conditions of employment.

Scope

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Child care subsidy

Purpose of the scheme

To provide financial help to those employees with pre-school age children (up to age 3**) who might otherwise not be able to continue/return to work because of child care responsibilities.

Scale of allowances

For full time employees £41.99 per week, or if there are two children up to a maximum of £79.78 per employee.

Total hours worked OR in childcare* x £hourly rate (£41.99 as at 1.4.15)
37 hours

* Normally the payment will be for the actual hours worked or the hours the child is in childcare whichever is the lesser amount.

If employees take any holidays or have sick leave the subsidy will be paid for the hours the child would usually be in childcare.

The subsidy will be paid for bank holidays, where the payment is required by the child care provider. The employee will be required to provide proof.

The level of allowances will be reviewed annually to reflect inflation. Allowances are only payable until the child reaches 3 years of age**.

**Children may not qualify for the state funding until the term after their third birthday,

If your Child's birthday is between ... Free places start from...

1 st April – 31 st August	Autumn term, after the long summer holiday
1 st September – 31 st December	Spring term, after the Christmas holiday
1 st January – 31 st March	Summer term, after the Easter holiday

Children are entitled to receive Early Years Funding Entitlement up until the term in which they turn five (compulsory school age). For children starting Reception class at a Local Authority School before they reach compulsory school age, their EYFE will be used by the school.

Subject to the above date guidelines, the Council funding will continue until the state funding starts at the beginning of the school term after the child turns 3.

Who can apply?

Both women and men in receipt of a salary not exceeding spinal column point 28. The determination of applications for the childcare subsidy, which is at the Council's discretion, will be decided jointly by the relevant Executive Head of Service and the

Human Resources Manager. Each case will be judged on its merits, having regard to the criteria below.

Criteria

Must be spinal column point 28 or under and the following factors will also be taken into consideration:

- a. Whether the employee has sole or main responsibility for his/her children
- b. The employee's salary
- c. Whether the employee comes within the categories of people who are underrepresented within the Council's workforce.
- d. Budgetary constraints

How is the subsidy claimed?

Employees should apply to Human Resources for approval to claim the subsidy using Form CS1. Forms must be accompanied by proof of payment to a registered childminder or a registered nursery. Employees must keep proof of payments made e.g. receipts, which will be examined on a quarterly basis or at any time Human Resources require.

Employees must notify Human Resources as soon as possible if their circumstances alter, which may effect their eligibility. Failure to do so will render an employee liable to appropriate action which may include immediate cessation of the subsidy, repayment of the subsidy and disciplinary action.

How is the subsidy paid?

The subsidy is included in the monthly salary payment. Childcare subsidies are currently subject to Income Tax and National Insurance deductions, but not currently pensions. The allowance will continue to be payable for periods of absence due to sickness and will be linked to the period of paid sickness entitlement, with the Management Team reserving the right to review each case on its individual merits, if appropriate.

Reservation of a nursery place

Where it is necessary for an employee (on spinal column point 28 or under) to reserve a place in a nursery (pending an employee's return from maternity leave) by paying a proportion of the fees until the place is taken up the employee may request financial assistance from the Council.

The Council will pay the necessary reservation fees up to a maximum of £41.99 per week or if two children £79.78 per week subject to the following conditions:

- a. The employee will repay the Council in full all reservation fees if the place is not taken up.
- b. Where the place is taken up but the employee leaves the Council or ceases to use the place within 15 months of the return to work the employee will repay to the Council the whole amount subject to the sum being reduced by 1/12th for each completed calendar months service beyond three months.

Employees will be required to sign an undertaking to this effect which will authorise the Council to deduct an amount equal to the sum due from any salary payments or as a lump sum prior to the employee leaving the Council's service.

The Council reserves the right to review the provisions of the scheme, amend the criteria for eligibility and method of payment as necessary.

Claimants will be given reasonable notice (at least three months) of any changes to the scheme which would result in a financial detriment.

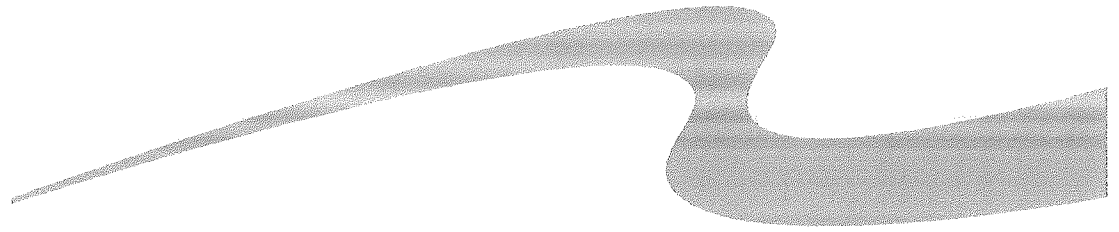
Child Care Voucher Scheme

The Council has a childcare voucher scheme which is currently run through computershare. Full details of the scheme are available from the Human Resources or Payroll section or on the Council Intranet page:

<http://awintranet/my-job-and-me/child-care/>

Alex Bailey 11-12-13
Signed: Date:
Alex Bailey, Chief Executive

Roger Varnell 13-11-13
Signed: Date:
UNISON



Adur District Council
Worthing Borough Council

Flexible Working Policy

Date Agreed: May 2012
Date Agreed by HRWG:
Date Agreed by Management Team:
Date Agreed by JONG:

Contact: Human Resources Section

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Working time

Hours of work

The Councils use a flexible working hour's system (see flexitime section below). However some staff are required to work fixed hours, e.g. from 9.00am to 5.30pm Mondays to Thursday, and from 9.00am to 5.00pm on Fridays, with one hour a day allowed for lunch. Certain other officers may be required to work different hours or days for operational reasons, in particular those staff on shift working patterns.

Unless otherwise stated in their letter of appointment, an employee is included in the flexitime scheme. Where the nature of the duties of the post precludes the identification of normal hours of work the grading has been fixed on the basis of a notional 37 hours per week.

Entitlement to time off in lieu will be calculated on an hour for hour basis. The timing of days off in lieu will be at the discretion of the employee's line manager.

In addition, the relevant Executive Head may determine changes to the hours or days of an individual employee's post, after consultation with them.

Flexitime Scheme

The "core time", during which staff must be at work, is 10 a.m. and 4 p.m. The "outside times" are 8 a.m. and 6.30p.m. Mondays to Fridays, and this means that there is flexibility of starting between 8 a.m. and 10 a.m. and of finishing between 4 p.m. and 6.30 p.m.

The lunch interval is to be not less than half an hour, and a maximum of 2 hours, taken between 12 noon and 2.15p.m.

Employees are responsible for keeping their time sheets up-to-date, and for calculating the totals. It is the responsibility of the Executive Head to ensure that the time sheets are maintained by the staff in their section, and that they show no inaccurate information.

If employees normally work a 37 hour week, this amounts to 148 hours in a four week period. In each four week period employees will have to work a minimum of 148 hours, unless they have worked more than 148 hours in the 4 weeks immediately proceeding the current period. Employees can then take off the number of additional hours worked in the previous 4 weeks.

Employees can carry forward a maximum of 10 hours from one 4 week period to the next. If an employee works in excess of 10 additional hours in one 4 week period they can take the balance above 10 hours within that 4 week period, so as to reduce the carry forward total to 10 by the end of the 4 weeks. If employees end a four week period with more than 10 hours in credit they will lose any hours over 10 hours.

Employees can not carry forward more than a maximum of 10 hours deficit from one 4 week period to the next. This time should be made up as soon as possible and before taking any further flexi leave.

Employees can take additional hours worked as leave, except that not more than 2 half days leave, or one whole day's leave can be taken in flexi-time within any one 4 week period.

