



**Nottingham and
Nottinghamshire**
Integrated Care Board

Leave Policy

July 2022 - July 2025

CONTROL RECORD			
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			Sponsor Director of Nursing
			Team Human Resources and Organisational Development
Title	Leave Policy		
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Purpose	To help employees to manage Leave demands through the provision of various leave arrangements		
Superseded Documents	None		
Audience	All staff in Nottingham and Nottinghamshire Integrated Care Board		
Consulted with	Integrated Care Board Senior Leadership Team and Staff Engagement Group		
Equality Impact Assessment	See Appendix B		
Approving Body	ICB Board	Date approved	1 July 2022
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<p>This is a controlled document and whilst this policy may be printed, the electronic version available on the ICB's document management system is the only true copy. As a controlled document, this document should not be saved onto local or network drives.</p>			

NHS Nottingham and Nottinghamshire ICB's policies can be made available, on request, in a range of languages and formats from our Engagement and Communication Team. If you wish to request this, please contact us via nnicb-nn.comms@nhs.net

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1. Introduction

- 1.1 This policy applies to the NHS Nottingham and Nottinghamshire Integrated Care Board, hereafter referred to as 'the ICB'.
- 1.2 The ICB recognises that many of its employees combine their working lives with the responsibilities for raising a family, caring for dependant relatives and other domestic commitments. It understands that there will be occasions when urgent domestic, personal, and family matters compete with work commitments and responsibilities. The objective of this policy is to help employees to manage these demands through the provision of various leave arrangements, which may be paid or unpaid, according to the circumstances and to ensure that the needs of the ICB have been considered. The ICB considers this integral part to good working practices.

2. Purpose and Scope

- 2.1 This policy applies to all the ICB employees at all levels and in all areas of work, regardless of their length in service. There is no qualifying period.
- 2.2 Due to the nature of urgent and unforeseen need, it is not possible or appropriate to set out comprehensive procedures for all situations. Managers and employees are encouraged to use this policy for guidance, and where necessary seek further advice from the HR Team.
- 2.3 The amount of time off should generally be agreed in advance with the Line Manager. The ICB may refuse the request if it is not considered reasonable.
- 2.4 The ICB will ensure that the application of any part of this policy does not have the effect of discriminating, directly or indirectly, against employees on the grounds of race, colour, age, nationality, ethnic (or national) origin, sex, sexual orientation, marital status, religious belief, or disability. The application of this policy will apply equally to full and part time, substantive, and fixed term employees.

3. Roles and Responsibilities

Roles	Responsibilities
Line Managers	<ul style="list-style-type: none">• Understand the different types of leave available to ensure you are using the appropriate mechanism.• Support the employee.• Consider the requirements of the employee and the Line Manager when agreeing leave allowances.• Ensure that there is the appropriate resilience in the team to cope with the loss of a staff member via other leave.

Roles	Responsibilities
	<ul style="list-style-type: none"> • Ensure records are accurately kept of the leave awarded via either ESR or the Absence Application system.
Employees	<ul style="list-style-type: none"> • Understand the different types of leave available to ensure you are requesting the appropriate one. • Ensure you liaise with your manager in a timely manner.
Human Resources	Provide Line Managers with advice and support on the aspects of this policy.

4. Annual Leave

- 4.1 The ICB annual leave year runs from 1 April to 31 March.
- 4.2 The entitlement to paid annual leave and paid public holiday provision is stipulated in the NHS Terms and Conditions of Service [Handbook](#). The amounts are pro-rata for part time employees.
- 4.3 Please refer to the Annual Leave guidance note (see **Appendix A**) for further information including information on term time only arrangements, compressed hours, and bank holiday accrual.

5. Family Leave

- 5.1 For details regarding maternity, paternity, parental and adoption leave, please refer to the Family Leave policy.

6. Eligibility to Other Leave

- 6.1 The possibility of leave is available to all employees, although there is no universal right or entitlement to this type of leave. Each request will be treated on its own merits, considering any qualifying conditions.
- 6.2 Ideally, special leave arrangements must be discussed and agreed with the Line Manager before it is taken. Where, due to the unforeseeable and urgent nature of the situation, this is not possible, retrospective approval for the leave must be sought from the Line Manager before any claim for paid leave will be granted.
- 6.3 Line Managers have the discretion to approve up to a maximum of six working days paid Emergency/Urgent Carer's Leave for an employee in a rolling 12-month period (pro-rata for part time staff); and up to ten working days paid Compassionate Leave in a rolling 12-month period (pro-rata for part time

staff). Managers are required to record all special leave that has been approved, both paid and unpaid in ESR. Requests for paid leave that exceed this limit must be approved by a member of the Executive Team.

