



NOT PROTECTIVELY MARKED

WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	Special Leave Policy
POLICY REFERENCE NO:	HR/18

Executive Summary.

This policy incorporates the provisions when taking time off work for 'special leave' or in relation to 'other time off'. Its aim is to give line managers and staff (including police officers, specials and police staff) a clear understanding of taking time off work.

All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, gender, race, religion, belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.

Any enquiries in relation to this policy should be directed to Shared Service Centre with that of the policy contact / department shown below

***Any enquiries in relation to this policy should be made directly with the policy contact / department shown below.*

Intended Policy Audience.

All Police Officers, Police Staff and Special Constables

Current Version And Effective Date.	V1.4	08/07/2015
Business Area Owner	Corporate HR	
Department Responsible	Corporate HR	
Policy Contact	Caroline Miller/Tina Fergus	
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Suitable For Publication – Freedom Of Information	Yes	

Supporting Documents

- Police Staff Council Handbook
- Employment Legislation
- Existing HR Policies
- Employment Statutory Code of Practice (Equality Act 2010 Code of Practice)
- Police Regulations
- ACAS
- *Code of Ethics* (http://www.college.police.uk/docs/Code_of_Ethics.pdf)

Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

Please Note.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see http://www.college.police.uk/docs/Code_of_Ethics.pdf for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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1. INTRODUCTION.

Staff attendance at work is vital to the success of West Midlands Police (the “force”) and its delivery in policing and our policing priorities. However, there will be occasions when staff will need to take time off and careful consideration is given to all applications for ‘special leave’ or ‘other time off’.

The Special Leave Policy seeks to provide some guidance and a framework for managers when applying for or granting special leave or other time off.

Some special leave or other time off is of a contractual or a legal nature whilst other special leave or other time off is essentially granted on a discretionary basis (both being subject to Section 2 below). This policy also seeks to address a number of circumstances which may arise where annual leave or other time off options (i.e. flexi or Time Off In Lieu (TOIL), for example), have been exhausted and/or are impractical.

The granting of special leave or other time off is based on a 12 month rolling period. The force recognises that there may be exceptional circumstances when additional time off is required within this 12 month rolling period. In such circumstances, the authorisation will be required by a member of the Senior Leadership team for additional special leave, above and beyond the periods specified in this policy.

Staff members who take time off in accordance with this policy will not be subjected to any detriment.

This policy itself does not form part of any individual’s contract of employment, and it may be amended at any time.

Suspected abuse will be dealt with as a disciplinary/misconduct issue under the force’s disciplinary and misconduct procedures.

A day will constitute a tour of duty. Special Leave can also be granted in hours where appropriate.

For the purpose of this policy, where reference is made to ‘staff,’ it applies to all police staff and police officers, unless stated otherwise.

The type of special leave or other time off described in this policy is not an exhaustive list. Please discuss any personal matters with your line manager in the first instance and/or seek further advice from Shared Services on extension 8800 5100.

This policy allows for two categories of special leave or other time off:-

- Paid
- or
- Unpaid

2. PROCESS.

Staff members will need to let their line manager know as soon as possible if they wish to apply for special leave or other time off. The granting of special leave or other time off is not an automatic entitlement and operational considerations must remain paramount. Nevertheless, requests for special leave or other time off under this policy should always be treated sympathetically, and not unreasonably refused.

Applications will be processed via the 'My Service' portal following the completion of a [Special Leave Application](#).

3. PAID SPECIAL LEAVE (DEPENDANTS/BEREAVEMENT/COMPASSIONATE).

Dependants Leave

Dependants leave seeks to support the need staff members may have for time off from work due to an unforeseen emergency and/or an unexpected event, and is something that is 'necessary' and has an impact/disruption to a staff member's domestic circumstances due to the lack of notice, such as:

- the medical emergency of a dependent and/or close relation, so as to arrange immediate care for them;
- to provide assistance when a dependant and/or close relation falls ill, gives birth, is injured or is assaulted;
- to make longer-term care arrangements for a dependant and/or close relation who is ill or injured;
- to deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant and/or close relation.

Such leave is intended to assist staff with 'immediate' short-term difficulties and/or to 'make arrangements' to deal with long-term difficulties in relation to a dependant and/or close relation, and the provision under this policy is far more generous than an individual's statutory entitlement.

