

Caring for You Policy

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DOCUMENT TRACKING SHEET

Caring for You Policy

Version	Status	Date	Issued to/approved by	Comments
1.0	Final	January 2025	People Committee (PC)	Assurance to be given to PC by Chief People Officer – Jan 25

REFERENCES

Health & Safety at work Act
Race Relations (Amendment) Act 2000
Disability Discrimination Act 2005
Equality Act 2010
Human Rights Act 1998
The Health and Safety Executive (HSE) website provides further information and resources in relation to stress: www.hse.gov.uk .
▪ 'Line Manager Competency Indicator Tool'. <i>HSE online tool</i> ▪ <i>PSP/Stress Programme 2006-07: Health Care</i>. (2006) ▪ <i>How to tackle work-related stress: A guide for employers on making the Management Standards work</i>. (2009) ▪ <i>Stress Competency Indicator Tools - How Effective Are You at Preventing and Reducing Stress in Your Staff?</i> (2009)
The National Patient Safety Agency (NPSA) website provides further information and resources in relation to managing patient safety incidents: www.npsa.nhs.uk .
▪ <i>Being open: Saying sorry when things go wrong</i>. (2009) ▪ <i>Being open: Supporting information</i>. (2009) ▪ <i>Patient Safety Alert. Being Open: Communicating with patients, their families and carers following a patient safety incident</i>. (2009)
Department of Health. (2005). <i>The management of health, safety and welfare issues for NHS staff</i> . London: Department of Health. Available at: www.dh.gov.uk
Department of Health. (2010). <i>The NHS Constitution: The NHS belongs to us all</i> . London: Department of Health. Available at: www.dh.gov.uk
NHS Employers. (2010). 'Health and safety essential guide'. <i>NHS Employers website pages</i> . NHS Employers. Available at: www.nhsemployers.org
Royal College Nursing (RCN). (2005). <i>Managing Your Stress: A guide for nurses</i> . London: RCN. Available at: www.rcn.org.uk

RELATED POLICIES / PROCEDURES / PROTOCOLS / FORMS / LEAFLETS

	Reference
Stress Management Policy	KMPT.HR.17
Claims Policy	KMPT.CorG.14
Duty of Candour - Being open Policy	KMPT.CorG.18
Complaints & Concerns Handling policy	KMPT.CorG.19
Clinical Supervision policy	KMPT.CliG.045
Promoting Safer and Therapeutic Services Policy and Guidance	KMPT.CorG.013
Disciplinary Policy	KMPT.HR.007
Dignity at Work (Harassment & Bullying) Policy	KMPT.HR.001
Freedom to Speak Up (Whistleblowing) Policy	KMPT.HR.002

SUMMARY OF CHANGES

Date	Author	Page	Summary
Nov 24	M Cheeseman	Na	Updated details for EAP
Nov 24	M Cheeseman	Na	Updated Job Titles I.e. Chief People Officer
Nov 24	M Cheeseman	6	Inclusion of Pet Bereavement leave
Nov 24	M Cheeseman	11	Inclusion of Flexible Bank Holidays
Nov 24	M Cheeseman	12	Inclusion of Request to adjustments to working pattern
Nov 24	M Cheeseman	8	Inclusion of Medical Donation

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1 WHAT THIS POLICY COVERS

- 1.1 Kent and Medway NHS and Social Care Partnership Trust (KMPT) values its staff and as such wants to support them following traumatic or stressful incidents and also following complaints or claims having been made against them.
- 1.2 It is KMPT's aim to reduce untoward incidents to staff and to minimize these through risk assessment and appropriate actions.
- 1.3 KMPT also wishes to ensure that when employees are genuinely in need of time off to deal with an emergency or to carry out a public or civic duty, they are treated fairly and consistently.

This policy sets out common reasons for needing special leave, informs employees how much time they can take off and explains the reporting processes and pay arrangements.