- 6.4 Where circumstances change in respect of an approved special leave request, it is expected that employees advise their line managers as soon as possible.
- 6.5 Special Leave requests which the manager is unable to approve or can only partially approve should be discussed with the employee, giving an appropriate explanation for the decision. If the employee is dissatisfied with the explanation provided, section 16 outlines the steps available to them.
- 6.6 A dependent for the purposes of this policy is:
 - An employee's spouse, civil partner, parent or child.
 - A person who lives in the same household as the employee, but who is not their tenant, lodger, border, or employee: or
 - Anyone else who reasonably relies on the employee to aid, plan, or act of the kind referred to below.

7. Emergency/Urgent Carer's Leave

- 7.1 It is expected that employees will have made reasonable arrangements to cover any caring commitments they may have. Emergency/Urgent Carer's Leave is intended to enable employees to take a reasonable amount of time off work to deal with an unexpected or sudden problem concerning a dependent or a domestic emergency and allow them to make any necessary long-term arrangements.
- 7.2 A reasonable amount of time off during work hours, paid or unpaid, will be granted in response to an urgent, unforeseen family need. This form of leave will be short-term and ordinarily no more than one or two days in duration, to deal with an immediate crisis.
- 7.3 Examples of such circumstances are (this is not an exhaustive list):
 - To provide care to a child, close relative or dependent who has taken ill.
 - To make the necessary arrangements for the provisions of care for an unwell child, close relative or dependent.
 - To deal with the disruption or termination of arrangements for the care of a child or dependent and to make the necessary arrangements for longer term solutions.
 - To deal with an incident which involves the employee's child, and which occurs unexpectedly whilst the child is at school.
 - To deal with an emergency that involves a family member, and which occurs unexpectedly.

- To secure the employee's home in the event of accidental damage, burglary, household hazard.
- 7.4 In considering what leave is immediately necessary in a particular situation, the employee should discuss this with their Line Manager who will consider the full circumstances before reaching a decision. Where circumstances require longer absences, consideration should be given to utilising other leave provisions such as annual leave, parental or unpaid leave or an employment break.
- 7.5 If the employee knows in advance that they wish to take time off to care for a dependent, rather than arrange for someone else to do so, this policy will not apply. However, carer's leave may be appropriate to support routine medical appointments when the employee is the main carer, and no other arrangements can be made. This will be unpaid.

8. Bereavement/Compassionate Leave

- 8.1 Compassionate Leave is available in the event of serious illness or the death of an immediate relative, i.e., parent, partner, children, grandparent, or close friend (where there is an alternative family configuration then the manager will sympathetically consider the application).
- 8.2 Leave granted under this scheme must be specifically to spend time with an immediate relative or close friend who is seriously ill or following the death of a relative or close friend, i.e., to attend a funeral, to support grieving relatives or to act as an executor of a dischargeable Will.
- 8.3 Managers may grant up to ten working days paid compassionate/ bereavement leave (pro-rata for part time employees). Additional leave due to exceptional circumstances may be considered after discussion with a member of the Senior Leadership Team.
- 8.4 The following factors will be accounted for when determining the duration of leave and pay arrangements:
- The closeness of the employee's relationship with the deceased.
 - Whether the employee is responsible for the funeral arrangements.
 - The availability of other relatives or friends, particularly those more able to assist in the necessary arrangements.
 - The distance the employee needs to travel to plan and/or attend the funeral.
 - The needs of the individual's case and the requirements of the ICB.
- 8.5 There may be circumstances where it is appropriate for Emergency/Urgent Carer's Leave and Compassionate Leave to be used in conjunction. Each case will be considered individually.

- 8.6 The amount of paid Emergency/Urgent Carer's Leave and Compassionate Leave cannot be extended beyond entitlement (i.e., six working days for Emergency/Urgent Carer's Leave and ten working days for Compassionate Leave). In cases where employees have exhausted their entitlement and require further time off, then the employee may request to use annual leave at short notice or take unpaid leave.