Some employees who work after 6.30pm can

1. Work the extra hours as lieu time, with that time being counted as time and a half.

Or

2. With the prior permission of their Executive Head take the time as paid overtime, with that time being counted as time and a half.

This is not relevant to all posts within the Councils and where appropriate will be covered in individual Contracts of Employment.

Meetings of unions and other official bodies of which staff may be members will be recognised as official duty only up to 5.30 p.m. Any attendance at these meetings after 5.30 p.m. will be considered to be in the person's own time.

The time sheet shows a list of absences that are to be denoted by a certain code. For example if an employee is on annual leave for a day or longer they put down 7 hours and 24 minutes per day with the code A/L against it.

In relation to dentist/doctors/optician's appointments, where normal appointments are made for routine check-ups etc., these should be made wherever possible outside of the "core times", i.e. between 8 a.m. and 10 a.m. or after 4 p.m. or during the permitted lunch interval, (12 noon to 2.15 p.m.), and will therefore not be added to any "flexitime" credit hours.

Where an employee has to attend the doctor or dentist for a routine appointment which can only be made during core times, or on an emergency basis, (i.e. has reported for work and then has to leave the office for an appointment) these instances can be booked as **other leave** on the flexi-time record sheet and included in the hours worked or credited for the day. Hospital appointments should also be treated in the same way.

If a full time employee is on sick leave for a day, they record 7 hours and 24 minutes with the code S/L against it. If an employee is absent for a half day, the same procedure applies except they show 3 hours and 42 minutes for the half day. If an employee were to fall sick partway through a day and claim the half day hours of 3 hours and 42 minutes and add that to the hours worked, it is possible that they could actually accrue credit whilst being off sick. Therefore, the maximum hours per day that can be shown during any period of sick leave must be 7 hours and 24 minutes.

When an employee takes time off in respect of additional hours worked, this must be with the consent of their line manager. They should obtain permission to take time off before making any plans, because their line manager is the person with the responsibility of ensuring that the total work of the section continues, even though one or two people may be taking time off on any given day.

It is important for staff to accept that the normal staffing of an office which is in multiple occupancy is maintained by at least one person being in the office at all times, unless the line manager in his/her judgement feels that it is possible for the office to be left completely empty. This includes the lunch hours, but it does not normally include any time before 9 a.m. or after 5.30 p.m.

If an employee works less than a 37 hour week (part time), the total hours per week multiplied by four are their basic hours for each 4 week period. For example, if they work 30 hours per week, their basic hours are 120. If they work in excess of their basic hours in any 4 week period they can carry forward to the next 4 week period the usual maximum of up to 10 hours. When they take time off in a 4 week period for additional hours worked in the settlement period immediately preceding that one, they have to calculate it on the basis of their actual hours worked and not on the full day of 7 hours and 24 minutes or the half day of 3 hours and 42 minutes. For example, if they have built up any extra hours, and they normally work 9 a.m. to 3.30 p.m., should they want to take an afternoon off, they would deduct the actual hours between the end of their lunch and 3.30 p.m.

Part Time Employees

An employee contracted to work less than the basic full time hours in a post shall be graded within the same salary scale and paid such proportion to the full time salary as their working hours bear to a full time post. All other terms and conditions will be applied pro rata to the hours worked, unless otherwise specified in the letter of appointment. .

Job Sharing

Statement

The Council as an equalities employer is committed to enabling council jobs to be available to persons wishing to job share. All jobs will be considered for job sharing. The council agrees that no posts or parts of posts will be lost directly as a result of job sharing unless otherwise agreed with the appropriate Trade Union.

General Principles

Job sharing shall be defined as the situation where employees voluntarily share the duties and responsibilities of one full-time job. The proportion of time to be worked should be decided between the job sharers and their Executive Head.

Under the scheme, established posts will be shared voluntarily by two or more employees who must each be appropriately qualified and experienced in terms of the

job and employee specification. The job sharers must each be able to undertake the full range of duties and responsibilities of the post.

Job sharing may be on a split day or split week basis. The working arrangements and responsibilities for a particular job shall be determined by the Executive Head concerned in consultation with the job sharers, including any variation in such working arrangements and responsibilities that may be required to be made from time to time.

Job sharers will perform a proportion of a job commensurate with the number of hours a week which they work and their duties should reflect this. Job sharers will not be regarded as having to perform work over and above that which can reasonably be expected to be performed in the hours that they work. The job sharers between them will jointly perform the duties of a person working a 37 hour week, except where the grade of the post takes into account the need to work in excess of this. It is hoped, however, that in these circumstances, working arrangements may be sufficiently flexible to allow any excess hours to be worked at home.

Procedure for the introduction of Job Sharing

A proposal to introduce job sharing into a post can arise in a number of ways, for example:

- (i) an existing employee formally applying to management (see Appendix One) for a job share arrangement to be agreed in respect of their job.
- (ii) a joint application being made by existing employees, whether full-time or part-time, to job share where their individual jobs and/or mutual skills and experience are suitable for the proposed job share.
- (iii) external application from potential partners outside the authority in response to advertisements.

For both (i) and (ii) above, the employee/employees must have been with the Council at least 26 weeks before the date of the request to ensure they are completely inducted into the organisation. Employees will need to request a jobshare in writing to their Executive Head at least 28 days before the date they wish to jobshare. The Executive Head will consider the operational effects on the other members of the team. The Executive Head will meet with the employee to consider a clear business case, balanced with the employee's wishes. Within 14 days of the meeting, the Executive Head will respond in writing to the employee, with a copy to Human Resources giving reasons for the decision.

Any

application for the introduction of job sharing shall be subject to a detailed examination by the Executive Head or Strategic Director, in conjunction with the Human Resources Section.

The Council reserves the right to review individual job sharing arrangements in light of operational needs.

Recruitment and Selection

All jobs will be advertised as suitable for job sharing unless, following detailed examination, it is not considered possible for a particular job to be shared.

The following types of application may be encountered by selection panels:

- (i) Joint internal applications;
- (ii) Linked internal/external application;
- (iii) Individual/linked external application.

Prior to making appointments the selection panel must ensure that there is agreement on the sharing of tasks to meet the full role expectations of the job, where necessary including an addendum to the job description for the post, expressing the agreements reached.

Conditions of Service

Probationary Service: A job sharer whose suitability for employment is subject to the satisfactory completion of a probationary period shall be assessed in the same way as a full-time employee. In the event of a job sharer's employment being terminated as a result of failing the probationary assessment then the provisions set out below under cover arrangements shall be applied to the remaining job sharer.

Pay: Pro rata in accordance with National/Local Conditions of Service to the salary grade for the number of hours worked. Commencing salary and further progression will be determined in accordance with the conditions appertaining to the equivalent full-time post. It is possible that job sharers sharing the same post and working the same number of hours will not receive the same salary.

Overtime: If individual contractual hours are exceeded, where entitlement exists, payment at the appropriate time rates shall be made or time off in lieu granted.

Car Allowances: Casual users: Payment of casual user allowances will be made on the normal basis, i.e. according to the mileage covered by each employee. Essential Users: The lump sum payment will be paid on an individual basis to each job sharer, and the mileage covered will be reimbursed at the appropriate rate for essential users.

Car, Bicycle and Season Ticket Loans: Entitlement to these loans will be determined on the same basis as a full-time postholder would be eligible, subject to conditions of the schemes. There shall be no restrictions on two or more job sharers applying for a loan at the same time.

Training: Job sharers will have access to training opportunities on the same basis as full-time employees with respect to day release. Access to financial assistance under the post entry training scheme will apply as for full-time employees. The aggregate of paid time off for job sharers would not exceed that granted for a full-time employee. The Council reserves the right to look at particular requests for time off in lieu or payment for training on their individual merits.

Application for other jobs: Job sharers may apply for other jobs on equal terms with full-time employees.