- 1.4 This policy also includes support for staff that suffer harassment. Harassment is not confined to physical attacks on people. Verbal abuse and other forms of behaviour are also included.
 - 1.4.1 Race
 - 1.4.2 Disability
 - 1.4.3 Age
 - 1.4.4 Sexual Orientation
 - 1.4.5 Gender
 - 1.4.6 Religion and belief.
 - 1.4.7 Gender Reassignment.
- 1.5 KMPT provides support to staff through counselling provided by our employee assistance programme. Tel: 0330 380 0658
- 1.6 For the purposes of this policy a dependant is:
 - A person who may reasonably rely on you for care or arrangements for the provision of care.

2 PRINCIPLES

- 2.1 KMPT is sensitive to employee commitments and responsibilities and will try to maintain flexible working arrangements and help employees to balance their work and personal lives to optimise their work attendance.
- 2.2 This policy attempts to balance the requirements of delivering a brilliant service with employees' needs to find the most effective way to support those with carer responsibilities, as part of a wider NHS commitment to improve working life quality.

3 RESPONSIBILITIES

- 3.1 The **Chief Executive and Board of Directors** are responsible for the health and well-being of KMPT staff. They must ensure effective support systems are in place to support staff following traumatic or stressful incidents.
- 3.2 The Chief People Officer is responsible for ensuring that adequate staff support services and external counselling services are available to staff.
- 3.3 Managers are responsible for promoting these services and encouraging referrals to the Occupational Health Service.
- 3.4 The HR Department should monitor the effectiveness of staff support
 - 3.4.1 Occupational Health
 - 3.4.2 External Counselling Service.
- 3.5 Deputy Chief People Officer, via Service Level Agreement to ensure appropriate levels of referral and resources are maintained. To ensure the Workforce and OD Committee review the effectiveness of the support services available to staff.
- 3.6 **Line Managers** . Managers must undertake the following action:
 - 3.6.1 undertake risk assessments
 - 3.6.2 promote good practice and refer their staff on to Occupational Health Services as necessary
 - 3.6.3 arrange for de-briefing of staff following traumatic incidents and deal with any consequent absence in a compassionate manner
- 3.7 Staff members are expected to be supportive of colleagues and to report any untoward incident or concern, using the Freedom to Speak Up (Whistleblowing) policy.

4 ACTION FOR MANAGERS - IMMEDIATE SUPPORT: TRAUMATIC / STRESSFUL INCIDENTS

- 4.1 Where a traumatic or stressful incident occurs managers should report this through InPhase.
- 4.2 Where the incident involves violence to staff then consideration needs to be given to reporting the matter to the police.
- 4.3 Examples of traumatic incidents may include assaults, suicide of patients, dealing with a major incident or other situations which a member of staff considers to be of a traumatic nature.
- 4.4 The **Line Manager** or their nominated deputy should offer immediate support and will commence debrief and reassurance to the affected staff. Staff should be offered the opportunity to access Counselling Services.
- 4.5 **Senior Managers** should meet with staff in departments that are affected by such incidents at the request of the staff or their immediate line manager.

- 4.6 Where bullying or harassment is alleged, the Trust Dignity at Work Policy should be applied.
- 4.7 If staff are absent from work following a traumatic or stressful incident, then this needs to be reported as an InPhase injury (Riddor reportable).

5 ONGOING SUPPORT OFFERED TO STAFF

- 5.1 KMPT recognises that not only immediate support may be required but there may well be the need for ongoing support which will be provided by the Manager and / or Human Resources, employee assistance programme, Occupational Health, external support, whichever is appropriate for the circumstances.
- 5.2 Managers should also be aware that staff may not wish to access support at the time of the event. However, it may become apparent at a later date that the member of staff has been affected; at this point the Manager in conjunction with HR should refer them to Occupational Health, and provide contact details for our employee assistance programme.
- 5.3 It is also recognised that staff may have other support mechanisms that they choose to access and also that some staff may require time away from the workplace following such an incident. Managers are expected to deal with such absences in a compassionate manner following a traumatic and stressful incident, and advise staff how they can access support services through KMPT.
- 5.4 Ongoing support is available to staff via the following routes:
- 5.4.1 Staff can contact their own **trade unions / staff side representative or staff support groups** for external advice.
- 5.4.2 **Employee assistance programme** - will provide immediate support to staff if required e.g. in the event of a traumatic and stressful incident. They will provide responsive and confidential support interventions to staff. In addition, they will provide advice to staff on matters such as:
- **stress related issues**
 - **difficulties in personal work or family relationships**
 - **problems arising from re-organisation or redundancy at work**
 - **loss or bereavement**
 - **depression or anxiety**
 - **team or group problems**
 - **drink or drug issues**
 - **problems with money or debt** Information is also provided on the intranet regarding financial support available to staff through their union.
- 5.4.3 **The Occupational Health team** will provide help and support whether the referral is made by the Line Manager or HR Manager. The team will offer both direct support and, where appropriate, signpost the employee to alternative sources of support. Occupational Health will advise managers on 'fitness to work' of individual referred.
- 5.4.4 Health and Safety Team will support and assist managers in the assessment of work-related stress within their areas of responsibility.

