

Tavistock and Portman NHS Trust

LEAVE POLICY
In accordance with the Terms and Conditions
of Agenda for Change

Human Resources
January 2005

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+++ALL LEAVE IS PRO RATA FOR PART TIME STAFF+++

ANNUAL LEAVE

Staff Group A - All non-medical staff

- Annual leave entitlements for staff are given below.
- These figures are effective from 1 October 2004.
- Leave entitlements include the 2 extra-statutory days that were previously added to annual leave.

Length of NHS service	Number of days
No previous NHS service	27 days + 8 days bank holiday**
5-10 years NHS service	29 days + 8 days bank holiday
10+ years NHS service	33 days + 8 days bank holiday

Staff who were appointed on contracts giving them annual leave entitlements which exceed the levels given above will retain their higher levels of leave until 30 September 2009. In practice, the protection arrangements will apply only to staff appointed up to 31 January 2005 whose previous leave entitlements exceed the levels above.

Staff Group B – Medical

- Leave entitlements for all the following medical grades exclude 8 bank holidays and 2 extra statutory days (10 in total)
- The leave year runs from the anniversary date of the doctor's appointment, or adjusted to a common start date in force in that employment.* (see page 4).
No detriment to the doctor will arise from the leave year adjustment.

(1) Junior Doctors

Grade	Number of days
Senior House Officers	25
Specialist Registrars	25 (30 if on or above 3 rd incremental point)

(2) Consultants

Year	Number of Years of Completed Service as a Consultant	
	Up to Seven Years	Seven Or More Years
Until 31 March 2004	Six weeks	Six weeks
1 April 2004 – 31 March 2005	Six weeks	Six weeks + one day
From 1 April 2005	Six weeks	Six weeks + two days

** The Bank Holidays are normally defined as Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, August Bank Holiday

**ANNUAL LEAVE PROCEDURES
TO BE FOLLOWED FOR ALL STAFF**

- The department/clinic Chairs and Directors have responsibility for the implementation of the leave policies and procedures within their departments/clinic, including calculating staff entitlement taking account of working hours and length of service.
- Annual Leave request forms are kept in each department/clinic and records are kept and monitored by the department/clinic Manager, or deputy.
- The Annual Leave year runs from 1 April to 31 March.*
- Annual leave entitlements for part-timers are pro-rata, rounded up to the nearest half day. Annual leave for a part-time member of staff should be calculated and taken in hours, unless the individual consistently works a 7.5 hour shift in which case the annual leave may be expressed in days . Part-time staff are entitled to pro-rata bank holidays (rounded up to the nearest half day) and this should be added to annual leave entitlements and they should take as annual leave, any bank holiday that falls on a normal work day.
- Leave entitlement in the year of entry is proportionate to complete months of service.
- Any excess leave taken in the year of termination may be recovered by the Trust.
- Annual Leave can be carried over from one leave year to the next at the discretion of the line manager. The suggested maximum amount is 1 week, to avoid the possibility of a 'build up' of outstanding leave at the end of any given leave year, or when employees leave the Trust.

SICK LEAVE – all staff

Sick pay entitlement

Period of continuous service	Period at Full Pay	Period at Half Pay
Up to 12 months	1 month	2 months
Over 1 year and up to 2 years	2 months	2 months
Over 2 years and up to 3 years	4 months	4 months
Over 3 years and up to 5 years	5 months	5 months
Over 5 years	6 months	6 months

SICK LEAVE PROCEDURES TO BE FOLLOWED FOR ALL STAFF

Notification

As soon as a member of staff knows that they will not be reporting for work, they must inform their immediate or more senior manager. The employee should inform their manager on a daily basis, unless he/she has provided a certificate stating the expected period of sickness absence.

If a member of staff falls sick during annual leave, and produces a doctor's statement to that effect, he or she will be regarded as being on sick leave from the date of the statement.

Certificates

Certificates are not required for the first 3 days. A Self-Certificate is required for between 4-7 days continuous sickness. Self-Certificates are kept by the department/clinic managers. A doctor's certificate is required from the 8th day of sickness.

N.B. Continuous sick leave includes weekends and days not normally worked.

UNPAID LEAVE

Staff may apply to take up to 4 weeks unpaid leave per year, in addition to their annual leave entitlement.