Changeover/Overlap arrangements: It may be possible for the handover between job sharers to be undertaken via the manager. However, provision for changeover/overlap arrangements will be made and such arrangements will be achieved within the normal established total hours, where necessary reducing the total work time span of attendance. The period of overlap will be determined by the line manager in consultation with the job sharers. It is important during any overlap period that job sharers maintain regular effective communication and arrange to update one another after periods of sickness or annual leave, in order to maximise the efficiency of the service.

Grievance Policy: Any grievance relating to the interpretation and application of these arrangements/conditions will be raised through the Grievance Policy.

Flexitime: Where a system of flexible working hours is in operation, the application of this system to a job share arrangement shall be discussed by the line manager and the individual job sharers and agreed prior to the commencement of the job share.

Pension: Enquiries regarding the Local Government Pension Scheme and related matters should be directed in the first instance to the Payroll Section. Prospective job sharers are strongly advised to check the effects on their pension provision, before committing themselves to working less than the normal working week as this will affect their pension entitlements.

Annual Leave: Entitlement to annual leave (including extra-statutory days) shall be proportional to the number of hours worked in relation to the normal working week. The entitlement, normally calculated in working days, shall be converted to an entitlement in working hours, in order to avoid any confusion which may arise due to complex working arrangements. It will be possible for job sharers to take annual leave at the same time, subject to the timing of such leave being by prior agreement between a job sharer and his/her manager/supervisor.

Long Service Leave: Each job sharer shall be entitled to long service leave based on the individual's continuous service, and proportional to the number of hours worked in relation to the normal working week. The entitlement shall be calculated in working hours, as in the paragraph above.

Public Holidays: To ensure that the benefits of public holidays are equitably distributed between job sharers regardless of which days they work, detailed arrangements will be agreed between the line manager and job sharers. The basic principle adopted is that the full-time entitlement to such holidays will be divided between job sharers on a pro-rata basis.

Job sharers will be allocated a "bank" of hours representing their pro rata entitlement to bank holidays and concessionary days. When one of these days arises on a normal working day, the hours that would normally have been worked are deducted from this bank of hours.

Sick Leave: Entitlement to sick leave shall be in accordance with National Conditions and based on continuous length of service calculated on an individual basis. Payments for periods of sickness shall be made on a proportional basis according to the number of hours worked.

Maternity, Paternity and Parental Leave: Provisions shall be as set out in the national agreement.

Cover arrangements: At times of sickness, leave or resignation, cover arrangements will be discussed with the remaining postholder. If possible, he/she may undertake additional hours by mutual agreement.

In the event of one job sharer, for whatever reason, ceasing to continue in the job sharing partnership, the hours of work previously undertaken by that person will be advertised, with the remaining job sharer being informed that they are not precluded from applying if they wish to increase their hours.

The remaining job sharer shall continue to cover their part of the duties of the job until a new appointment is made. Pending a new appointment being made, the Executive Head shall consider, if appropriate and in consultation with the remaining job sharer, what alternative arrangements including a temporary appointment may be required to ensure that the duties of the job are covered on a full-time basis. If appropriate and by mutual agreement the remaining sharer(s) may cover some or all of the duties of the job until a new appointment is made.

If no suitable job sharing partner can be found within a reasonable period (which shall be not less than six months from the last day of service of the previous job sharer or the first advertisement, whichever is the later, and shall take account of the number of times the vacancy has been advertised, being not normally more than two external advertisements), and alternative arrangements for covering the duties of the job have been considered by the Executive Head concerned, in consultation with the relevant trade union, and have been found to be unsuitable, then redeployment will be considered. If all of the above measures fail to resolve the issue and no suitable redeployment opportunity exists, the council reserves the right to terminate the employment of the remaining job sharer. However, this will be considered in consultation were appropriate with the Trade Union and will be regarded as an absolute last resort.

Monitoring and review of the Job Share Policy

The provisions of the job share policy will be kept under review and any proposed changes will be subject to consultation between the council, employees involved and appropriate Trade Union.

Term time working

Term time working means that an employee of the Council can remain on a permanent contract, either on a full time or part time basis, but will have leave of absence to coincide with school holidays.

Term time workers will have the same statutory rights as other employees and entitlement to contribute to the pension scheme (applied on a pro rata basis).

Employees will need to request in writing using Appendix One at least 28 days before to their Executive Head if they wish to work term time only. The Executive Head will consider the operational effects on the other members of the team and the cost and practicability of covering for the employee during the school holidays before agreeing to the request. The Executive Head will meet with the employee to consider a clear

business case, balanced with the employee's wishes. Within 14 days of the meeting the Executive Head will respond in writing to the employee's request giving reasons for the decision.

Schools are normally in session for 38 weeks of the year, therefore term time contracts are normally for only 38 weeks of the year, although this is negotiable. Employees will receive payments of 12 equal monthly instalments of the annual salary.

Employees will normally work throughout the term and take their holiday entitlement during the breaks unless otherwise specified or agreed. They will be paid for their annual leave entitlement which is calculated on a pro rata basis and paid in with their salary over a 12 month period.

With regard to Bank Holidays, the entitlement will be calculated pro rata to the hours per week and weeks per year worked, and expressed as a bank of hours to be used as specified in the individual contract of employment.

An employee may only request term time working once they have worked for the Council for at least 26 weeks before the date of the request.

Voluntary changes to the number of hours worked

This arrangement refers to an employee asking for the number of hours they work to be reduced or increased, on either a temporary or permanent basis.

To apply to reduce or to increase their hours (but not to increase to more than a full time job) an employee will need at least 26 weeks continuous service with the Council before the date of the request.

Employees will need to request the change in writing (see Appendix One) at least 28 days before the date they wish to change the number of their hours, to their Executive Head. The Executive Head will consider the operational effects on the other members of the team. The Executive Head will meet with the employee to consider a clear business case, balanced with the employee's wishes. Within 14 days of the meeting the Executive Head will respond in writing to the employee with a copy to Human Resources giving reasons for the decision.

Issues to consider include temporary arrangements may be necessary to cover any reduction in hours; there may be an effect on the service or on others in the section; for increased hours, the effect on the establishment and budget for the duration may need to be referred to the Management Team for approval.

If the change is agreed, all pay, pension and holiday entitlements will be reduced/increased pro-rata.

An example of when an employee may wish to reduce their hours on a permanent or temporary basis may be women returning to work after maternity leave, people with other caring responsibilities, etc.

Compressed weeks

This refers to employees working their full time hours over a shorter period. For example an employee on 37 hours working a four or a four and a half-day week. For the employee compressed weeks provide more half days or days away from work without reducing full time pay. The benefit to the Council may be that employees who work longer days may enable the hours of service to be extended.

The Executive Head will decide upon any request for compressed hours but should take into consideration operational needs and the effect on other staff as well as the individual's wishes. Longer days could prove more stressful for some employees and affect their productivity. Any such arrangement must be trialled first, for no longer than three months, at which time it will be reviewed.

Employees will need to request the change in writing (see Appendix One) at least 28 days before the date they wish to work compressed weeks, to their Executive Head. The Executive Head will consider the operational effects on the other members of the team. The Executive Head will meet with the employee to consider a clear business case, balanced with the employee's wishes. Within 14 days of the meeting the Executive Head will respond in writing to the employee, with a copy to Human Resources giving reasons for the decision.

To apply for compressed hours employees would need to have worked at the Council for at least 26 weeks before the date of the application.

If the employee or the Executive Head wishes to change the arrangement back to the original hours then 28 days notice on either side must be given.

Pre - Retirement

Staff who are considering retiring may choose to reduce their hours, twelve months prior to retirement, with approval from their Executive Head.