In the circumstances described above, up to 3 days paid leave may be authorised at the discretion of line managers, considered on each set of circumstances and facts, taking into account the nature of the problem, the closeness of the relationship, and whether someone else is available to assist.

Where it is possible to do so in advance, or when a member of staff returns to work after taking time off for dependant's leave, an individual may be requested to provide appropriate written evidence from a GP or hospital, for example, for taking dependants leave.

The provision of dependant's leave for staff members to 'make' long-term care arrangements is not intended to be used by staff members to 'provide' the care themselves, as the provision of such care would only be appropriate when there is an 'immediate' crisis. If a member of staff knows in advance that they wish to take time off to care for a dependant and/or close relation, rather than arrange for someone else to do it, then dependants leave will not apply.

Definition of a dependant

For the purpose of this section and/or this policy a '**dependant**' shall include:

- Husband, wife, or partner (including civil partner)
- Parents and children (including step-parents, parent-in-laws and stepchildren)
- Brothers and sisters (including stepbrothers, stepsisters, and brother or sister-in-laws)
- Grandparents and grandchildren
- Recognised carer (including anyone who reasonably relies on the staff member to provide assistance of the kind referred to in Section 3.1)
- Person standing in loco parentis to the individual or to whom the individual stands in that relation
- A person who lives in the same household as the staff member but is not their tenant, lodger, boarder or employee

Bereavement Leave

Bereavement leave is intended to help a member of staff cope with the death of a close relation, to deal with necessary arrangements and to attend their funeral.

Up to 5 days paid leave may be approved in the event of the death of a close relation, with additional paid leave granted in exceptional circumstances (subject to Section 1 above).

Any additional paid leave element is principally intended to assist those individuals who are responsible for making funeral arrangements, and/or administering the estate of the deceased, for example, who are unable to do so in the normal period granted. Line managers should consider the element of additional paid leave in the context of offering a wider package to enable staff to take time off, such as considering the use of annual leave, TOIL, and/or home working, for example.

It is recognised that it may not always be possible to request bereavement leave in advance. However, where it is possible, staff members should make a request to their line manager, informing them of the reasons for the request and the number of days that they will be absent.

Where it is not possible to request leave in advance, staff should contact their line manager as soon as possible to tell them the reason for the absence and the number of days that they will be absent.

In exceptional circumstances, a request for bereavement leave may have to be refused, and written reasons from the relevant line manager will provide a written explanation for the refusal.

A member of staff who is unable to return to work following the period of bereavement leave should contact their line manager. It may be appropriate to take a period of sickness absence, annual leave, TOIL or unpaid leave in those circumstances.

Compassionate Leave

Compassionate leave is intended to help a member of staff where they wish to attend the funeral of a close relation.

It is recognised that it may not always be possible to request compassionate leave in advance. However, where it is possible, staff members should make a request to their line manager, informing them of the reasons for the request and the amount of leave requested.

Where it is not possible to request leave in advance, staff should contact their line manager as soon as possible to tell them the reason for the absence and the duration of their absence.

In exceptional circumstances, a request for compassionate leave may have to be refused, and the relevant line manager will provide a written explanation for the refusal.

In normal circumstances 1 day's paid leave may be approved in order for a member of staff to attend the funeral of a close relation, or, if the funeral takes place at a distance of more than ½ a day's journey from the place of work, up to 3 days paid leave may be granted.

Line managers should acknowledge and be aware of funerary rites of diverse religions. Please see the [Force Funeral Policy](#) for further information or the EDHR website.

A member of staff who is unable to return to work following the period of compassionate leave should contact their line manager. It may be appropriate to take a period of sickness absence, annual leave, TOIL or unpaid leave in those circumstances

Definition of a close relation for the purpose of bereavement/compassionate leave

For the purpose of this section and/or this policy a '**close relation**' shall include:

- Husband, wife, or partner (including civil partner)
- Parents and children
- Brothers and sisters
- Grandparents and grandchildren
- Recognised carer
- Person standing in loco parentis to the individual or to whom the individual stands in that relation

4. UNPAID SPECIAL LEAVE.

This type of leave is discretionary and granted by a line manager or the senior leadership team in order to address a specific need and/or set of circumstances that does not fall naturally into any other circumstances covered by this policy, i.e. urgent private business, or appointments for example.