- 5.4.5 The **KMPT Chaplaincy Service** is able to provide or facilitate pastoral care and spiritual support for all staff irrespective of their beliefs.
- 5.4.6 The **Legal Services Department** is responsible for ensuring that staff who are required to give evidence at any formal internal enquiry or court are appropriately briefed and supported.
- 5.4.7 The **Promoting Safe Services Team (PSS) Team** are available for advice on situations involving incidents with staff and service users.
- 5.4.8 **Security Management Services** should be contacted for all incidents of a criminal nature (including violent attacks, incidents of racial, homophobic or disability related abuse). The Security Management Services will work in conjunction with the police to investigate and prosecute.
- 5.4.9 The Health and Wellbeing Group aim to provide support to staff on an ongoing basis, with information on the intranet and at staff event days regarding healthy eating initiatives, exercising and information on drinking sensibly and giving up smoking.
- 5.4.10 The Freedom to Speak Up Guardian is available to provide support for you should you have concerns about anything relating to patient care or clinical practice in the workplace. Our Freedom to Speak Up Guardian can be contacted on 03337 337199 or email address: contact@theguardianservice.co.uk

6 ADVICE AVAILABLE FOR STAFF IN THE EVENT OF THEIR BEING CALLED AS A WITNESS

- 6.1 Where a member of staff is required to attend an Inquest, Court, Hearing or Tribunal as a witness for KMPT, then KMPT will ensure time off without loss of earnings and the payment of travel expenses. Such staff will be supported as appropriate to the case by the Legal Services Department.
- 6.2 Staff will be accompanied to the appropriate court, hearing or tribunal and debriefed following the conclusion of the case. Such staff will be supported as appropriate to the claim.
- 6.3 Staff will be advised and supported in preparing to be a witness with assistance from the Trust's Legal Department where this is deemed appropriate.
- 6.4 The Human Resources department will ensure that staff having to attend Employment Tribunals as witness for the Trust are supported in preparation for any hearing, involving the Legal Services Team or KMPT solicitors as necessary.

7 SPECIAL LEAVE REQUESTS

- 7.1 KMPT will aim to ensure that employees in need of time off to deal with an emergency are treated fairly and consistently, while minimising impact on service delivery.
- 7.2 Managers will treat all requests made by employees under this policy fairly and equally, giving due consideration to the particular circumstances of each request.
- 7.3 Employees wishing to apply for special leave should follow the procedures explained within this policy, giving the maximum possible notice. They must inform their

manager as soon as possible of their unavailability for work, the reason for it and how long they expect to be away from work.

