



## Time off for Public Duties Policy

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## Document Control

<b>Title</b>	Time Off for Public Duties Policy
<b>Supersedes</b>	1.0
<b>Owner</b>	Lisa-Marie Flynn
<b>Circulation/Distribution</b>	All Staff
<b>Review Period</b>	Annually

## Version History

Next Review Date		01/02/2025		
Version	Date	Amendments	Author	Status
0.1 to 0.4	Oct 2021 to Oct 2022	Initial Draft – Reviewed by the HR Team & the Trust Board. Consultation Process – Draft shared with the working group consisting of Senior Leaders, HR, and the Trade Unions.	Lisa-Marie McGrath	Consulted & Reviewed, and implemented agreed points
1.0	01/12/2022	Final Draft – Approved by the CEO and The Trust Board	Lisa-Marie McGrath	Approved
2.0	01/02/2024	N/A	Lisa-Marie Flynn	Approved

## Time off for Public Duties Policy

### 1. ABOUT THIS POLICY

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

### 2. PERSONNEL RESPONSIBLE FOR THE POLICY

- 2.1 Our board of directors (the board) is responsible for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. However, the Trust's HR Manager has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review.
- 2.2 Line Managers/SLT have a specific responsibility to ensure this policy's fair application and all staff members are responsible for supporting colleagues and ensuring its success.

### 3. JURY SERVICE

- 3.1 You should tell your Line Manager/SLT as soon as you are summoned for jury service and provide a copy of your summons if requested.
- 3.2 Depending on the demands of our business, we may request that you apply to be excused from or defer your jury service.
- 3.3 We are not required by law to pay you while you are absent on jury service. You will be advised at the court of the expenses and loss of earnings you can claim. However, we will pay basic pay to employees on jury service less any amounts you can claim from the court for lost earnings for the period of duty.

### 4. VOLUNTARY PUBLIC DUTIES

- 4.1 Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor.
- 4.2 If you are unsure whether this policy covers a public service you perform, you should speak to the HR department.
- 4.3 As soon as you are aware that you will require time off to perform a public service, you should notify your Line Manager/SLT in writing, providing full details of the time off that is being requested and the reasons

for your request. For arrangements to cover your duties in your absence, you should make your request in good time.

- 4.4 Each request for time off will be considered on its merits considering of all the circumstances, including how much time is reasonably required for the activity, how much time you have already taken, and how your absence will affect the business.
- 4.5 We may grant you up to five days' paid leave in any 12 months to perform public duties that are not paid. Any additional leave will be granted on an unpaid basis, subject to the exercise of our discretion to grant further paid leave.

## 5. RESERVE FORCES DUTIES

- 5.1 We know that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called up at any time to be deployed on full-time operations and are expected to attend regular training.
- 5.2 We are under no obligation to offer leave (either paid or unpaid) for reservists to undertake training, and you should use existing holiday entitlement to meet training commitments.
- 5.3 If we receive notice that you have been called up for active service, 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).
- 5.4 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.
- 5.5 If it is not reasonable and practicable to reinstate you into your former employment, we will offer you the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.
- 5.6 When calculating the length of your continuous employment with us, the period of absence from military service will not be counted. The period of employment before your mobilisation and after your reinstatement will be treated as continuous.