A maximum of 10 days unpaid leave may be granted, irrespective of an individual's length of service. This is usually resulting from the member of staff not having any annual leave, TOIL, or flexi time remaining, for example.

Please note, any unpaid special leave requests should be sent to Shared Services by the line manager to SS_CustomerServices@west-midlands.pnn.police.uk to enable amendments to be made to pay, as per section 2.0

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It is important to remember that any period of unpaid leave will not count towards an individual's pensionable service.

5. TIME OFF FOR PERSONAL GP/DENTIST APPOINTMENTS.

In responding to requests for time off to attend GP or Dentist appointments, the force expects that all members of staff will use their best endeavours to make any appointments that they may need to attend from time to time at a period during the working day, when their attendance will have the minimum disruption and/or impact upon the working day. Time off may be taken in accordance with the following schemes:-

Flexi Hours Scheme

Staff should arrange routine personal medical appointments with a doctor or dentist, for example, during periods of flexi hours/leave.

If a routine appointment extends into core time, the member of staff will not be credited with those hours.

Non Flexi Hours Scheme

For staff members that are not under a flexi hours/leave scheme, appointments should be arranged in the morning or late in the afternoon, and permission sought from their line manager to attend the appointment. Members of staff will then need to make the time up, or use a combination of annual leave or TOIL.

Please note any time off for hospital appointments, disability related absence, or medical screening, please refer to the section of FAQ's.

6. TIME OFF FOR PUBLIC DUTIES.

Reasonable consideration will be given to all staff who may wish to undertake public duties, where it does not conflict with the operational needs of the force.

Examples, of recognised public duties can be found at www.legislation.gov.uk or please see the [Police Staff Council Handbook](#) for further information, however can include service such as a:

- Tribunal member;
- Magistrate;
- Member of an NHS Trust;

If any member of staff intends to become involved in any public duties, they must complete a [Business Interest application](#), and first obtain their line manager's agreement before they accept any position, and approval will then need to be sought via the Business Interest process.

In the circumstances, up to 2 days **paid** leave may be authorised at the discretion of line managers, considered on each set of circumstances, facts and on its merits, taking into account whether the activity is reasonable in relation to an individual's role, how much time off is reasonably required for the duty in question, how much time off has already been taken for the public duty in question, and how the individual's absence will affect the operational business of the force.

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Any additional leave will be granted on an unpaid basis, subject to the exercise of the force's discretion to grant further paid leave as described in Section 1.

As soon as a member of staff is aware that they may require time off for performance of a public service, they should notify their line manager in writing, providing full details of the time that is being requested and the reasons for the request. In order that arrangements can be made, if necessary, to cover an individual's duties, any request should be made in good time.

Line managers will seek to agree to requests for time off to undertake public duties wherever possible, although if it is not possible to accept a request it may have to be refused and will provide a written explanation for the refusal.

If paid time off is granted by the force (at the discretion of line managers) and payment is subsequently received by the staff member from the public body, then the individual must inform their line manager at the earliest opportunity so that the force can deduct the necessary pay from the individual's salary. Line Managers will need to inform Shared Services, as per section 2.0. Failure by a staff member to inform their line manager may result in disciplinary or misconduct proceedings being issued.

7. TIME OFF FOR RESERVED FORCES DUTIES.

Staff members who are part of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve, Royal Auxiliary Air Force, Royal Military Police,) may be mobilised at any time to be based on full-time operations and will be expected to attend regular training.

The force is under no obligation to offer leave (either paid or unpaid) for reservist staff to undertake training, however, time off will be granted in accordance with the current [Reservist Policy](#), which under review.

In exceptional circumstances, the force may grant additional leave (either paid or unpaid) in order for these commitments to be met.

All staff members will need to complete a [Business Interest Application](#) form and seek approval prior to becoming a member of the Reservists.

8. TIME OFF FOR JURY SERVICE.

Members of staff who are summoned for jury service should tell their line manager as soon as they are summoned for jury service and provide a copy of their summons if requested.

Staff members called for jury service will continue to receive normal pay, and should not seek to claim for loss of earnings from HM Court Service.

Any expenses i.e. travel, will need to be claimed from HM Court Service by the individual, submitting the relevant written evidence, for example.

