



Urgent Care 24

Public Duties Policy

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1.0 PURPOSE

- 1.1 To provide details of the Urgent Care 24's approach towards requests for reasonable time off for public, political, civic and judicial duties
- 1.2 To clarify the terms and procedure under which time off may be granted and for what purpose.

2.0 SCOPE

- 2.1 All employees

3.0 RESPONSIBILITIES

- 3.1 All employees have a responsibility to adhere to the terms and conditions of this policy.
- 3.2 Directors /Managers who are specified as the responsible people within the policy must ensure the correct procedure is carried out.
- 3.3 Any queries on the application or interpretation of this policy must be discussed with HR Manager prior to any action taking place.
- 3.4 This policy will be monitored and reviewed on an annual basis by HR Manager and updated as appropriate.

4.0 DEFINITIONS

4.1 Public Duties

- 4.1.1 An employee, who is engaged in any of the public duties shown below, will be eligible to apply for a reasonable amount of time off to attend relevant meetings or participate in other approved activities.
- 4.1.2 In the interpretation of this policy the following appointments will be defined as "public duties".
 - Magistrate sometimes known as Justice of the Peace
 - Local councillor
 - School governor
 - Member of Police authority.
 - Member of a local authority

- Member of a statutory tribunal e.g. Employment Tribunal
- Member of the managing or governing body of an educational establishment.
- Member of a School Council or Board in Scotland
- Member of the General Teaching Councils for England and Wales
- Member of the Environment Agency or the Scottish Environment Protection agency
- In England and Wales, a member of the prison independent monitoring boards or in Scotland, a member of the prison visiting committees
- Member of Scottish Water or a Water Customer Consultation Panel

4.1.3 Any employee wishing to take time off in order to fulfil any of the above activities must give as much advance notice of their request as possible. Details must be provided of the duty being performed and the specific activity for which time off is considered necessary.

4.1.4 There is no right to unlimited time off. In determining how much time off from work is reasonable then Urgent Care will take into account the following:

- The nature of the duties of the office or as a member of the body in question and /or
- The amount of time off which has already been permitted for other public duties or activities and / or
- The operational requirements and the effect of the employee's absence on the organisation

4.1.5 In addition Urgent Care 24 will take into account any minimum attendance levels, or any compulsory activity requirements stipulated by the public office or body.

4.1.6 The employee will need to show that they are contributing a reasonable amount of their own time towards meeting their public duty commitments – possibly including a proportionate amount of their annual holiday entitlement. Providing the organisation is satisfied that adequate notice is being given and that the employee is contributing some of their own time then, if the public duties are significant, it will normally allow time off and make up any monies received from the public body to normal average earnings for up **to 5 working** days per annum.

4.1.7 Payment is not made for the time spent in excess of normal working hours or time spent travelling.

4.1.8 Upon return to work employees should complete the Attendance Payment Form (**Appendix 1**) which needs to be signed by the Line Manager.

4.1.9 Once completed this form needs to be submitted to HR department along with evidence of attendance and payment of any costs/allowances in order to claim any shortfall in salary.

4.2 Jury Service

4.2.1 Where requested to attend court as a juror employees will be granted time off to attend. However, where in the organisations view, the release of an employee for jury service raises major staffing or operational difficulties, assistance will be provided to the employee in order to appeal to the court to re-arrange or cancel the dates of service.

4.2.2 Employees being asked to attend for jury service must notify their Line Manager immediately. Where jury service lasts for less than half a day the employee must return to work for the remainder of the day where they were originally scheduled to attend work for the day.

4.2.3 During attendance at the court employees should claim from the court; any travel expenses both to and from the court, together with any compensation for loss of earnings. The organisation will then pay the difference between such entitlements and normal average earnings.

4.2.4 Upon return to work employees should complete the Attendance Payment Form (**Appendix 1**) which needs to be signed by the Line Manager. Once completed this form needs to be submitted to Human Resources along with evidence of attendance and payment of any costs/allowances in order to claim any shortfall in salary.

4.3 Appearing as a Witness

4.3.1 Employees will normally be granted time off where they have been requested to attend court as a witness. However, they must notify their Line Manager at the earliest opportunity.

4.3.2 During attendance at the court employees should claim from the court; any travel expenses both to and from the court, together with any compensation for loss of earnings. The organisation will then pay the difference between such entitlements and normal average earnings.

- 4.3.3 Upon return to work employees should complete the Attendance Payment Form (**Appendix 1**) which needs to be signed by the Line Manager. Once completed this form needs to be submitted to HR along with evidence of attendance and payment of any costs/allowances in order to claim any shortfall in salary.

4.4 Special Forces

- 4.4.1 Employees are encouraged to participate, as volunteers with a number of Special Forces. These include:

- Territorial Army
- Royal Navy Reserve
- Special Police Force
- Special Fire Service
- Royal Air Force
- Royal Marines

- 4.4.2 Where time off work is required employees are expected to use a proportion of their annual holiday entitlement. For every day of the employee's holiday entitlement utilised in this manner the organisation will provide an additional day of leave, up to a **maximum of 5 days in any holiday year**.

- 4.4.3 Payment during the above additional day(s) of leave will be calculated as the difference between any attendance allowances received for the day(s) from the Special Force and normal average earnings.

- 4.4.4 Upon return to work employees should complete the Attendance Payment Form (**Appendix 1**) which needs to be signed by the Line Manager. Once completed this form needs to be submitted to HR along with evidence of attendance and payment of any costs/allowances in order to claim any shortfall in salary.

4.5 Reservists

- 4.5.1 If any employee working for Urgent Care 24, who is a member of the reserve armed forces, receives call-up notice then they must take leave of absence to fulfil their obligations. If they do not comply then they will be guilty of absence without leave or desertion and will be dealt with by the authorities accordingly.

- 4.5.2 As an organisation, we will also be guilty of an offence if we persuade the reservist to desert or be absent without leave.
- 4.5.3 The Ministry of Defence will pay reservists in their service such that Urgent Care 24 can suspend payment of their salary. Urgent Care will also be able to claim compensation payments to offset certain costs involved in sourcing a temporary replacement.
- 4.5.4 The Reserve Forces (Safeguard of Employment) Act 1985 provides the right for the reservist to be taken back into employment upon completion of duty, provided that they were employed in the four week period prior to call up.

4.6 Standing for Parliament

- 4.6.1 All employees are free to stand for Parliament, but must resign from the organisation if elected. However, any employee considering such a move must inform their immediate Line Manager at a very early stage that they are considering standing for Parliament or playing a public part in Parliamentary Elections and assure the organisation that these activities can be exercised without conflict of interest with their duty as an employee.



Urgent Care 24

ATTENDANCE PAYMENT FORM

5.0 APPENDIX A

NAME: _____

LOCATION: _____

I confirm that I attended _____ on the date(s) shown below and have received a total of £_____ in payment. I agree that this amount will be deducted from my next salary payment.

I understand that Urgent Care 24 will be making these allowances up so that I do not suffer any financial loss due to my attendance.

Dates of Attendance: From : _____

To: _____

Number of days: _____

Signed: _____ Date: _____
(Employee)

Signed: _____ Date: _____
(Line Manager)

Once completed this form needs to be submitted to Human Resources Department along with evidence of attendance and payment of any costs/allowances in order to claim any shortfall in salary.

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