By reducing the number of hours worked staff can adjust to retirement, and this need not affect their pension entitlements. Further information regarding pensions can be obtained from West Sussex County Council Pensions Unit (01243 777733 or 01243 777968) and staff are advised to enquire about this before making any formal request to work reduced hours.

Requests to reduce hours prior to retirement must be made in writing (see Appendix Two) to your Executive Head at least 28 days before the intended change in hours commences.

To apply for reducing hour's pre retirement an employee would need to have worked at the Council for at least 26 weeks before the date of application.

Employees are also referred to the Flexible Retirement Policy for details of other flexible ways of working for those approaching retirement.

Time off for religious observance

The Council understands that time away from work may be needed by employees to respect their religious observances. This can include days off for religious festivals and time away from work during the day for prayer.

Time off for religious observance must be planned in advance. Staff will need to ensure that their Executive Head is notified should they wish to take time off. This time may be taken as annual leave or could be made up using the flexi-time system.

Leave

Annual Leave

The annual leave entitlement is covered in Leave Policy

Working at Home

This would involve employees carrying out a proportion of their duties in their own homes rather than on the Council premises. It may be the occasional day to carry out pieces of work that can be better achieved at home, away from the distractions at the office, or a regular arrangement of one or more days a week.

The scope for working at home is likely to increase over the next few years as this authority makes greater use of information and communication technology.

Employees will need to request this by writing to their Executive Head at least 28 days before the date they wish to start home working. The Executive Head will consider the operational effects on the other members of the team. The Executive Head will meet with the employee to consider a clear business case, balanced with the employee's wishes. Within 14 days of the meeting the Executive Head will respond in writing to the employee giving reasons for the decision.

As a minimum an employee must work at least one day a week on the Council premises to develop and maintain relationships with the team and the organisation.

Employees may only request the opportunity to work at home after they have been with the Council at least 26 weeks before the date of the request, to ensure that they are completely inducted into the organisation.

Any employee who requests to work at home on a regular basis may be permitted to do so initially on a trial basis of no more than three months, which must have agreed timescales and work outcomes.

The Executive Head of Service must ensure, in consultation with the employee and based on proper written risk assessments, that their equipment and workspace at home conforms to health and safety at work legislation, display screen equipment regulations, etc. The council's Safe Working Practices manual gives some guidance on these points and more detailed advice should be sought from the council's Senior Safety Officer if required.

If an employee regularly works from home an agreement needs to be drawn up between them and the Council which outlines who will fund office furniture, I.T. equipment, telephone costs, insurance of council equipment, storage of confidential documents at home, and so on.

If either the employee or the Executive Head of Service becomes dissatisfied with the home working arrangement this should be discussed between them. In order to change or terminate the arrangement, either party must give 28 days notice in writing (once the trial period has been completed).

Please refer to Appendix Three for the full version of the Home/Teleworking Policy.

Flexible Working Request Form

To be used to request flexible working arrangements in accordance with the Work Life Balance Policy

Section 1. To be completed by the **Employee**

1. Personal Details

Name:

Service Block:

Manager:

2a. Describe your current working pattern:

2b. Circle the flexible working arrangement you wish to request:

Job Sharing / Compressed Weeks / Reduction in Hours /

Term-Time / Pre-retirement

2c. Describe the flexible working pattern you would like to work in future:

3. I would like this flexible working pattern to commence from:

Date:

Employee Signature:.....

Date:.....

Now pass this to your manager

Section 2. To be completed by the employee's **manager** and in accordance with the Work Life Balance Policy

Manager Name (please print name clearly):

Manager's recommendation to flexible working request. (Identify as appropriate):

1a. Request should be Agreed:

Reason: To support flexible working practice as set out in the Councils Worklife Balance Policy.

Summary of terms to be agreed (e.g trial period of three months, working pattern etc)

1b. Request should be Refused:

Reason: (a reason must be given if request is refused)

Manager signature: **Date:**.....

Now pass this to the Executive Head of Service.

Section 3. To be completed by **EHofS** in liaison with Human Resources

1a. Date Executive Head writes to employee confirming above decision:

Date:

1b. Where the request has been refused, confirmation must include the employee's right of appeal. Has the employee been notified of right of appeal?

Yes / No

Date:

EHofS Signature:..... **Date:**.....

Please now return all documentation (including copy of letter to employee) to Human Resources: ensure changes are processed and payroll notified.

HOME/TELEWORKING APPLICATION FORM

Note to the Employee.

This form is to be used to make an application for home/teleworking. Before completing the form, you should read the Council's Home/Teleworking Policy and Procedures.

You should ensure that you submit your application to your Executive Head of Service and the Executive Head of Corporate Strategy at least 28 days before the date you wish to start home/teleworking.

It will help your Executive Head of Service to consider your request if you provide as much information as you can about why you would like to work from home – this will be the business case. It is important that you answer all the questions, as otherwise your application may not be valid. When completing questions 4 and 5, think about what effect your change to working from home will have both on the work that you do and on your colleagues. Within 28 days after the day your application is received, a meeting will be arranged with you to discuss your request. If the request is granted, there will be a 3-month trial period before a permanent change to your terms and conditions is made, unless otherwise agreed.

PERSONAL DETAILS

Name:
Job Title:
Department:
Line Manager:

To Executive Head of Service / Executive Head of Corporate Strategy

I would like to apply to work from home.

1. **Describe your current working pattern (days/hours/times worked):**

2. Please state why you wish to work from home.

(You may continue on a separate sheet if necessary).

3. I would like to start working home/teleworking from:

Date:

4. Impact of working from home:

I think this change in my working pattern will affect my employer and colleagues as follows:

5. Accommodating the change to working from home

I think the effect on my employer and colleagues can be dealt with as follows:

I hereby declare that I will take effective measures to maintain information security and confidentiality when working from home.

Signed: _____ **Date:** _____

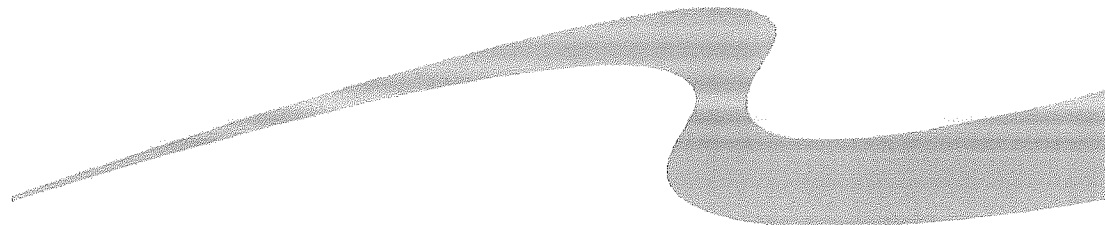
One copy of this application should be given to your EXECUTIVE HEAD OF SERVICE and one copy to the EXECUTIVE HEAD OF CORPORATE AND CULTURAL SERVICES.

EXECUTIVE HEAD OF SERVICE'S APPROVAL

Name _____ Signature _____ Date: _____

Alex Bailey 11-12-13
Signed: Date:
Alex Bailey, Chief Executive

Roger Varndell 13-11-13
Signed: Date:
UNISON



Adur District Council
Worthing Borough Council

Leave Policy

(Appendix S)

Date Agreed: May 2012

Date Amended: May 2013

Date amended by HR: 20.12.14

Date Agreed by Management Team: 30.12.14

Date Agreed by JONG: 20.01.15

Contact: Human Resources Section

Adur & Worthing Councils

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Scope

This policy applies to all employees of the Council.

Policy to be reviewed

The Work Life Balance Policy will be kept up to date in line with any new legislation and is relevant to the needs of the councils and its employees. The Councils reserve the right to alter or add to the policy from time to time, as appropriate.