- 7.4 Please note: Applications for special leave cannot be applied for during annual leave/scheduled days off. For instance, an employee who has planned annual leave and finds themselves unexpectedly having to look after a dependent during their leave cannot request for the annual leave to be changed to special leave. Special leave is for periods when the employee is scheduled to work.
- 7.5 When considering requests for special leave managers will judge each case on its own merits and consider: the urgency of problem/issue; the nature of the crisis and; the impact on the employee. The amount of annual leave remaining and the number of special leave days granted within the last 12 months will also be considered.
- 7.6 Listed below are common circumstances where special leave is requested. If the request does not fall into any of these categories, please discuss the matter with the manager who will, if necessary, seek advice from the Employee Relations (ER) Department.
- 7.7 Applications for special leave should be made using the Special Leave Application form (available on Staffroom). It is recognised that in some circumstances the form may need to be completed retrospectively.
- 7.8 **Bereavement**
 - 7.8.1 In all cases of bereavement leave the individual circumstances should be taken into account and handled sensitively. Employees' managers may approve up to ten days (75 hours) (per bereavement), pro rata for part time staff in the event of the death or serious unexpected illness of a family member. These ten days (75 hours) may be taken at one time or on separate dates within a reasonable timeframe.
- 7.9 **Bereavement Leave for Pets**
 - 7.9.1 It is important for us to recognise that pets are a big part of people's lives and families and a loss of a pet can be devastating for some, in order to support we are allowing unpaid leave should you find yourself in this situation.
 - 7.9.2 In all cases of bereavement leave the individual circumstances should be considered and handled sensitively. Employees' managers may approve up to three days unpaid leave (22.5 hours) (per bereavement), pro rata for part time staff compassionate leave in the event of the death of a family pet. These three days (22.5 hours) may be taken at one time or on separate dates.
- 7.10 **Emergency Leave**
 - 7.10.1 In the event that a minor child, partner or dependant is taken ill or there is a need to accompany them to an emergency medical appointment or in order to deal with unforeseen matters, such as an unexpected breakdown in planned care arrangements, an employee can request time off.
 - 7.10.2 This will be up to three days paid leave (22.5 hours) in any twelve-month period (pro rata for part time employees) and must be agreed by the manager prior to being taken. In exceptional circumstances the manager may grant a further period of leave, which would be either unpaid leave, time owing to be made up as agreed by the manager, or annual leave.

7.11 Unpaid Carers leave

7.11.1 In addition, an employee is entitled to unpaid leave to give or arrange care for an 'dependant' who has:

- a physical or mental illness or injury that means they're expected to need care for more than 3 months
- a disability (as defined in the Equality Act 2010)
- care needs because of their old age

7.11.2 The dependant does not have to be a family member. It can be anyone who relies on them for care.

7.11.3 This will be up to five days unpaid leave (37.5hours) in any twelve-month period (pro rata for part time employees) and must be agreed by the manager prior to being taken.

7.12 Unpaid leave

7.12.1 Requests for unpaid leave should be considered by an employee's manager on an individual basis. Unpaid leave should not normally be granted to employees until paid annual leave has been exhausted; however, there may be exceptional circumstances where a manager thinks it appropriate to grant unpaid leave without exhausting annual leave e.g. looking after a terminally ill relative, where a holiday is planned/will be needed later in the year, (in these circumstances details should be given to the manager in writing and agreed leave will be confirmed in writing).

7.12.2 The maximum amount of unpaid leave that would normally be granted in any one leave year is four weeks. Additional unpaid leave in excess of four weeks in any one leave year will be at the discretion of the relevant Director.

7.12.3 Unpaid leave can be granted for the following reasons:

- Nursing sick relatives.
- In the case of staff wishing to visit relatives in other countries at intervals of not less than two years.
- For newly appointed staff joining the Trust within the present leave year who have leave commitments and not sufficient annual leave entitlement.

7.12.4 Unpaid leave up to 10 days per annum or two working weeks in the above categories

7.12.5 can be authorised by managers by completing the Special Leave request form which is available on i-connect. Once approval has been given, managers must ensure that leave details are notified by completing a change form and sending to Workforce Information so that the necessary adjustment to pay can be made.

7.12.6 Applications for unpaid leave and not in the above categories, must be authorised by the Head of Service or Service Director or Assistant Executive Director.

7.12.7 The decision should be notified to the employee and, in cases where an application has been approved, the payroll team must be notified accordingly.

7.12.8 Where unpaid leave is approved for periods of more than four weeks, annual leave will not accrue during the unpaid leave period in excess of four weeks.