9. Public Duties Leave

- 9.1 Employees have a right to a reasonable amount of unpaid time off if they are a:
- Justice of the Peace (Magistrate).
 - Member of a Local Authority.
 - Member of a Police Authority.
 - Member of any statutory tribunal.
 - Member of the managing or Governing Body of an educational establishment.
 - Member of a health service or educational body.
 - Member of a prison visiting committee (Scotland) or a member of a prison independent monitoring board (England/Wales).
 - Member of the Environment Agency.
 - Member of a recognised Trade Union – Trade Union activities are unpaid. For Trade Union duties, training or acting as a Learning Representative, payment will be made in line with ACAS Code of Practice (Partnership Arrangement).
- 9.2 The ICB are required to grant reasonable time off for employees to:
- Attend meetings of the bodies listed in 9.1 or any of its committees and sub-committees.
 - Perform duties approved by the bodies.
- 9.3 In addition to the statutory bodies above, the ICB may extend public duties leave for:
- Attendance in Court or tribunal as a witness.
 - Attendance at Professional Registration meetings hearings.
- 9.4 Employees must discuss their intentions and potential implications with their Line Manager before applying to join a public body and obtain agreement in principle to the amount of paid/unpaid time off to be granted.

10. Jury Service

- 10.1 Leave to carry out Jury Service must be granted where an employee has received notice from the Courts that they have been called. The employee should claim loss of earnings from the Court. Arrangements will be made with the employee to deduct this amount from their salary.
- 10.2 Employees should note that where, due to the nature of certain roles, there may be difficulties to back fill their role, they have the right to appeal against the request to undertake Jury Service and the ICB may ask them to do so.
- 10.3 The employee will be expected to return to work if
- If an employee's services are only required for 50% or less of the court day
 - If the employee's Jury Service ends before the expected period

11. Religious/Cultural Observance

- 11.1 There is no statutory right to time off for religious or cultural occasions. Employees wishing to take time off for religious activities should book annual leave in accordance with the Annual Leave guidance or alternatively apply for unpaid leave.
- 11.2 Employees with longer term religious commitments should consider making an application under the Flexible Working Policy.
- 11.3 Every effort should be made by Line Managers to meet religious commitments in accordance with the principles of the ICB's Equality, Diversity and Inclusion Policy.

12. Territorial Army, Reserve or Cadet Forces

- 12.1 Any employee who wishes to volunteer for service with the Reserve or Cadet Forces must obtain permission from the ICB before doing so, or if applying for an appointment with the ICB, must declare their membership of such forces with the ICB.
- 12.2 Employees who are required to attend periods of training, including annual camps and are unable to arrange such training during off duty or annual leave, may be granted special leave for that purpose by their Line Manager of up to five working days' paid leave within a 12-month period. Relevant documentation detailing the dates for leave should be provided by the employee.
- 12.3 Employees absent from duty owing to sickness or injury caused by or arising from their own off-duty activities as members of the Reserve or Cadet Forces will be entitled to Statutory Sick Pay only. However, in exceptional

circumstances the ICB may, at its discretion, authorise Occupational Sick Pay for the whole or part of such absence, on the authority of a member of the Executive Team as appropriate and in consultation with the HR Team.

- 12.4 Where employees are formally requested to mobilise overseas, each case will be considered on an individual basis.
- 12.5 Employees must obtain the consent of their Line Manager before volunteering for a Reserve Force. Consent will not be unreasonably refused, but it must be recognised that in time of emergency certain services managed by the organisation will be under pressure and therefore there may be a need to limit the number of employees who may be called away from these services in a time of emergency.

13. Healthcare Appointments

- 13.1 Wherever possible employees should ensure that they make appointments for their doctor, dentist outside of their working hours. Where this is not possible, time off for medical/dental appointments should be scheduled for the beginning or the end of the working day. This also applies to appointments for dependents where possible.
- 13.2 Employees are expected to complete their day's work and to make up time taken to attend the appointment or to use owed time off in lieu (if appropriate) or to take annual leave.
- 13.2 On production of an appointment letter for hospital treatment, reasonable paid time off will be granted.
- 13.3 For entitlement to attend antenatal appointments, please refer to the Family Leave Policy.
- 13.4 All appointments should be supported by an appointment card or some other documentary proof and agreed with the Line Manager in advance.

