



Time off for Public Duties Policy

Date	6th April 2017
Reviewed	April 2021
Date of next review	July 2022

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Time Off For Public Duties Policy

Purpose

We wish to enable employees to perform any public duties that they may be committed to undertake and so will give them time off to do so where it does not conflict with the operational needs of our business. We are not obliged to grant employees paid leave for these purposes. The circumstances in which we are prepared to do so are set out below.

Jury service

You should tell your line manager as soon as you are summoned for jury service and provide a copy of your summons if requested.

Depending on the demands of our business we may request that you apply to be excused from or defer your jury service.

Employers are not required to pay employees while they are absent on jury service. You will be advised at court of the expenses and loss of earnings that you can claim. **[THERE IS NO ENTITLEMENT TO BE PAID THEREFORE ONLY INCLUDE THIS CLAUSE IF YOU INTEND TO PAY -We pay basic pay to employees who are doing jury service less any amounts you can claim from the court for lost earnings for up to [NUMBER] working days. Payment for time off beyond [NUMBER] working days may be paid at our discretion.]**

Voluntary public service

Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties.

Public service duties include service as a:

- a) Tribunal member.
- b) Magistrate.

- c) Local councillor.
- d) Member of an NHS Trust.
- e) Prison visitor.
- f) Lay visitor to police stations.
- g) School governor

If you are unsure whether a public service that you perform is covered by this policy you should speak to your line manager.

As soon as you are aware that you will require time off for performance of a public service you should notify your line manager in writing, providing full details of the time off that is being requested and the reasons for your request. In order that arrangements can be made to cover your duties in your absence you should make your request in good time.

We will agree to requests for time off to undertake public duties wherever reasonably possible having regard to the criteria set out in this policy. If it is not possible to accept a request you will be given written reasons for our decision.

[YOU NEED TO DECIDE IF YOU ARE WILLING TO PAY EMPLOYEES FOR PUBLIC SERVICE, IF SO INCLUDE THIS CLAUSE - All employees may be granted up to [NUMBER] days' paid leave in any 12-month period to perform voluntary public service duties. Any additional leave will be granted on an unpaid basis subject to the exercise of our discretion to grant further paid leave.]

Each request for time off will be considered on its merits, in the circumstances in which it is made including:

- a) Whether the activity is reasonable in relation to your employment.
- b) How much time off is reasonably required for the duty in question.
- c) How much time off you have already taken for the public duty in question.
- d) How your absence will affect our business.

Reserve forces duties

We are aware that employees who are members of the Reserve Forces (Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called-up at any time to be used on full-time operations and will be expected to attend regular training.

Please let us know if you become a reservist so that we can discuss any leave requirements you may have.

If we receive notice that you have been called-up we may apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to our business (which could not be prevented by the grant of financial assistance).

Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.

If it is not reasonable and practicable to reinstate you into your former employment we will offer you the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.