Staff wishing to take unpaid leave should make the request in writing to their manager. This has to be agreed by the manager having taken account of service needs, and if approved, the manager must inform Human Resources in writing, for payroll purposes. Pension contributions cannot be made for periods of unpaid leave.

SABBATICAL LEAVE

Requests for paid Sabbatical Leave should be made to the relevant Head of Discipline and Department Chair/Clinic Director. The Sabbatical Advisory Group will consider the feasibility of the proposal and its relevance to the trust's overall strategy, including the Tavistock Clinic Book Series.

Initially the maximum leave granted will be one month full time equivalent. A timetable will be assigned to the proposal, and completed work will be submitted to the Advisory Group for progress monitoring. The total amount of sabbatical leave made available to the senior staff of the trust will be limited to a maximum of 8 sabbaticals per year.

STUDY LEAVE

Staff may apply for paid study leave when they have been employed by the Trust for a minimum period of one year. Study leave is for a maximum of 10 working days per annum, and is to be used for undertaking study for exams or other work related studies, and all conferences. Staff should apply in writing for study leave to their line manager/head of discipline who will authorise applications provided he/she decides that the study leave time will be put to appropriate use, and that the service needs will be met during the individual's absence.

TIME OFF IN LIEU / OVERTIME

Staff are entitled to take time off, in lieu of time worked over and above their contracted hours, provided that the extra hours are worked with the agreement of the relevant line manager/head of discipline. A record of time taken off in lieu should be kept on the individual's record card. Any overtime must be agreed with the line manager before being worked.

MATERNITY LEAVE

Staff who have completed 12 month's continuous service in the NHS are entitled to up to 1 year's maternity leave, with 8 weeks full pay and 18 weeks half pay plus any statutory maternity pay or maternity allowance. A variety of alternative courses of action are open to staff who are pregnant, i.e. whether or not to return to work following maternity leave. Staff may also apply for a Career Break of a maximum of 3 years, including the maternity leave period. Full details are contained in the Maternity Leave Policy – Guidelines for Staff, available from Human Resources.

PATERNITY LEAVE

Fathers may take 2 weeks paid leave after the birth, provided that they give their department/ clinic manager 21 days' notice of the expected week of the child's birth. They must also provide their manager with a medical statement confirming the expected date of birth, i.e. copy of the MATB1 certificate. Paternity leave must be taken within 3 months of the birth of the child. Fathers may also take reasonable paid time off to attend ante-natal classes. This entitlement also applies to same-sex relationships and is defined as maternity support leave. Paternity Leave may also apply where both adoptive parents are employed by this Trust. In which case one parent will take Adoption Leave and the other (male or female) will take Paternity Leave.

PARENTAL LEAVE

Staff may take 13 weeks unpaid leave in total, per child, up until the child's 14th birthday. This right also applies to employees who have acquired formal responsibility for a child e.g. guardians. Where the child was born (or placed in adoption) on or after 15th December 1994 but before 15th December 1999 and was therefore under the age of five on 15th December 1999, the parents of the child may take parental leave in respect of that child up to 31st March 2005, irrespective of the fact that the child may be over five by the time the leave is taken.

Parents of a disabled child may take up to 18 weeks unpaid parental leave up until the child's 18th birthday.

Employees may not take parental leave in periods of less than one week or more than four weeks leave per child. (Parents of disabled children are allowed greater flexibility).

In all instances of unpaid parental leave, staff should give 21 days notice and give dates when applying for leave, and must put it in writing to their line manager and Human Resources. Pension contributions cannot be made during periods of parental leave.

Where both parents are employed by this Trust, each will be entitled to parental leave, but both employees may not take leave at the same time.

In all instances, Human Resources must be notified in writing, for payroll purposes.

ADOPTION LEAVE

Staff who have completed 12 months continuous service in the NHS are entitled to a total of 12 months' adoption leave. This period will be made up of 8 weeks at full pay including statutory adoption pay (SAP), and 18 weeks at half pay, plus SAP, with any balance being unpaid. The child must be under the age of 18 at the time of adoption. Adoptive parents must give 21 days' notice of the expected week of the child's adoption.

Adoptive parents may also apply for a Career Break of up to a maximum of 3 years (including the period of adoption leave). Full details are available from Human Resources.

COMPASSIONATE LEAVE – See Carer Leave or Bereavement Leave in the Special Leave Policy, available from Human Resources.