Legislative Framework

The Councils will work within the existing legislative framework which includes abiding by the:

- The Working Time Directive 1998
- Health and Safety at Work Act 1974.
- Employment Protection Act 1975
- Human Rights Act 1998
- Part time workers Regulations 2000
- Employment Rights Act 1996
- Employment Act 2002
- Work and Families Act 2006
- Equalities Act 2010

Leave

Annual Leave

The annual leave entitlement attached to a post is shown in the initial letter of appointment and is linked to NJC spinal column points (SCP) and length of service.

Your annual leave will be in accordance with the table below. This table is also shown on the leave record card, issued annually and in the MyView Time Management Module.

The Joint Staff Committee agreed that from 1 January 2013 compulsory closure of offices of the councils between 27 December and 2 January shall cease and the discretionary days leave that have been awarded to staff since 2002 in Worthing and 2000 in Adur, be added to employees' annual leave entitlement, to be taken in accordance with normal annual leave practice and the needs of the individual services. The entitlements shown below include the two discretionary days.

The entitlements below also include the two statutory days which may be taken by arrangement at any time throughout the year. Statutory Bank Holidays are in addition to these entitlements.

Salary Equivalent To	Hour Entitlement Including Statutory Days	Hours Entitlement Including Statutory Days + 5 Years' Service
Up to SCP 21	185 hours	214.6 hours
SCP 22 – SP28	192.4 hours	229.4 hours
SCP 29 - SP39	207.2 hours	229.4 hours
SCP40 and over	229.4 hours	251.6 hours

The entitlement to additional leave due to the attainment of five years continuous service with one or more local authorities is effective from the 5th anniversary of the person's date of commencement in local government service as a civilian in a police authority counts as local authority service for this purpose.

The timing of leave will be by prior agreement between an employee and his/her line manager.

The annual leave period is from 1st April to the following 31st March. In exceptional circumstances and by prior agreement between an employee and the relevant Head of Service, up to 1 weeks' worth of annual leave may be carried forward to the next leave year. Any other applications for leave to be carried forward would be considered by the relevant Director on an exceptional basis.

In order to achieve its aims of improving flexibility in working arrangements and becoming an Employer of Choice, the Council is providing employee with more flexibility over the amount of annual leave they may take in a leave year, including the banking of leave to allow for additional or extended period of leave in a leave year. Please refer to the Buying, Selling and Banking of Annual Leave Policy for further information.

An employee who is promoted from one grade to another, or whose salary is advanced within the grade is entitled to the leave appropriate to his/her new salary, with effect from the first day of the increase in salary, on a pro rata basis for the remainder of that leave year.

An employee transferring from the service of one local authority to another carries forward his/her leave entitlement. An employee who leaves local government service shall be allowed one 365th (or 366th in the case of a leap year) of his/her leave entitlement for each completed calendar day of service in the current leave year.

In the event of an employee falling sick during the period of his/her annual leave he/she should be regarded as being on sick leave from the date of their Statement of Fitness for Work, and further annual leave should be suspended from that date. Any statutory holiday entitlement (up to the equivalent of 28 days) not taken at the end of the leave year due to a period of sickness absence may be carried forward to the following year or paid in lieu with the agreement of the Executive Head of Service and Human Resources.

Employees can choose to take holiday instead of sick leave. For example, if an employee is not entitled to sick pay.

Maternity leave counts as service for the purpose of calculating leave entitlement regardless of length of service.

Part time employees will have the scheme relating to annual leave calculated on a pro rata basis.

New entrants to the council shall be entitled to annual leave proportionate to the completed calendar day of service during their first leave year.

The taking of adequate holiday is considered essential for the health and safety of staff and productivity of the workforce. The Council has the provision for staff to buy, sell and bank annual leave, please refer to the appropriate policy, available from Human Resources.

Maternity leave

There are statutory provisions relating to maternity leave and pay for all pregnant employees, regardless of their length of service or hours per week that they work. These are set out in detail in Part 2 of the National Agreement on Pay and Conditions of Service for Local Government staff (the "Green Book") and are also contained in the statement of conditions of service employees receive on joining the council (see Appendix One).

Pension Regulations whilst on Maternity Leave

Employees who contribute to the local government pension scheme should read carefully the Maternity Scheme.

Maternity Support/Paternity Leave

Employees are entitled to two weeks paid leave in order to care for an expectant mother at or around the time of birth, regardless of their length of service.

- The two weeks will be paid at 90% pay or the current statutory amounts whichever is the highest.

Leave will be granted provided that the employee is the person nominated by the expectant mother as the primary provider of support at or around the time of birth. In most cases, this will be the expectant mother's husband or partner, but otherwise will be a close relative or someone who has a caring relationship with the mother and child.

To apply for maternity support leave employees are asked to complete the application form and enclose a clear photocopy of the expectant mother's certificate of expected confinement (MAT B1). Certain details are requested on the form so that the council is able to monitor the use of this leave scheme. Section 2 of the form needs to be completed by the expectant mother.

Obviously, you may not know the exact date that the leave will need to be taken, as in most cases this will depend on when the baby is born. However, employees need to submit the form to their Executive Head as early as possible but no later than 15 weeks before the expected date of childbirth so that the line manager knows that the employee will be absent around that time.

The employee must take all the leave within 56 days of the birth of the child. This leave can only be taken in a 1 week or 2 week block (not as 2 one week blocks or individual days).

Further details of the scheme, together with an application form, are available from Human Resources.

Additional Paternity Leave

Changes in legislation with effect from 03 April 2011 will entitle employees to Additional Paternity Leave. This is a minimum of two weeks and maximum of 26 weeks which can be taken when the baby is 20 weeks old and before the baby is one year old which must be taken in a single continuous blocks in multiples of a week. Full details of these entitlements including pay will be issued in due course. Full details are in Appendix Two.

Adoption leave and Pay

Adoption Leave

This is the leave that parents who adopt children take during the period up to adopting the child/children, and subsequently.

If the employee has had less than 26 weeks continuous local government service by the date they are notified of a new match with a child they will not be entitled to adoption leave.

If the employee has had at least 26 weeks of continuous local government service (ending with the week the employee is notified by the adoption agency of the new match) they will be entitled to 26 weeks of ordinary adoption leave (OAL) and 26 weeks additional adoption leave (AAL), a total of 52 weeks.

"New match" means that adoption leave does not apply to adoption by existing foster carers or stepfamilies.

Statutory Adoption Pay

The employee will normally be entitled to Statutory Adoption Pay (SAP) for up to 39 weeks. If your average weekly earnings are £97 or more (before tax), Statutory Adoption Pay is paid at £124.88 or 90 per cent of your average weekly earnings if this is less.

Notification

To start the leave period employees must give notice in writing to their Executive Head within 7 days of being notified of the new match by the adoption agency.

To be entitled to Statutory Adoption Pay the employee must notify the Executive Head in writing at least 28 days before they want the SAP to be paid.

Adoption Leave can start up to 14 days before the date of the placement.

Employees must also provide a copy of the adoption certificate within three months of the adoption.

If the employee wishes to return within the agreed adoption leave period they must write to the Executive Head at least 56 days before they expect to return.

Parental leave

Parental leave is for parents, adoptive parents, legal guardians and stepparents to care for their children.

If an employee has a baby, adopts a child or becomes a legal guardian or stepparent of a child and they have completed one year's continuous service with the Council they are entitled to take up to 13 weeks **unpaid** leave for each child, to be taken up until the child is five. With effect from 1st April 2015 this entitlement is extended until the child is eighteen.

If the child is disabled (in receipt of disability living allowance) then this right lasts until the child is 18 years old.

If the child has been adopted, the right lasts until five years from the date of placement for adoption or until the child reaches the age of 18, whichever is the earlier.

On applying for parental leave, the employee must produce a copy of the child's birth certificate. If this does not show proof of parental responsibility the employee may be required to produce further evidence e.g. adoption papers.

