

WILTSHIRE POLICE & POLICE AND CRIME COMMISSIONER



Leave Procedure and Other Authorised Absences

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PROCEDURE OVERVIEW

Annual leave is an entitlement awarded to Police officers and Police staff and OPCC staff under Police Regulations / their terms and conditions of appointment. The amount they are entitled to is dictated by those terms, however the means through which such leave is managed within Wiltshire Police and the OPCC is via this Procedure, which incorporates any relevant legislative requirements.

A period of annual leave is an approved period of absence from the workplace. This Procedure aims to provide a managed framework that allows staff to plan and take their leave whilst ensuring that operational efficiency is maintained. All staff have a personal responsibility to plan their leave throughout the leave year, to ensure that they take regular managed breaks from the workplace to maintain their health and wellbeing and to avoid the risk of losing untaken leave at the end of the leave year.

This procedure is intended to inform you of the various types of leave available to an individual.

This procedure refers to Police Staff, OPCC staff and Police Officers unless otherwise stated.

GLOSSARY OF TERMS

Term	Meaning
OPCC	Office of the Police and Crime Commissioner
GRS	Global Rostering System
PSC	People Service Centre
PCC	Police & Crime Commissioner
RMU	Resource Management Unit

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

[Maternity and Adoption Leave](#)

[Parental Leave](#)

[Attendance Management Procedure](#)

[Support for Learning and Development Procedure](#)

AUTHORISED PROFESSIONAL PRACTICE

None applicable.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING and REVIEW

Monitoring the effectiveness of the procedure will be undertaken in conjunction with the People Services Centre to establish the type of queries that arise. The procedure will be reviewed by People Services.

WHO TO CONTACT ABOUT THIS PROCEDURE

HR are responsible for this procedure. All queries should be via the People Services Centre.

ANNUAL LEAVE ENTITLEMENT

The annual leave period runs from 1 April each year to the 31 March of the following year.

Due to varying working patterns, ease of calculation and to maintain a fair and consistent application, all leave entitlements will be calculated in hours, rounded up to the nearest minute.

POLICE STAFF AND OPCC STAFF

Annual leave entitlement increases with continuous service as below:

Length of Service	Leave Entitlement
On appointment	185 hrs (25 days)
Completion of 5 years continuous service	222 hrs (30 days)
Completion of 20 years continuous service	237 hrs (32 days)

Where your continuous service reaches one of the above milestones part way through the year, the increase in leave entitlement will be calculated pro rata for that year.

POLICE OFFICERS

Every member of the police force holding a rank below that of superintendent shall be granted leave in each leave year as detailed below:

Length of Service	Leave Entitlement
Less than 2 years' service	176 hrs (22 days)
2 or more years' continuous service	200 hrs (25 days)
10 or more years' continuous service	216 hrs (27 days)
15 or more years' continuous service	224 hrs (28 days)
20 or more years' continuous service	240 hrs (30 days)

Every member of the police force of or above the rank of superintendent shall be granted each leave year the following period of annual leave:

	Leave Entitlement
Superintendent	248 hrs (31 days)
Higher than that of Superintendent who has not completed 10 years' relevant service	336 hrs (42 days)
In any other case	384 hrs (48 days)

PRINCIPLES

- The Global Rostering System (GRS) will be the authoritative data source for all leave. No other leave record will be recognised by the Force for leave purposes.
- The standard working day for police staff is **7 hours 24 minutes**. The standard working day for police officers is **8 hours**. The hourly leave total is allocated on that basis.
- Leave entitlements are calculated on a pro rata basis for part time staff and officers.
- On joining, annual leave entitlement for that current leave year will be calculated at a daily rate.
- Officers and staff have a personal responsibility to **plan** and **take** all their leave within the leave year in consultation with their line manager.

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- A 2 week period will include any ROSTERED rest days at the start, during or at the end of the annual leave.

Officers and Staff should be aware that some requests for leave may not be approved, either for operational / organisational reasons or to ensure fairness in the allocation process. For periods of known high demand for annual leave (i.e. school holidays/Xmas and New year) as well as times of known high levels of operational demand (e.g. Solstice/WOMAD/RIAT etc.) consultation may need to be carried out with the RMU/Line managers to facilitate granting of annual leave. In particular consideration will be to previous leave allocations to ensure fairness (i.e. school holidays/Xmas/New Year etc.)