If a staff member is warned for jury service but the court does not require the individual for the whole time, then the staff member must return to work. A failure to do so by a staff member may result in disciplinary or misconduct proceedings being issued.

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9. TIME OFF TO ATTEND COURT AS A WITNESS (POLICE STAFF).

If staff members are required to attend court as a witness as a consequence of **their employment with the force**, then the individual will be given paid leave and reimbursement for any travel expenses for journeys to and from court.

If staff members are required to attend court as a witness that is **not connected with their employment with the force**, then unpaid leave will be granted. Alternatively, the individual may wish to take annual leave, TOIL, or flexi, for example.

If staff members are required to attend court for any claims made against the Force or to attend as a witness, then unpaid leave will be granted. Alternatively, the individual may wish to take annual leave, TOIL, or flexi, for example.

10. TIME OFF FOR BAD WEATHER.

All staff members will be aware that it is essential that the force is able to provide a continued service to the communities that we serve, and therefore it is expected that all staff will make every effort to attend their place of work even during periods of bad weather.

This section is intended to deal with large-scale disruptions to the travel arrangements of staff that prevent their attendance at work, such as in relation to heavy snow, for example.

On such occasions, the force recognise that a flexible approach to working arrangements may be relevant and/or necessary to accommodate the difficulties staff may face from time to time, and to protect health and safety, whilst still keeping our services running as effectively as possible.

Staff should make a genuine effort to report to work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or bicycle should be considered where appropriate and safe.

Staff who are unable to attend work on time or not at all should telephone their line manager before their normal start time on each affected day.

Line managers should liaise with their staff regarding travel arrangements and individual circumstances, should inclement weather conditions make attendance difficult, unsafe and/or impossible.

Staff members who are unable to attend work should check the situation throughout the day in case it improves. Information may be available from local radio stations, the force, transport providers or the internet. If weather conditions improve sufficiently, members of staff should report this to their line manager and attend work unless told otherwise.

Staff members should make reasonable efforts to attend work and contact their manager. The force will consider all the circumstances including the distance the member of staff has to travel, local conditions in the area, the status of the roads and/or public transport, and the efforts made by other members of staff in similar circumstances.

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In some circumstances, staff may be able to work from home, or from an alternative place of work if available. Line managers will advise of any such opportunities. Such staff will receive their normal pay. Staff who are able to work may sometimes be expected to carry out additional or varied duties during such periods at an alternative location. However, staff should not be required to do anything they cannot do competently or safely.

In the case of severe conditions managers have the discretion to allow staff to leave early and should have regard to the operational needs of the force and the individual's personal circumstances.

If schools are closed at short notice, then please refer to Section 20.0 'Time off for school closures' regarding time off to arrange alternative child care.

Any staff member who is unable to attend work due to inclement weather conditions will be required to take the relevant amount of annual leave, TOIL, or flex-time, or make up time at a later date.

Please see the [Inclement Weather](#) policy for further information.

11. TIME OFF FOR INTERVIEWS (POLICE STAFF).

If a member of staff has been given notice of redundancy and is at risk, they will be allowed reasonable time off, depending on the circumstances, i.e. travel time, for example, to:-

- look for another job;
- arrange training to help them find another job.

Please refer to the [Organisational Change policy](#) for further information.

12. TIME OFF FOR BLOOD/PLATELETS/BONE MARROW DONORS.

Blood

Time off for staff members to donate blood will be unpaid and/or in the individual's own time.

Staff will need to speak to their line manager in the first instance prior to arranging time off work, however, line managers should deal with requests for time off in these circumstances with as much flexibility as possible.

If individuals do not have sufficient annual leave, flexi leave or TOIL for example, the member of staff will be expected to suggest and agree to alternative arrangements, such as working additional hours to make up time or agreeing to a change in their working day, for example, to accommodate any arrangements.

For further information about blood donors please click on the following link [Blood Donors](#).

Platelets

Staff members wishing to donate blood platelets will normally have to attend a clinic or hospital appointment, and the process can take up to 2 hours. The force will grant up to 4 hours paid time to attend a clinic for such purposes.

Staff will need to speak to their line manager in the first instance prior to arranging time off work.

Bone Marrow

Staff wishing to donate bone marrow will be given up to 7 days paid time from work to allow for donation and recuperation. For any additional time off, the force will treat this as a sickness absence.