8 PARENTAL LEAVE

- 8.1 All employees (male and female) with more than 1 year's continuous service with the Trust are entitled to 18 weeks unpaid parental leave per child, which is to be taken at any time up until the child's 18th birthday.
- 8.2 Employees are required to give at least 28 days' notice of their intention to take parental leave, and leave must be taken in either full weeks or multiple weeks.
- 8.3 There is a limit to how much parental leave can be taken in each leave year. The total amount that each parent can take in each leave year is four weeks for each child. You must take parental leave as whole weeks rather than individual days.
- 8.4 In cases of adoption, Parental Leave may be taken prior to the date of adoption. To complete the necessary documentation however the employee must provide written proof from the adoption agency that they have been accepted and that an adoption is taking place. (see Adoption Leave Policy).
- 8.5 Managers must respond to written requests within 7 days of receiving the letter.

9 MEDICAL APPOINTMENTS

- 9.1 Employees are encouraged to arrange (non-emergency) medical appointments e.g. doctor, dentist, optician appointments outside the normal working hours. If appointments are made during working time, time off work may be granted but must be taken or owed as time in lieu.
- 9.2 It is expected that reasonable arrangements for time off should be made between employees and managers.
- 9.3 This section does not apply to appointments with the Trust's Occupational Health Service, nor appointments relating to ante-natal care. (see the Trust's Maternity Leave Policy).

10 MEDICAL DONATION

- 10.1 Medical donations in this policy refer to the giving of blood. All staff are eligible regardless of length of service and there are no restrictions on the number of periods of leave you can request, however, your requests can be refused if they become excessive.
- 10.2 Staff will be allowed up to 2 hours paid leave per donation. You should let your manager know at least 4 weeks in advance if you need time off except in emergencies when this is not possible. You may be asked to provide evidence for your time off which will be copied and placed onto your electronic personnel file.

11 INTERVIEWS

- 11.1 If an employee has an interview for another post within the Trust they will be given appropriate paid time off to attend that interview. However, a manager may request the employee to re-arrange shifts/days off so that interviews are in the employees own time. Where possible, this will be the manager's first option.

12 CIVIC/PUBLIC DUTIES

- 12.1 The Employment Rights Act 1996 requires that employers must give employees who hold certain public positions reasonable unpaid time off to perform the duties associated with them. The amount of time off to be permitted should take into account the amount of leave required to perform the public duty, and any specific occasions when such leave will be necessary.

- 12.2 These cover:

- A magistrate (also known as a justice of the peace).
- Local councillor.
- School governor.
- Member of a police authority.
- Member of any statutory tribunal (e.g. an employment tribunal).
- Member of the managing or governing body of an educational establishment.
- Member of a health authority.
- Member of the General Teaching Councils for England and Wales.
- Member of the Environment Agency.
- Member of the prison independent monitoring boards (England or Wales).
- Member of a Water Customer Consultation Panel.
- Trade Union member (for Trade Union duties and activities)

- 12.3 Time off for Trade Union representative duties and activities is covered by the Recognition Agreement.

13 DISABILITY LEAVE

- 13.1 Disability leave is time when an employee is able to work and is present at work (is not absent due to sickness or ill health), but needs to be absent from work for a disability-related reason. Disability leave is considered a reasonable adjustment under the Equality Act. All disabled employees are able to request disability leave for specific reasons, such as appointments, treatment or tests. Some examples of disability leave include (but are not limited to):

- Hospital, doctor, or other health practitioners' appointments.
- Hospital treatment or follow up appointments as an outpatient.
- Medical or related assessments.
- Hearing aid tests.
- Training with guide, hearing or assistance dog

- Counselling/therapeutic treatment.
- Recovery time after blood transfusion or dialysis treatment.
- Physiotherapy (sessional or residential).

- 13.2 Managers are authorised to grant up to 37.5 hours paid leave (pro rata for part time employees) of absence in an annual leave year.
- 13.3 A doctor's note or appointment letter may be required. This leave of absence will not impact on annual leave entitlements or other special leave requests.
- 13.4 Disability leave is agreed in advance once the date for the appointment is known. It may be taken as a number of separate occasions each year. Typically, this would be for treatment, rehabilitation or assessment related to a disability. It may also be a block of time needed for a specific reason. The employee should give as much notice as possible of the appointment, although it is recognised that there may be circumstances when this is not possible. Disability leave cannot be taken retrospectively, and needs to be agreed by a manager in advance.