Parental leave must be taken in blocks of at least one week up to a maximum of four weeks per child in any one year. Any part weeks that are taken count as a week's parental leave, except for parents of disabled children who can take blocks of one day. The council is flexible as to how the leave should be taken, whether as a single block or as variable blocks over the first five years of the child's life.

The timing of leave will be granted at the discretion of the relevant Executive Head taking into account the needs of the employee and operational requirements.

An employee is required to give his/her Executive Head at least 21 days written notice requesting parental leave. This must include the dates the leave will begin and end.

Shared Parental Leave

Shared parental leave is a type of leave that is available to parents and adoptive parents with babies due on or after 5 April 2015. Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date.

Shared parental leave should not be confused with ordinary parental leave, which is unaffected by shared parental leave. Ordinary parental leave is the entitlement to up to 18 weeks' unpaid leave.

Full details can be found in the shared parental Leave Policy

Compassionate leave

Executive Heads will have discretion to grant compassionate leave (with pay) for up to a maximum of five working days, depending on the circumstances of individual cases and in accordance with the following guidelines.

- In the case of the death of a member of the person's immediate family i.e. husband, wife, partner, son or daughter, five days compassionate leave.
- In the case of the death of either parent of the employee or their spouse or partner, three days compassionate leave but if the employee is attending to the affairs of the deceased, five days compassionate leave.
- In any other case involving the death of a relative, one day's compassionate leave. However, more time may be granted at the Executive Head's discretion if the employee is attending to the affairs of the deceased or if attendance at the funeral involves an overnight stay away from home.
- In all other cases compassionate leave to be granted at the Executive Head's discretion, whether the application arises as a result of a death or for any other reason e.g. the serious illness of an immediate family member, or some other domestic crisis. In the exceptional situation where a partner or child who is terminally ill there can be paid leave up to a maximum of three months. In this case the leave must be approved by the appropriate Strategic Director, after consulting the Executive Head of Corporate & Cultural Services.

Study leave

For each exam related to an approved training course, staff are entitled to half a day paid time off for revision in addition to the time to sit the exam. If staff attend a formal revision course, they are entitled to paid time off for this purpose, the actual amount to be determined by the Executive Head in consultation with the Head of Corporate Strategy.

Career breaks

Career breaks involve an extended period of time away from work that is unpaid.

Employees will need to request in writing at least 28 days before the date they wish to take a career break, to their Executive Head. The Executive Head will consider the operational effects on the other members of the team. The Executive Head will meet with the employee to consider a clear business case, balanced with the employee's wishes. Within 14 days of the meeting the Executive Head will respond in writing to the employee with a copy to Human Resources giving reasons for the decision.

The career break will normally be for not less than six months but not more than twelve months. The employee is entitled to return to the job they were employed to do before they went on the career break. On their return they are entitled to terms and conditions no less favourable than if they had not been absent. Where it is not practical by reason of redundancy for the council to permit the employee to return to the same job, then they are entitled to be offered a suitable alternative vacancy where one exists. If not returning to the same job employees should also refer to the Employment Stability Policy.

In their absence they will not accrue annual leave. The period they are absent will however count as continuous service e.g. when calculating length of service for other purposes e.g. maternity leave.

If the employee normally pays into the pension scheme this will obviously be affected and it is the responsibility of the individual employee to look into this and make any necessary arrangements.

Please note that for the first 30 days of your absence both the Council and you are responsible for pension contributions on the pay you would have received in that period. This will be deducted from pay before the commencement of your career break.

After the first 30 days the Council will not be responsible for paying employers contributions should you decide to pay back pension contributions for your career break. Should you wish to do this you must notify the Payroll Section within 30 days of returning to work.

An employee may only request a career break once they have worked for the Council for at least 26 weeks.

Other paid leave

Membership of another local authority. Not more than 18 paid days in any one year from the date the membership starts.

Service as a magistrate. Not more than 18 paid days in any one year from the date the service starts.

Service in non-regular forces or special constabulary. Not more than 18 paid days in any one year from the date the service starts.

Membership of the staff side of any established national or other joint negotiating body operating within local government. Such leave as may be necessary for meetings of any such body.

Trade Unions. Meetings and other activities of a recognised trade union. Such leave as may be thought reasonable in the particular circumstance by the Executive Head.

Election duties. Paid leave as necessary.

Jury Service. An employee receiving a summons to serve on a jury must report the fact to his/her Executive Head, who shall grant leave of absence unless exemption is secured. An employee serving as a juror shall claim the allowance for loss of earnings to which he/she is entitled under the Jurors Allowances Regulations. The council shall then deduct from the employee's full pay an amount equal to the allowance received.

Job Interviews. Paid leave up to a maximum of three days per year may be granted to employees attending job interviews with any employer, where the leave is requested prior to the interview. It cannot be claimed retrospectively. Paid leave will only be granted to employees who have completed at least one year's service with the Council. The line manager may require proof of the interview.

School Governors. An employee who is a school governor will be given such paid leave as may be thought reasonable by his/her Executive Head.

Volunteering

Each member of Council staff has three days, or the part-time equivalent, to volunteer within the communities of Adur District or Worthing Borough. The discretion lies with your line Manager if you are in your probation period or on a temporary contract.

You can take your three days in hourly blocks. You can use them for existing volunteering or new arrangements and this includes time taken weekends and evenings - with time given in lieu.

In order to use your hours, you should first read the V-enterprise policy on the intranet and then complete the necessary form. At all stages of planning, you should include your line Manager and seek their approval from the outset.

Other unpaid leave

Unpaid leave (not covered by any other section of the Work Life Balance Policy) will be granted only exceptionally. This means that the relevant Executive Head thinks it is reasonable for an employee to be absent but where paid leave would not be justified and annual leave cannot be taken.

are currently subject to Income Tax and National Insurance deductions, but not currently pensions. The allowance will continue to be payable for periods of absence due to sickness and will be linked to the period of paid sickness entitlement, with the Management Team reserving the right to review each case on its individual merits, if appropriate.

Appealing against the refusal of a request made under the work life balance policy

If an employee puts in writing a request for any of the flexible working conditions or benefits contained within the Work Life Balance Policy and the request is denied by the Executive Head then the employee has a right of appeal, through the appropriate stages of the council's Grievance Policy.

In all cases where Executive Heads / Strategic Directors receive a request for flexible working, they must consider the following points and keep a written record of the reasons for their decision.

Employers must have a business reason for refusing a request for flexible working. It must be one or more of the following:

- Burden of additional cost
- Detrimental effect on ability to meet customer demand
- Inability to re-organise work among existing staff
- Inability to recruit extra staff
- Detrimental impact on quality, performance
- Insufficient work at the times the employee wants to work

- Planned structural changes
- Operational impossibility
- Inadequate security for staff
- Any other justifiable reason

Maternity Scheme

Information for pregnant employees

Introduction

This document explains entitlement, which you may have in accordance with the council maternity scheme. This scheme applies to all pregnant employees.

The scheme applies to all pregnant employees regardless of the number of hours worked per week.

The scheme complies with rights you may have under the Employment Protection (Consolidation) Act, the Trade Union Reform and Employment Rights Act, the Employment Act 2002 and the Work and Families Act 2006. Nothing in the provisions provides less favourable rights than statutory rights. The details below have also been incorporated into the terms and conditions of employment for local government staff, the Green Book.

Definitions

A weeks pay:

Means where there are normal working hours, this is the amount payable under your current contract of employment for a normal week's work.

Where there are no normal working hours, this is an average week's pay worked out from the previous 12 weeks preceding the date on which the last complete week ended, although not counting any week for which you received no pay.