Staff will need to speak to their line manager in the first instance prior to arranging time off work.

13. TIME OFF FOR IVF.

Female members undergoing In Vitro Fertilisation treatment (IVF) may be aware already that there is no statutory right to take time work in connection with infertility investigations and/or treatment.

Time taken to attend any pre-planned appointment in connection with IVF will need to be requested and taken as described in Section 5.0.

Line Managers should also allow staff to take annual leave, flexi leave or TOIL, for example, during periods of IVF, and also consider whether a staff member can work additional hours to make up any time, or agree a temporary change in their working days to accommodate time off that may be needed in order to attend IVF appointments.

Staff may also want to consider temporary flexible working arrangements during periods of IVF. Please click on the following link for more information on the [Flexible Working Policy](#). Please note that your pay and allowances may be affected if a change in hours is approved.

Any absence from work related to IVF treatment/investigation will not be recorded as 'sickness' and will therefore not count towards Unsatisfactory Performance Procedures (UPP), Widebanding, or Capability, etc

Please note that following implantation, the woman will be regarded as being pregnant. If IVF is successful and the woman remains pregnant, she will remain protected until the end of her maternity leave. However, if IVF is unsuccessful, the woman's protection will end 2 weeks after the end of the pregnancy. As a pregnancy test is taken 2 weeks after the implantation of an embryo, the woman will have special protection for those 2 weeks and, if the pregnancy test is negative, for a further 2 weeks from that time.

Please refer to the [Maternity Leave Policy](#) for further information.

14. TIME OFF FOR GENDER RE-ASSIGNMENT.

Gender reassignment is a personal, social, and sometimes medical process by which a person's gender presentation (the way they appear to others) is changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act.

It is discrimination to treat transsexual people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured, or if they were absent for some other reason in accordance with normal practices and procedures.

Any requests for time off regarding pre-planned appointments should not be unreasonably refused and time taken to attend a pre-planned appointment should be taken as described in Section 5.0.

Please refer to the [Trans Gender Policy](#) for further information.

15. TIME OFF FOR SURROGACY.

'Intended parents' who are using a surrogate mother may be aware already that there is no statutory right to take time once the baby is born.

A woman who chooses to become a surrogate mother is entitled to the same rights to maternity leave and pay, even if they are intending to give the baby up immediately after birth. Please click on the following link for further information about pay and time off [Maternity Leave Policy](#).

'Intended parents' who wish to use a surrogate mother need to meet certain criteria. Although not considered as 'Adoption' the force's position will, in the main, equate to the [Adoption Leave Policy](#).

Single parents using a surrogate mother cannot apply for a Parental Order and should apply for Adoption leave (if applicable).

Of the 'intended parents', only one parent, of either sex, may apply for Surrogacy Leave.

'Intended Parents' of children who have not applied for Surrogacy Leave and meet the criteria may be entitled to up to 2 weeks [Paternity leave](#) or **paid** leave that equates to Paternity Leave.

Either parent may also apply for Parental Leave. Please click on the following link for further information [Parental Leave Policy](#).

New parents as a result of a surrogate birth are required to provide a birth certificate and Parental Order as evidence as soon as it is available, naming them as the new legal parents. A Parental Order may be obtained between 6 weeks and 6 months after the birth of the baby.

16. TIME OFF FOR ELECTIVE/COSMETIC SURGERY.

Staff members undergoing cosmetic surgery, which has been recommended by a doctor/consultant for medical reasons, will be treated like any other personal medical appointment, as described in Section 5.0.

Where treatment/surgery is through individual choice, staff members will need to book annual leave, TOIL, flexi leave, or request unpaid leave, for example.

Staff members will need to provide medical evidence, i.e. an appointment letter, and line managers will need to send such documentation through to Shared Services for filing on the individual's personal file.

17. TIME OFF FOR REMOVAL.

Staff members may apply for Removal Leave providing that they meet the criteria within the [Removal Leave Policy](#).

A maximum of 2 days paid consecutive days comprised of the day of moving and the preceding or following day can be granted.

18. TIME OFF FOR BRASS BAND AND/OR CHOIR SERVICE.

Staff members who belong to the force's Brass Band and/or Choir service and who are asked to represent the force by the Chief Constable will be granted paid time or TOIL, if the event takes place on a rostered rest day.