It will not be considered fair or reasonable for an individual to expect to routinely pre-book annual leave more than 12 months in advance on the assumption that it will be approved year on year. All requests for leave should be approved by the first line manager / RMU (as appropriate to each Departmental procedure), to ensure that wider resourcing issues have been considered.

When on leave, individuals are paid at the basic rate for their job plus any regular allowances normally paid unless specified otherwise.

Senior staff and officers should consider the wider management team when submitting leave requests, to ensure Force resilience, especially in terms of command.

When an individual is due to commence a period of annual leave of one week or more (7 days when combined with Rest Days, subject to the exigencies of duty) their tour of duty for the last working day should not normally finish after 1800 hours, this should be requested via staff's line manager.

REQUESTING ANNUAL LEAVE

All staff have a personal responsibility to plan their leave throughout the leave year, to ensure that they take regular managed breaks from the workplace to maintain their health and wellbeing and to avoid the risk of losing untaken leave at the end of the leave year.

An annual leave record will be maintained for every person within GRS. All applications for leave must be made via GRS. No other leave record is recognised by the Force for leave purposes.

Managers are responsible for planning their resources to ensure that the required number of people are on duty at any one time. Leave requests will be considered on the basis of balancing local operational demands whilst trying to accommodate individual preferences. Wherever possible managers will try to accommodate leave requests looking at capacity within their wider team. It is a legal requirement for staff to be able to take their annual leave within the leave year, therefore requests for annual leave should normally take priority over any requests for Specials Leave, Sports Leave or Volunteer / Community Leave being made at the same time.

Individuals must obtain management approval for annual leave prior to making firm holiday / financial commitments as approval is not guaranteed.

The maximum period of absence from work that will normally be approved is two working weeks plus any **rostered** rest days at the start and finish.

In special cases where a longer period is sought (e.g. extended period of travel) or for time critical events (e.g. a wedding or honeymoon), applications should be made well in advance, to the Departmental Head.

All requests for leave should be approved by the first line manager / Resource Management Unit (as appropriate to each departmental procedure), to ensure that wider resourcing issues have been considered.

CARRY OVER / BRING FORWARD OF ANNUAL LEAVE

The management of annual leave is an individual's responsibility and the expectation will be that individuals will book their annual leave entitlement in the leave year.

GRS will allow the carry over into the following leave year the maximum of one weeks contracted hours for an individual if there is leave unused from the preceding leave year.

Any unused leave above this figure **will be lost unless** special circumstances detailed below apply.

Such reasons may include extended sickness, maternity leave or exceptional operational demand and previous leave requests having been declined due to the exigencies of duty. Anything over a contracted working week would need to be exceptional circumstances with SMT approval.

During extended periods of long term sickness an employee is still entitled to take leave. For example, if they: are not physically able to work, but physically able to take a holiday, or have a mental health condition that might be helped by a holiday. First line managers should be aware of excessive amounts of leave being carried over at the end of the year, and may request the individual to book leave to reduce the risk of losing it.

When an individual applies for annual leave and it is declined then this is recorded on their leave record within GRS along with the reasons why, for audit purposes.

Bringing Forward

During the last month of their individual Annual Leave year, staff may be allowed to bring forward leave from their next leave year, up to a maximum of the equivalent of their contracted working week in hours. There will then be a corresponding reduction in the amount of leave available to them for that following leave year.

Emergency/Unforeseen Situations

It is recognised that some staff have traditionally kept a pool of un-booked annual leave for "just in case" moments. The Force accepts that there may be occasions when due to unforeseen situations a member of staff may require to be absent from work and in order to cater for this, managers have the abilities to authorise additional paid leave such as 'Dependants Leave' or 'Compassionate leave'.

SICKNESS DURING ANNUAL LEAVE / PUBLIC HOLIDAYS

Where sickness interrupts a period of annual leave an individual may seek to reclaim the relevant time upon presentation of a fit note (the replacement for the medical certificate). This applies to the hours of annual leave covered by the doctor's certificate, the cost of any fit note rests with the individual.