Expected date of childbirth

Childbirth is defined as the birth of a living child, or the birth of a child whether living or stillborn after 24 weeks of pregnancy. The expected date of childbirth (EDC) is the date which your GP or midwife calculates that your baby is due.

The expected week of childbirth (EWC) is the week, starting on a Sunday and ending on a Saturday in which the expected date of childbirth falls.

Continuous local government service

In general this is service with any local authority where you have had no breaks in service or breaks between different contracts of employment. If you are not sure whether your service is continuous or not, please seek advice from Human Resources.

Maternity Leave

All employees are entitled to Ordinary Maternity Leave (OML) of 26 weeks.

All employees are also entitled to take Additional Maternity Leave (AML) of 26 weeks, which will follow on from your Ordinary Maternity Leave, a total of 52 weeks maternity leave.

Maternity leave shall commence no earlier than 11 weeks before the EWC or from the time of the childbirth if that is earlier. However, if your manager has any concerns about your medical fitness to work beyond the 11th week before the EWC, this will be discussed with you and you may be asked to obtain a medical certificate to show whether you are fit to work.

It is a legal requirement that you must take maternity leave during the two weeks after your confinement.

Sickness absence that is pregnancy related that occurs at or after the 4th week before the EWC will act as an automatic commencement of maternity leave.

Notification requirements

Using form MAT/L2 you should notify your Executive Head at least 15 weeks before your absence begins (or as soon as reasonably practicable) that you are pregnant, giving your expected date of confinement supported by a certificate of expected confinement MAT B1, issued by your GP or midwife, and stating the date that you wish to start your maternity leave.

Within 28 days of receipt of form MAT/L2, Human Resources will write to you stating your expected date of return from maternity leave, should you take your full entitlement.

Maternity Pay

Payments to employees who have less than one year's continuous local government service at the beginning of the 11th week before the EWC:

Shall be the employee's entitlement to Statutory Maternity Pay (SMP), if eligible.

Depending upon your weekly earnings and the statutory qualifying conditions you may be entitled to SMP. If so, you will be entitled to a maximum of 39 weeks SMP, which will be paid during your 26 weeks OML and for 13 weeks of your AML. This will be paid to you by the Payroll Section. SMP will cease if you return to work before the end of the 39 week period.

If you do not qualify for SMP you may be entitled to a Maternity Allowance (MA) from the Benefits Agency. The Payroll Section will issue you with form SMP1 that you should take to your local Benefits Agency office.

Payments for employees who have completed one year's continuous local government service by the 11th week before the EWC:

Shall be as follows:

- For the first six weeks of absence you shall be entitled to 9/10th of a weeks' pay .
- If you state in writing that you intend to return to work you will receive the subsequent 12 weeks at half pay (plus SMP) without deduction unless the combined amount of pay and benefits exceeds your normal full pay.
- Alternatively the 12 weeks OMP can be paid on any other mutually agreed distribution, over the paid maternity leave period.
- For the remaining 21 weeks of your paid maternity leave period you will receive only SMP, if you are eligible.
- You must return to local authority employment for a period of at least three months, unless the council decides you have a good reason not to do so. The Strategic Director will make this decision in conjunction with your Executive Head of Service.
- In the event of you not returning for at least three months as planned and there being no accepted good cause then you will need to refund the monies paid by the council. Payments made to you by way of SMP are not refundable.
- If you are not intending to return to work after your maternity leave then payments after the first six weeks shall be 33 weeks of your entitlement to SMP only, if you are eligible.
- There is a further entitlement to 13 weeks Additional Maternity Leave, which is unpaid.

Temporary contract information

If you are on a temporary contract which expires whilst you are on maternity leave and providing the post is still required in the section, you have the right to have your contract extended. If it is not required or funding no longer exists, your temporary contract will come to an end. If you are unsure about your specific circumstances you should contact Human Resources.

Right to return to work

You are entitled to return to the job you were employed to do before you went on maternity leave. On your return you are entitled to terms and conditions no less favourable than if you had not been absent.

Where it is not practical by reason of redundancy for the council to permit you to return to the same job then you are entitled to be offered a suitable alternative vacancy where one exists.

If you wish to return to work before the end of the Ordinary Maternity Leave period then you must notify the council in writing at least 28 days before the day you propose to return.

If you wish to return before the end of the Additional Maternity Leave period you must notify the council in writing at least 56 days before the day you propose to return.

You do not need to notify a date of return if this is either the Ordinary Maternity Leave period or the Additional Maternity Leave period as this date will be worked out in advance and will be recorded on form MAT/L2.

If you are unable to return to work on the expected day due to sickness the absence will be covered by the sickness scheme in the normal way.

If you are unable to return to work on the expected day because of an interruption of work (whether due to industrial action or some other reason that would make it unreasonable to expect you to do so) then you may return when work resumes, or as soon as reasonably practicable thereafter.

Keeping in touch days

Employees may, by agreement with their line manager, do up to 10 days' work known as 'keeping in touch days' (KIT days) under their contract of employment during their maternity leave period.

You may work for up to 10 days without bringing your maternity leave to an end or losing your SMP or MA. You can work during ordinary or additional maternity leave but you can not work during the two weeks of compulsory maternity leave immediately after the birth.

KIT days can be used for any work-related activity including training, conferences or meetings. Working for part of one day will count as one KIT day work. Employees will be paid at their normal hourly rate of pay (for each hour worked), which will be offset against any SMP that is due.

As your employer, the Council can also make reasonable contact with you during your leave, for example, to discuss your return to work.

Relationship to sickness and annual leave

Maternity leave is not treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement of sickness leave/pay.

OML and AML shall be regarded as continuous service for the purposes of the council's sickness, maternity and annual leave schemes.

Annual leave, and bank holidays, continue to accrue during both Ordinary and Additional Maternity Leave.

If you take OML either with or without AML and you return to work in a new annual leave year then you will only be allowed to carry forward 5 days annual leave. The rest of the

annual leave will be paid to you, through Payroll, so that you do not have an excessive amount of accrued leave to take on your return to work.

Relationship to pension regulations

If you do contribute to the local government pension scheme then for the whole period of the OML you must pay pension contributions. Your contributions will be based on the actual remuneration (including SMP) that you receive.

If you take AML, 13 weeks of which is unpaid, you have a choice whether or not to pay pension contributions for the period of the unpaid leave. The Payroll Section will write to you at the appropriate time asking you to notify the council of your decision.

For the remaining 13 weeks of AML, pension contributions are based on the actual remuneration you receive immediately before the previous 13 week AML period.

If you choose not to pay pension contributions for the remaining 13 weeks AML period this period will not count as service for pension purposes.

All pregnant employees

All pregnant employees have the right to paid time off to attend antenatal care, provided that the doctor or midwife has advised such care. If you request such time off, your manager may ask to see your appointment card as confirmation of your visit, although this would not be necessary for your first visit.

Consideration will be given to any health and safety implications if you are pregnant or breast feeding, identified by a risk assessment by your line manager. Further information is available in the policy and guidance booklet New and Expectant Mothers.

If any other medical or welfare problems arise during your pregnancy or maternity leave, advice or help can be obtained from your manager. Confidential advice may also be obtained from Human Resources staff or the Corporate and Public Safety Manager.

Paternity Leave

Introduction

This document explains entitlements, which you may have in accordance with the Council's paternity leave scheme. This scheme sets out the statutory rights and responsibilities of employees who wish to take paternity leave. It applies to all employees whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child and that child is born on or after 03 April 2011.

Ordinary Paternity Leave

2.1 Ordinary Paternity Leave Entitlements

- Two weeks ordinary paternity leave at or around the time of birth regardless of length of service with the Council
- This leave must be taken in a single block of one or two week (not as individual days or 2 one week blocks).
- Ordinary paternity leave must be taken within 56 days (eight weeks) of the birth of the child

Ordinary paternity leave is granted in addition to an employee's normal annual leave entitlement.