All Brass Band and/or Choir service rehearsals will be carried out in staff member's own time. However, line managers should be prepared whenever possible to grant time away from work, in lieu of time already worked, or to give approval for changes in working hours, for example.

19. TIME OFF TO PARTICIPATE IN FORCE SPORT.

Staff members who are representing either the force or their country at international level, and who have obtained authorisation from the Chair of Sports & Social, will be granted paid time off or time owed if the event takes place on a rostered rest day.

All other sporting events will need to be carried out in staff members' own time. However, line managers should be prepared whenever possible to grant time away from work, in lieu of time already worked, or to give approval for changes in working hours, for example.

20. TIME OFF FOR SCHOOL CLOSURES.

In the event that a school is closed due to unforeseen circumstances, staff members who have responsibility for a child or children in school as a parent or carer, will be granted up to 2 days paid leave to make arrangements for the care of the child/children.

However, in the event that a school is closed due to a pre-planned industrial action, for example, then staff members will have to use annual leave, flexi leave, or TOIL, for example, to arrange child care.

Staff members who do not have sufficient annual leave, flexi leave, or TOIL, for example, will be expected to suggest and agree to alternative arrangements, such as working additional hours to make up time, for example, or agreeing to a change to their working days.

Please note that there is always the option to take unpaid leave for the care of children, for example, if alternative arrangements cannot be made. For further information please see Section 4.0 'Unpaid Leave'. Line managers should deal with requests for time off in these circumstances with as much flexibility as possible.

It is important to remember that any period of unpaid leave will not count towards an individual's pensionable service.

21. TIME OFF TO ATTEND COLLEGE/UNIVERSITY.

Study or Training

The force is committed to developing the skills of staff members and recognises that study and training provides a number of benefits. Line managers are responsible for identifying and monitoring staff training and development needs on an ongoing basis.

[For further information please visit the Learning & Development website.](#)

Presentation

If a member of staff wishes to take time off to attend a personal presentation of a degree or Investiture, with honour or decoration, or to attend a similar presentation for a dependant and/or close relation, then 1 day's paid leave may be granted.

22. TIME OFF TO ATTEND FLINTS HOUSE, GORING.

(Police Rehabilitation Centre)

The Force will contribute 5 days paid special leave towards time off to attend Flint House at the discretion of the Commander or Head of Department. If longer rehabilitation is needed then the police officer will be required to use annual leave or TOIL.

For further information about [Flint House](#) click on the attached link.

23. EQUALITY IMPACT ASSESSMENT (EQIA).

The policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this policy.

24. HUMAN RIGHTS.

This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

25. FREEDOM OF INFORMATION (FOI).

Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 1.3 of this policy has been GPMS marked as Not Protectively Marked.

Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
None		

26. TRAINING.

All staff and line managers should familiarise themselves with this policy ensuring full knowledge.

27. PROMOTION / DISTRIBUTION & MARKETING.

The following methods will be adopted to ensure full knowledge of the Policy:

- Policy document and associated documents on the Force Intranet (notice board) for the attention of all WMP officers and staff;
- Recording and audit entry on the Force policy library.

28. REVIEW.

The policy business owner Corporate HR maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.

Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.

Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



CHIEF CONSTABLE

29. VERSION HISTORY.

Version	Date	Reason for Change	Amended/Agreed by.
1.1	01/04/2014	Amended whole document	Tina Fergus/Caroline Miller
1.1	02/04/2014	Transferred onto corporate template by C Miller from HR Intranet Policy Page	56408 Couchman
1.2	11/04/2014	Time off for Public Duties - Remove phone number Unpaid Special Leave - Include process at section 2	Caroline Miller
1.2	16/04/2014	Added signatures and policy references	56408 Couchman
1.2	03/06/2014	Amended link to Special leave application as per email from S Prentice	56408 Couchman
1.2	09/10/2014	Amended Link to L&D Website Sec 21	56408 Couchman

NOT PROTECTIVELY MARKED

1.2	24/03/2015	Amended link to new reservist policy – section 7	56408 Couchman
1.3	27/05/2015	Amended email address in Unpaid Special Leave – Section 4	50711 Darren Yates
1.3	27/05/2015	Added Code of Ethics Section	56408 Couchman
1.4	08/07/2015	Removed School Governor from 'Public Duties list'	53381 Caroline Miller