14. Inclement Weather

- 14.1 There will be occasions when it is difficult to get to work safely due to exceptionally severe inclement weather conditions such as snow, flooding, etc.
- 14.2 Employees not able to get to work must inform their Line Manager of their absence as close as possible to the beginning of their workday.
- 14.3 When employees are unable to get into work (or their nearest base) due to inclement weather, they will be required to take annual leave, unpaid leave, or time off in lieu where appropriate (unless otherwise directed by the Executive Team in cases of severe weather).

- 14.4 Where practicable, employees may work from home with the agreement of their Line Manager.

15. Unpaid Leave

- 15.1 If leave arrangements as outline in the sections above are not sufficient to meet the employees need and there is no annual leave outstanding, then management may consider granting unpaid leave. Circumstances should be fully discussed and subject to service needs.
- 15.2 For periods of unpaid leave, employees should be aware that this may have an impact on pension contributions and benefits.

16. Equality of Opportunity

- 16.1 No-one who makes a request for, or is granted, special leave pursuant to this policy will be discriminated against or suffer any detriment on the grounds that they requested or were granted such leave.

17. Grounds for Complaint

- 17.1 Any employee who feels that their request for Other Leave has not been given full consideration by their Line Manager may refer the request to the manager's manager.
- 17.2 The majority of matters requiring Other Leave after a brief discussion of the circumstances can be resolved. Employees who are dissatisfied with the application of this policy may raise the matter through the ICB Grievance Policy and procedure.
- 17.3 Any employee who has apparently abused the right to Emergency/Urgent Carer's, Compassionate, or short notice leave will be subject to the ICB Disciplinary Policy.

18. Conduct whilst on Special Leave

- 18.1 Any employee who is found to have falsely taken or claimed the leave provisions laid out in this policy may be liable to disciplinary action under the ICB's Disciplinary Policy.
- 18.2 If a concern is raised regarding suspicion of fraudulent activity, this will be referred to the Local Counter Fraud Team to establish the correct course of action. No discussions should take place at this stage with the employee about the allegation.

19. Equality and Diversity Statement

- 19.1 Nottingham and Nottinghamshire ICB pays due regard to the requirements of the Public Sector Equality Duty (PSED) of the Equality Act 2010 in policy development and implementation as a commissioner and provider of services as well as an employer.
- 19.2 The ICB is committed to ensuring that the way we provide services to the public and the experiences of our staff does not discriminate against any individuals or groups on the basis of their age, disability, gender identity (trans, non-binary), marriage or civil partnership status, pregnancy or maternity, race, religion or belief, gender or sexual orientation.
- 19.3 We are committed to ensuring that our activities also consider the disadvantages that some people in our diverse population experience when accessing health services. Such disadvantaged groups include people experiencing economic and social deprivation, carers, refugees and asylum seekers, people who are homeless, workers in stigmatised occupations, people who are geographically isolated, gypsies, roma and travellers.
- 19.4 As an employer, we are committed to promoting equality of opportunity in recruitment, training and career progression and to valuing and increasing diversity within our workforce.
- 19.5 To help ensure that these commitments are embedded in our day-to-day working practices, an Equality Impact Assessment has been completed for, and is attached to, this policy.

20. Communication, Monitoring and Review

- 20.1 The Leave Policy will be highlighted to new employees at staff induction and is stored on the ICB's HR/OD Intranet pages and by the ICB's HR&OD Team.
- 20.2 The Leave Policy will be reviewed periodically every three years (or earlier if changes in the law or any other circumstances require it) and will be approved by the Remuneration Committee.
- 20.3 Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR Lead.

21. Staff Training

- 21.1 Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR Team via email at nnicb-nn.hr@nhs.net

22. Interaction with other ICB Policies

- 22.1 This policy should be read in conjunction with the following ICB policies:
- Family Leave Policy
 - Flexible Working Policy
 - Grievance Policy
 - Disciplinary Policy
 - Equality, Diversity and Inclusion Policy.

Appendix A:

Annual Leave Guidance Note

The purpose of this document is to provide support to employees and line managers on the limits of annual leave.

The entitlement to paid annual leave and paid holiday provisions are stipulated in the NHS Terms and Conditions of Service [Handbook](#).

1. Reckonable Service

An employee's continuous previous service with a NHS employer will count as reckonable service in respect of annual leave. In addition, aggregated NHS service, i.e. any period of time that has been worked in the NHS, regardless of whether or not there has been a break in service, will count as reckonable service for annual leave, though the break will not count. No other service other than NHS service will contribute to annual leave entitlement.

The organisation will recognise as much previous NHS service as possible. The onus is on the individual to provide satisfactory documentary evidence of the period of employment to be recognised.