Eligibility criteria

To qualify for Ordinary Paternity leave you must:

- be the baby's biological father, or married to or in a civil partnership with the mother, or living with the mother in an enduring relationship, but not be an immediate relative;
- have or expect to have responsibility for the upbringing of the child;
- be making the request to help care for the child or to support the child's mother.

Notification requirements

Obviously, you may not know the exact date you will need to take leave, as in most cases this will depend on when the baby is born. However, you will need to:

- request in writing using appendix 1 as early as possible but no later than 15 weeks before the expected date of confinement (as shown on the MAT B1 certificate).
- Section 1 of the form to be completed by you with a clear photocopy of the MAT B1.

- Section 2 of the form is to be completed by the expectant mother.
- The completed form must be sent to your Executive Head of Service.

2.4 Ordinary Paternity Leave Pay

- Up to two weeks will be paid at 90% of pay or £128.73 per week, whichever is the highest.

Statutory paternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Additional Paternity Leave

3.1 Additional Paternity Leave Entitlements

- Up to 26 weeks additional paternity leave within the first year of the child's life provided that the mother has returned to work
- The earliest that additional paternity leave can commence is 20 weeks after the child's birth.
- Additional paternity leave must end on or before the child's first birthday.
- This leave must be taken as a single block of complete weeks.
- The minimum period of additional paternity leave is two consecutive weeks and the maximum period is 26 weeks.
- Leave will commence on a chosen start date which will be specified in the leave notice (see notification requirements).

Annual leave and bank holiday entitlements continue to accrue during ordinary and additional paternity leave.

You are encouraged to take any outstanding annual leave due to you before the commencement of additional paternity leave. Employees are reminded that holiday must be taken in the year that it is earned and therefore if the holiday year is due to end during additional paternity leave, you will only be allowed to carry forward five days annual leave. The rest of the annual leave will be paid to you so that you do not have an excessive amount accrued leave to take on your return to work.

3.2 Eligibility Criteria

To qualify for Additional Paternity Leave you must satisfy all of the points below:

- You must be the baby's biological father, or married to or in a civil partnership with the mother, or living with the mother in an enduring relationship, but not be an immediate relative;
- You must have or expect to have responsibility for the upbringing of the child (apart from the mother's responsibility);

- You must be taking the leave to care for the child;
- You must have a minimum of 26 weeks service with this Council by the end of the 15th week before the expected date of confinement (as detailed on the MAT B1 certificate) i.e by week 25 of pregnancy;
- You must remain in continuous employment with the Council until the week before the additional paternity leave commences;
- The mother must be entitled to one or more of maternity leave, statutory maternity pay or maternity allowance;
- The mother must have returned to work.

3.3 Notification requirements

You will need to:

- Request in writing by completing and submitting Appendix 2 as early as possible but no later than 8 weeks before you intend the additional paternity leave and statutory paternity pay (if applicable) to commence

All items on the form must be completed as this information is required by law and additional paternity leave and pay cannot be granted without it.

At the same time the mother will need to:

- Complete and submit Appendix 3 which confirms personal details and information relating to maternity leave being taken and intention to return to the workplace.

All items on the form must be completed as this information is required by law and additional paternity leave and pay cannot be granted without it.

- Both forms must be signed and passed to your Executive Head of Service or such person as they delegate / determine.

In some cases the Council may need and therefore request from you, the name and business address of the mother's employer and a copy of the child's birth certificate. This must be supplied within 28 days of the request.

If, once your request for Additional Paternity Leave has been granted, you need to bring forward, postpone or cancel the date of commencement you must advise Human Resources in writing as soon as possible but no less than six weeks before the new start date.

Human Resources will respond in writing to a notification of additional paternity leave plans within 28 days confirming relevant start and end dates of additional paternity leave.

3.4 Additional Statutory Paternity Pay

- Is £128.73 per week, or 90% of your average weekly earnings, if this figure is lower.

You are entitled to statutory paternity pay if:

- You have given proper notification and you meet all of the eligibility criteria detailed above;
- the mother has at least two weeks of her maternity pay period that remains unexpired.
- your average weekly earnings for the period of eight weeks ending with the relevant week are not less than the lower earning limit for national insurance contributions.

Statutory paternity pay is payable whether or not you intend to return to work after your additional paternity leave.

3.5 Keeping in touch days

You may, by agreement with your Manager, do up to 10 day's work now as 'keeping in touch days' (KIT days) under your contract of employment during additional paternity leave.

You can work for up to 10 days without bringing your additional paternity leave or pay to an end. KIT days can be used for any work-related activity including training, conferences or meetings.

Working for part of one day will count as one KIT day worked. You will be paid at your normal hourly rate of pay (for each hour worked), which will be offset against any Statutory Paternity Pay that is due.

The council reserves the right to maintain reasonable contact with you from time to time during additional paternity leave. This may be to discuss your plans for return to work, discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

3.6 Returning to work after Additional Paternity Leave

You are entitled to return to the job you were employed to do before you went on ordinary or additional paternity leave. On your return you are entitled to the same terms and conditions of employment as if you had not been absent.

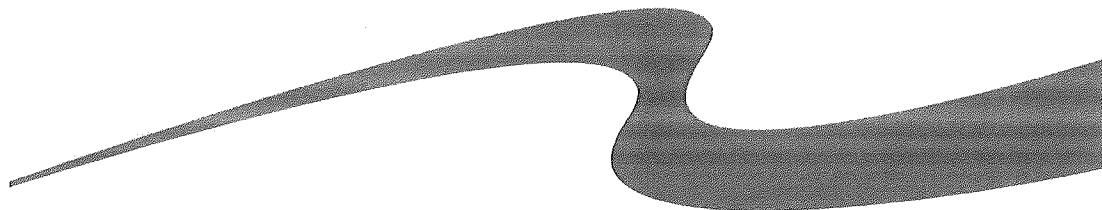
You will have been advised in writing by the Council of the end date of your additional paternity leave and you are expected to return on the next working day after this date.

If you are unable to return to work on the expected day due to sickness the absence will be covered by the Sickness Absence Policy in the normal way. If you are unable to return to work on the expected day because of an interruption to work (whether due to industrial action or some other reason that would make it unreasonable to expect you to do so) then you may return when work resumes, or as soon as reasonably practicable thereafter.

If you wish to return to work earlier than the expected return date you must notify Human Resources in writing at least six weeks before the date of your early return. If you decide not to return to work after additional paternity leave, you must give notice as soon as possible and in accordance with the terms and conditions of your employment.

Signed: Date:
Alex Bailey, Chief Executive

Signed: Date:
UNISON



Adur District Council
Worthing Borough Council

Occupational Health

Date Agreed: May 2012
Agreed by HRWG:
Agreed by Management Team:
Agreed by JONG:

Contact: Human Resources

Occupational Health – Contents

Occupational Health Service
Employee Assistant Programme (EAP)

Occupational Health Service

Our occupational health specialists, the council's Medical Advisor, and the Occupational Health Nurse, are available to see any employee in the strictest confidence on any health related matter. Initial appointments need to be made through Human Resources.

Employee Assistance Programme – E.A.P

The Council provides access to an E.A.P for employees and members of their families. This service assists you by providing a free, 24 hour a day counselling and referral service which is completely confidential. You can have unlimited access to specialist advisors in such areas as managing finances, consumer issues, legal matters, relationships and managing stress.

Their phone number is 0800282193

Website: www.ppconline.info

Username: adurandworthing

Password: Councils

Further details are also available from the Human Resources Section.

Signed: *Alex Bailey* 11-12-13
..... Date:
Alex Bailey, Chief Executive

Signed: *Roger Varndell* 13-11-13
..... Date:
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