14 RECORDING DISABILITY LEAVE

- 14.1 All Disability leave should be recorded on Health Roster. To record Disability leave, add a period of absence to the roster for the individual concerned of the type 'Other Leave', selecting 'Disability leave' as the reason for absence. Disability leave can be taken as part of a day (e.g. two hours) or as whole individual or consecutive days. Taking and recording Disability leave on Health Roster will not affect annual leave, pay, pension or any other entitlements and will not be recorded as sickness absence.
- 14.2 Time spent on Disability leave is counted as continuous service for all contractual benefits, including accruing annual leave, sick leave and pension rights.
- 14.3 Disability leave will not be included for the purposes of assessing performance, promotion, attendance, selection for redundancy, or any other similar issues.

15 DISABILITY LEAVE AND SICKNESS ABSENCE

- 15.1 Disability leave is distinct from sickness absence, and applies to employees who are at work. If an employee is absent from work due to ill health related to their disability, this will continue to be counted as sickness absence and Disability leave will not apply.

16 JURY AND WITNESS SERVICE

- 16.1 Any employee that is summoned to attend jury service must inform their manager at the earliest opportunity. A juror is normally summoned for a two-week period but in some cases, this may be longer.
- 16.2 Although there is no statutory entitlement to pay, KMPT will grant up to two continuous weeks paid leave to fulfil the requirement to attend court on the conditions that:
- Evidence of the court jury summons is shown to the manager
 - That the employee makes no claim to the court for loss of earnings

- If the employee is not required to attend on any days or part days during the jury service period, they attend work as normal.
- 16.3 Employees who need to attend Court as the Plaintiff are not covered by this Policy. Annual leave or unpaid leave may be used by agreement.
- 16.4 If employees are required to undertake jury service for a case that they are advised will last more than two weeks they will be required to make claims to the court for loss of earnings.
- 16.5 Where it is possible for KMPT to obtain exclusions from Jury Service, employees will be required to take annual leave should they still choose to attend.
- 16.6 On return from jury service the employee must provide their manager with evidence of payment made by HMCS and the manager will then notify Payroll of this amount which will then be deducted from their pay for that month or the following month. Apart from payment, all terms and conditions of service, including annual leave, remain unaffected whilst an employee is on jury service.
- 16.7 An employee may be asked to give evidence in court or at a tribunal as a witness. Although the employee has no contractual right to be released for such a purpose, managers must release the employee if they have been served with a witness summons / subpoena requiring them to attend court / tribunal as a witness or attending on behalf of KMPT. In general, unpaid special leave will be granted (on completion of a 'Special leave and other leave request form'), and either the employee's manager or the Payroll Department will be required to supply the court with salary details, to enable them to pay the employee. However, where an employee receives special payment to be an expert witness in a court case (e.g. clinicians), annual leave should be taken to cover these purposes.

17 RESERVE FORCES

- 17.1 Time off with basic pay will be granted subject to needs of the service for reserved forces, including cadets over the age of 18, training at a maximum of ten working days per year. The notification document from the Territorial Service must be produced when making the request.

18 FLEXIBLE BANK HOLIDAY

- 18.1 Flexible bank holidays will not increase your bank holiday allowance; however, it will allow colleagues working in an inpatient environment to swap bank holidays to a different days to suit their own religious observance according to their faith/ culture. This will only apply if the bank holidays fall on their rostered working days.
- 18.2 All bank holidays must take place within the same annual leave year (April to March) and can be used by colleagues to celebrate their own faiths, beliefs and culture without having to take annual leave and must be agreed with your line manager prior to the holiday year starting by **31st March**
- 18.3 Colleagues will complete the form found on **Staffroom**
- 18.4 Managers should consider a request via this scheme on the presumption that it should be approved. However, we need to remain realistic and recognise that in some cases it may not be possible to accommodate a request because:

- The leave date requested as an alternative to a bank holiday is already oversubscribed within the work area, and approving the request would have a detrimental impact on service delivery.
 - Insufficiency of work on the bank holiday or holidays that the employee wishes to work
 - Approving the request would give rise to unacceptable health and safety risks for example lack of management oversight, lone working risks.
 - Each application should be assessed against the individual needs and demands of the service.
 - If approved the line manager should inform the employee, countersign the form and send to HR who will adjust the employee's working pattern for the bank holiday week and holiday record to reflect the agreed changes.
- 18.5 If not approved, or partially approved, the line manager should inform the employee of the reasons as soon as possible, the form should be completed and returned to kmpt.hr@nhs.net. A copy should also be retained locally in employees electronic personnel file.
- 18.6 The employee can request a review if their application cannot be agreed. Service Director or their representative (usually a Service Manager) will review the decision and consider information from both sides. The manager undertaking the review will notify the employee in writing within 10 working days of receipt of the request that it has either been upheld and the dates will be approved or the original decision will remain.
- 18.7 The absence of an application to exchange any of the bank holidays means that the standard bank holidays for England will continue to be applied in the usual way to an employee's leave.

19 REQUEST TO TEMPORARILY CHANGE NORMAL WORKING PATTERN FOR RELIGIOUS OBSERVANCE

- 19.1 Changes to your normal working pattern for religious observance can be requested for those colleagues that wish to temporarily change their working hours at times when there is a requirement for colleagues to refrain from food and drink during daylight hours. This is open to all colleagues where the manager feels this can be accommodated.
- 19.2 Colleagues can request in writing at least 12-weeks before, so that their request can be considered. Managers should consider a request via this scheme on the presumption that it should be approved. However, we need to remain realistic and recognise that in some cases it may not be possible to accommodate a request because:
- The request would have a detrimental impact on service delivery.
 - Approving the request would give rise to unacceptable health and safety risks for example lack of management oversight, lone working risks.
 - Each application should be assessed against the individual needs and demands of the service.

- 19.3 Colleagues will be allowed where it is possible to change their shift pattern from working during the day to working overnight. If this is agreed all shift allowance payments will be applied. Managers will need to confirm with colleagues the dates that the temporary adjustment is agreed and when colleagues will resume their normal working patterns. **Managers will be responsible for updating eRoster.**

20 IMPLEMENTATION INCLUDING TRAINING AND AWARENESS

- 20.1 All Staff should be made aware of this policy at corporate and local induction, including the mechanisms for accessing the support via Human Resources and via the staff intranet. Staff support and the related contents of this policy will also form part of KMPT SI/RCA.

