



<b>POLICY INFORMATION (Policy no HR004)</b>	
<b>Subject</b>	<b>Other Leave Policy and Procedures</b> <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
<b>Applicable to</b>	All employees of Nottinghamshire Hospice
<b>Target Audience</b>	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
<b>Date issued</b>	Dec 2023
<b>Next review date</b>	Dec 2025
<b>Lead responsible for Policy</b>	Director of People Services
<b>Policy reviewed by</b>	Chief Executive Officer
<b>Notified to (when)</b>	Senior Leadership Team Dec 2023
<b>Authorised by (when)</b>	Senior Leadership Team Dec 2023
<b>CQC Standard if applicable</b>	
<b>Links to other Hospice Policies</b>	<a href="#">Annual Leave Policy HR001</a> <a href="#">Family Leave Policy HR002</a> <a href="#">Time off in Lieu (TOIL) and Flexi-Time Policy HR029</a>
<b>Links to external policies</b>	
<b>Summary</b>	This policy provides a clear understanding of Nottinghamshire Hospice's approach to 'other leave' for employees.
<b>This policy replaces</b>	Other Leave Policy and Procedures HR004 2020-2023

#### **IMPORTANT NOTICE**

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<b>VERSION CONTROL</b>		
<b>Status</b>	<b>Date</b>	<b>Review date</b>
Original policy written by Angela Fallon, Head of HR	April 2011	April 2015
Policy reviewed by Beverley Brooks MBE, Chief Executive	April 2011	
Policy ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Reviewed by Donna Roberts	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	
Policy reviewed by Chief Executive Officer	Dec 2023	
Policy authorised by Senior Leadership Team	Dec 2023	Dec 2025
Uploaded to website	Dec 2023	

Under Review

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Under Review

<p><b>1.</b></p>	<p><b>Compassionate Leave</b></p> <p>As an organisation, Nottinghamshire Hospice appreciates the need for help and support when a close family member dies.</p> <p>Compassionate leave of 3 days will be granted to include attending the funeral; however these days need not be taken together.</p> <p>Any leave whether paid or unpaid will be at the absolute discretion of your Line Manager or the Chief Executive.</p> <p>An individual must advise their Line Manager or the Chief Executive's Assistant as soon as possible for the need to take bereavement leave. Any employee found to be claiming bereavement leave unreasonably would be liable to disciplinary action.</p>
<p><b>2.</b></p>	<p><b>Medical Appointments</b></p> <p>Where possible we ask that all employees attend medical appointments outside working hours. If this is not possible then holiday entitlement or TOIL must be used to cover the time off.</p>
<p><b>3.</b></p>	<p><b>Leave for Public Duties and Jury Service</b></p> <p>All employees are entitled to leave in order that they may attend public duties/jury service when required to do so. When called to jury service, a form will be issued by the court, which asks the employer to complete the total monies, which will be lost by the individual due to the involvement in jury service. Leave will therefore be unpaid and the court will make payment for the time lost directly to the person attending jury service.</p>
<p><b>4.</b></p>	<p><b>Critical Illness or Event Involving an Immediate Family Member</b></p> <p>Nottinghamshire Hospice recognise the need to allow staff to deal with critical illnesses or events involving members of their immediate family, therefore a maximum of 3 days' leave at full pay may be granted at the discretion of the Chief Executive and is to be taken at the time of a critical event occurring.</p>

	<p>NB: an immediate family member is usually regarded as; mother, father, partner, sister, brother, daughter, son.</p>
<p><b>5. Adverse Weather</b></p>	<p>It is the duty of all employees of Nottinghamshire Hospice to ensure that they make adequate arrangements to report to their place of work at their contracted time. However, it is accepted that there are exceptional circumstances that may affect the ability of an employee to report for duty at the given time.</p> <p>Employees who expect to reach their place of work later than normal should endeavor to inform their Line Manager of their expected delay.</p> <p>If that employee arrives late and the Line Manager is satisfied that the reason for lateness was the adverse weather conditions or the major disruption to transport facilities, normal payment should be made.</p> <p>Line Managers should ask employees who are unable to reach their normal place of work, but can report to work elsewhere, to do so and ensure they receive their normal payment for so doing. (For example it may be possible for employees to report to their local Nottinghamshire Hospice Shop). Similarly, if employees can work from home, the same provision should apply. Any arrangement to work from home must be authorised by Line Managers.</p> <p>Employees who are unable to report to work should contact their Line Manager as early as possible and no payment will be made for non-attendance, Line Managers should agree one of the following alternatives:-</p> <ul style="list-style-type: none"><li>• to take the day/days as annual leave</li><li>• to take the day/days as TOIL</li><li>• to work the appropriate extra hours</li><li>• to take unpaid leave</li><li>• to attend an additional fundraising events as appropriate.</li></ul> <p>Line Managers may authorise employees who have been able to get to work to leave earlier than the normal finishing time without loss of pay, if satisfied that the employee's home journey will present difficulty. In these circumstances, Line</p>

Managers should ensure the department is left with a satisfactory level of cover where possible.

When employees undertake additional shifts, either in their own or another capacity to cover absences, provision should be made for payment or TOIL. The Line Managers concerned should consult the HR Department.

Recommendations:

- Be prepared to take a detour if roads are closed, follow the advice of the police and council officials
- Carry wellington boots and a change of clothing in the car
- Make sure that you have sufficient fuel to allow for delays and detours.

**AT NO TIME SHOULD YOU PUT YOURSELF, YOUR PROPERTY OR YOUR COLLEAGUES AT RISK**

Under Review