Providing false evidence will be dealt with under the organisation's Disciplinary Policy and a referral will be made to the Counter Fraud Specialist (CFS) for investigation which may result in criminal action.

Evidence must be verified before reckonable service can be confirmed.

2. Public Holidays

A Public Holiday is defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight.

All employees are entitled to the paid Public Holidays where they fall in the leave year. In the case of part time staff, this will be a proportionate number of Public Holiday hours based on their weekly contracted hours.

Employees working as a job share should be treated as part-time for the purposes for calculating holiday and Public Holiday entitlement.

Public holidays do accrue whilst on maternity/adoption leave. However, employees do not accrue Public Holidays whilst on sickness absence.

3. Full time employees

For full time employees, the annual leave allowance is as follows:

Length of service	Annual Leave
On appointment	27 days / 202.5 hours
After 5 years' service	29 days / 217.5 hours
After 10 years' service	33 days / 247.5 hours

The entitlement for public holidays will reflect the number of public holidays in that leave year i.e. will vary depending on when Easter falls. All full time employees are credited 7.5 hours a public holiday.

4. Part time employees

For part time employees, the annual leave allowance is pro-rata. To calculate your annual leave, please refer to the annual leave calculator on the ICB's Intranet site. You will need to know how many years' service you have.

Public holiday allowance is also pro rata. The calculation for this is as follows:

$$\frac{\text{contractual weekly hours}}{5} \times \text{number of public holidays} = \text{entitlement in hours}$$

This is in addition to your annual leave. When a public holiday falls on a normal working day, you will need to use your allowance and deduct the hours you would normally work from the amount. If a public holiday falls on your non-working day, no deduction needs to be made.

5. Changing your contractual hours

Where an employee changes their contracted hours, this will result in a re-calculation of their annual leave entitlement based on completed weeks on the new and the old contracted hours to give the full year entitlement.

6. Compressed hours

Where an employee is working compressed hours equivalent to full time hour for example a nine day fortnight their annual leave entitlement should be taken in hours and the amount deducted on any days leave should be equivalent of their normal working day. For example, where someone is working nine equal length days over a fortnight they would deduct 8.3 hours for any days annual leave taken and also for any public holiday which fell on a normal working day.

7. Recording annual leave

Annual leave is recorded via employee's self-service on ESR.

8. Accrual of annual leave

Annual leave during maternity/paternity/adoption leave is detailed in the Family Leave Policy.

Employees will accrue annual leave during paid and unpaid periods of maternity leave.

An employee may be encouraged to take any outstanding leave prior to maternity leave. However, if this is not possible, then this leave will carry forward and be added to that which is accrued over the maternity leave period.

Employees will accrue annual leave during sickness related absence based on their contractual annual leave entitlement, excluding public holidays.

If an employee's sickness absence spans two leave years, the maximum of accrued annual leave (excluding public holidays) that may be carried forward will be in accordance with the statutory entitlement up to a maximum of 4 weeks, where one week is equal to the employee's contractual hours.

9. Carrying over annual leave

The ICB's expect that within the annual leave year employees will be provided with the opportunity to take all their annual leave. Only in exceptional circumstances, employees can carry over up to a maximum of two (2) days into the following leave year. This is with approval from your line manager.

If an employee has returned to work from absence before the holiday year expires they must take any accrued leave before the end of the holiday year.

In the cases of employees on long term sickness absence and the accrual of statutory annual leave, please refer to your Sickness Absence Policy.

In the cases of employees on maternity/paternity/adoption/parental leave, please refer to the Family Leave policy.

For employees on term time only contracts there is no entitlement to carry over annual leave into the next leave year period.

10. Buying annual leave

The ICB's are committed to assisting its employees to achieve a healthy balance between their work and personal lives, in the best interest of both service delivery and the wellbeing of individuals.

To support this employees have the option to buy annual leave.

This builds on the existing provision for unpaid leave and career breaks, which are still available to employees.

The scheme allows employees to “buy” extra holiday entitlement of up to two weeks per annum and is designed to give employees extra flexibility to working lives.

Managers will consider the impact of any carry over of annual leave before agreeing the purchase of further annual leave.

Employees who would like to buy one or two weeks holiday will have their annual salary reduced by one week’s pay, and this deduction will be spread evenly across the remaining months of the annual leave year’s salaries. As deductions will be taken from the individual’s gross pay, tax and National Insurance will be slightly reduced, as they will be calculated based on the reduced salary. However, pension contributions will be deducted as if the normal salary has been paid which will ensure pension entitlements are unaffected.