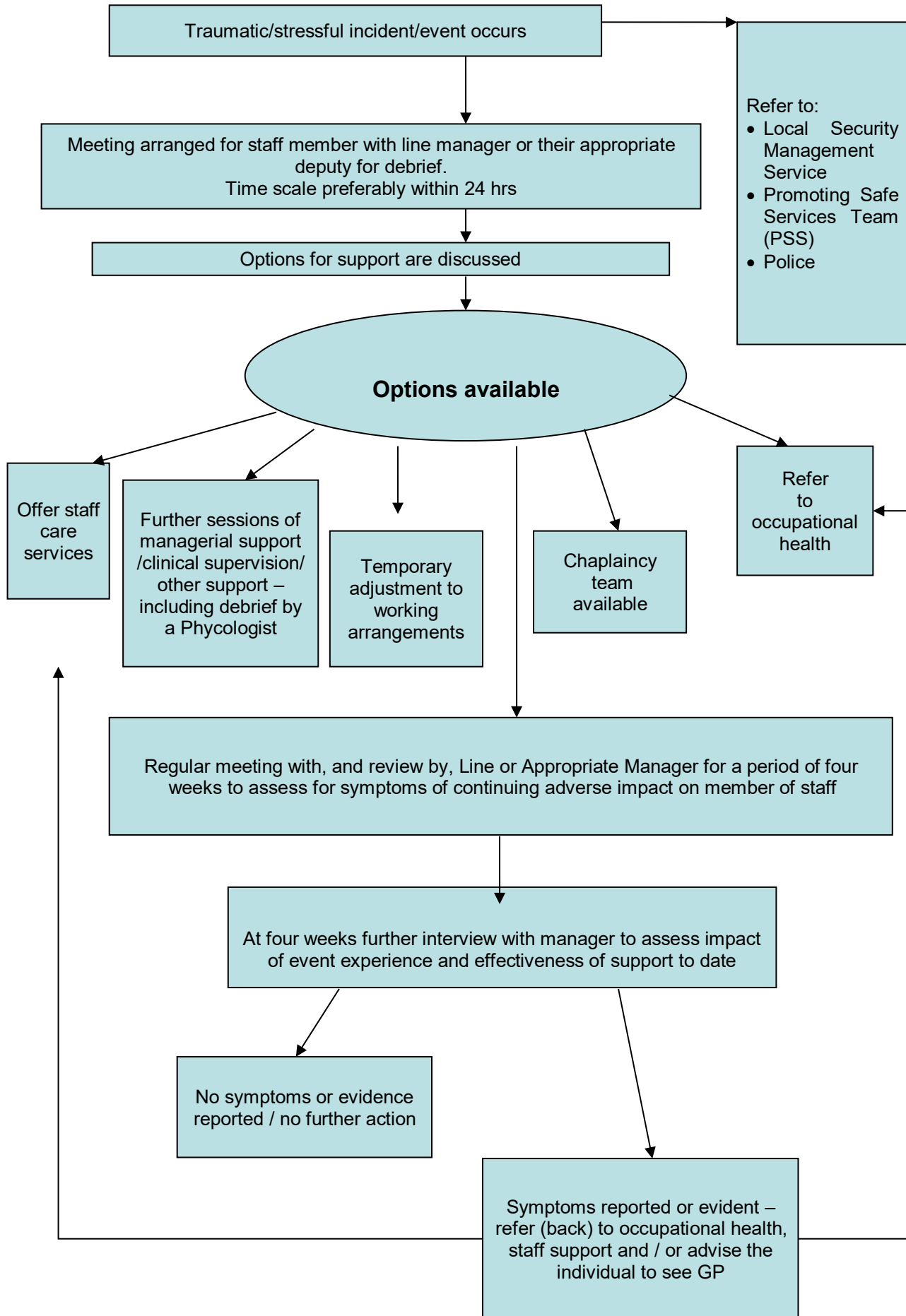
21 EQUALITY IMPACT ASSESSMENT SUMMARY

- 21.1 The Equality Act 2010 places a statutory duty on public bodies to have due regard in the exercise of their functions. The duty also requires public bodies to consider how the decisions they make, and the services they deliver, affect people who share equality protected characteristics and those who do not. In KMPT the culture of Equality Impact Assessment will be pursued in order to provide assurance that it has carefully considered any potential negative outcomes that can occur before implementation. KMPT will monitor the implementation of the various functions/policies and refresh them in a timely manner in order to incorporate any positive changes.

22 HUMAN RIGHTS

- 22.1 The Human Rights Act 1998 sets out fundamental provisions with respect to the protection of individual human rights. These include maintaining dignity, ensuring confidentiality and protecting individuals from abuse of various kinds. Staff and volunteers of the Trust must ensure that KMPT does not breach the human rights of any individual the Trust comes into contact with.

APPENDIX A STRESS MANAGEMENT FLOW CHART



APPENDIX B – FLEXIBLE BANK HOLIDAY REQUEST FORM

Name _____

Job title _____ Dept _____

Which leave year does your request relate to? (Note: most leave years span two calendar years. For example, April 25 to March 26)

Bank Holidays you wish to exchange (Day and Date)	Day and date of bank holiday	Which date have you requested to take off instead of the Bank Holiday	For completion by line manager only, Request approved Y/N
Good Friday			
Easter Monday			
Early May Bank Holiday			
Spring Bank Holiday			
Summer Bank Holiday			
Christmas Day			
Boxing Day			
New Year's Day			

Please provide suggestions for work that you feel you could reasonably and safely undertake on the requested bank holidays

In requesting to flex your Bank Holidays you are accepting that no enhancements will be applied to flex bank holiday hours that you have chosen. However, enhancements will remain on statutory Bank holiday dates and hours worked on these days.

Employee signature _____ Date _____

For completion by line manager

Name of line manager:

Signature:

Date decision on application given to this employee _____

If application is rejected either in full or part please give brief explanation of reasons:

Please retain a copy of this form on the employee personnel file.