Bought annual leave will be added to the employee’s normal annual leave entitlement and will be authorised in the same way as normal annual leave. There is no requirement that this additional annual leave will need to be taken as a block week.

If an employee who has opted into the scheme terminates their employment part way through the year the remaining payments will be deducted from their final salary payment. However, any untaken annual leave that is due upon termination will also be reimbursed.

Applications must be made on the ‘Buying Annual Leave’ application form which will be published on the staff intranet for each financial year. Both the employee and their line manager must sign the application form before being submitted to the HR team for processing. The form must be received by the 4th of the month in order for payments to start in same month. Failure to meet this deadline could result in payments being delayed and the monthly payments to be increased.

Where it is not possible to accommodate the request, a written response detailing the response detailing the reasons why the application has not been successful will be provided.

11. Entitlement on leaving

Employees who **have tendered their resignation from the ICB will be encouraged to take any remaining annual leave prior to their exit date.**

If an employee is unable to take any remaining annual leave due to operation requirements, the employee will be entitled to be paid for annual leave accrued from the start of the leave year until their leaving date less any annual leave already taken. Employees who are part time or who do compressed hours may also be paid

for any outstanding public holiday entitlement that is unused, where the public holidays have occurred.

Where total leave taken exceeds the earned total leave entitlement an appropriate deduction will be made from final monies.

If the final salary is not enough to cover monies owing, the employee will be required to pay these monies and will be invoiced by the ICB.

12. Death in Service

Where an employee dies in service, annual leave entitlement will be calculated as set out in section 11 – entitlement on leaving.

Where there are monies owing to the deceased for outstanding annual leave not taken, the monies will be payable to their estate.

Where the deceased has taken too much annual leave, the organisation will not seek to recoup this amount.

13. Annual leave for term time only contracts

Paid annual leave for employees on term time only contracts will be proportional to the established entitlements as set out above.

This is based on taking defined notional periods of annual leave within the school holidays and therefore captures both statutory holiday entitlement and public holiday entitlement based on their entitlement stipulated above.

Any variation of holidays outside the defined school closure must be agreed in advance with the employee's line manager and will be subject to service needs. If it is in addition to school holiday closures managers should contact HR to calculate the impact on salary.

14. Further advice

If you need any further advice, please contact the HR team.

Appendix B: Equality Impact Assessment

Date of assessment:	June 2022			
For the policy, and its implementation, please answer the questions against each of the protected characteristic and inclusion health groups:	Has the risk of any potential adverse impact on people in this protected characteristic group been identified, such as barriers to access or inequality of opportunity?	If yes, are there any mechanisms already in place to mitigate the adverse impacts identified?	Are there any remaining adverse impacts that need to be addressed? If so, please state any mitigating actions planned.	Are there any positive impacts identified for people within this protected characteristic group? If yes, please briefly describe.
Age¹	None identified	N/A	No	No
Disability²	Potential impact for individuals with a disability or underlying health condition where requirement to attend medical appointments is required.	Management and employee training on application of policy and sickness absence support. HR support.	No	No
Gender identity (trans, non-binary)³	None identified	N/A	No	No

¹ A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).

² A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

³ The process of transitioning from one gender to another.

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Marriage or civil partnership status⁴	None identified	N/A	No	No
Pregnancy or maternity⁵	None identified	N/A	No	No
Race⁶	None identified	N/A	No	No
Religion or belief⁷	Potential impact for individuals whose religion or belief may require absence to attend events, festivals or pilgrimages.	Management and employee training on application of policy. HR support.	No	No
Gender⁸	None identified	N/A	No	No

⁴ Marriage is a union between a man and a woman or between a same-sex couple.

Same-sex couples can also have their relationships legally recognised as 'civil partnerships'.

⁵ Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

⁶ Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

⁷ Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

⁸ A man or a woman.

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Sexual orientation⁹	None identified	N/A	No	No
Carers¹⁰	Potential impact for individuals who are a carer and are required to attend medical appointments to support the individual that they provide care for.	Management and employee training on application of policy and sickness absence support. HR support.	No	No

⁹ Whether a person's sexual attraction is towards their own sex, the opposite sex, to both sexes or none. <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

¹⁰ Individuals within the ICB which may have carer responsibilities.