Individuals cannot claim bank / public holiday enhancements if they were unable to work their rostered shift due to sickness. Similarly where an individual becomes sick on a free day or a rest day, they will not have days reallocated to them.

ACCRUAL OF ANNUAL PERIODS OF ABSENCE

Annual leave will continue to accrue during periods of sickness absence and maternity leave.

ANNUAL LEAVE WHEN LEAVING

If an individual leaves part way through the leave year, they will be entitled to receive payment for the annual leave accrued for that leave year, calculated on a daily basis.

If they have taken more leave than they have accrued, this will be deducted from their final salary.

BANK / PUBLIC HOLIDAYS

There are **normally** 8 Bank and Public Holidays recognised per year:

- Good Friday
- Easter Monday
- May Day Holiday
- Spring Bank Holiday
- Late Summer Bank Holiday
- Christmas Day
- Boxing Day
- New Year's Day

To ensure consistency of practice across the organisation, all officers and staff will have their bank and public holiday entitlement calculated in hours. As a general principle, a bank or public holiday is worth 8 hours to a full time officer, 7 hours and 24 minutes to a full time staff member, and pro rata for part time staff.

GRS will automatically calculate the relevant amounts for each year, based upon an individual's contracted weekly hours, including any adjustments required under Police Regulations where applicable. See [Appendix A](#).

Police Officers now have the option to nominate alternative days as their statutory Public Holidays (except 25th December). Please refer to the separate substitution procedure for further details.

RECALL TO DUTY FROM ANNUAL LEAVE – POLICE OFFICERS

Recalled to duty	Compensation days	Or:	Period
Recalled for 1 or 2 days	Additional 16 hours (2 days) annual leave	8 hours annual leave (1 day) and 8 hours (1 day) pay at double time	In lieu of each day that you were recalled
Recalled for 3 days or more	Additional 16 hours (2 days) annual leave	8 hours annual leave (1 day) and 8 hours (1 day) pay at double time	In lieu of each day that you were recalled for the first two days
AND:	12 hours annual leave	8 hours annual leave (1 day) and 4 hours (1/2 day) pay at double time	In lieu of each day recalled thereafter

The above applies to a period of absence from duty of 3 or more days, where at least one of those days is a day of annual leave and other days, if not days of annual leave, are rostered rest days, days taken off in lieu of overtime, public holidays, free days (or days taken off in lieu thereof) or monthly leave days, or any combination thereof. It also applies in the case of a member of a police force who is required to work on a day scheduled to fall in a period of absence from duty as it applies in the case of a member who is recalled to duty from such a period.

NB: there is no comparable facility to recall police staff to duty. In the event of there being such a requirement, it would be dependent upon the agreement of the individual in question and recompense should be on the same basis as above.

COMPASSIONATE LEAVE

Compassionate leave is time off from work when urgent and compelling situations arise such as the death or serious sickness of an immediate relative, guardian or partner of a member of Wiltshire Police. Wiltshire Police have enhanced this entitlement by providing full pay for a reasonable period of time off.

Heads of Departments are authorised, after consultation with RMU, to grant paid compassionate leave on occasions of serious illness or the death of an immediate relative, guardian or partner of a member of Wiltshire Police / OPCC. Such leave will not exceed a total of five days in any one year unless considerable travelling is involved (e.g. having to travel abroad).

Applications for longer periods of compassionate leave in excess of a week, or in particular circumstances where longer term flexibility or changes to contractual hours may be required, will be considered by the Head of Department and RMU.

Individuals or managers must advise RMU of all compassionate leave in order that the abstraction can be recorded on GRS.

In order to ensure a fair and consistent application of paid compassionate leave, RMU management will have the autonomy for final decisions.

DEPENDANTS LEAVE

Dependants leave is an entitlement to take a reasonable amount of unpaid time off work to deal with unexpected events or emergencies and to make necessary longer term arrangements. The emergency must involve a person who is dependent upon the member of staff.

Wiltshire Police / OPCC have enhanced this entitlement by providing full pay for a reasonable period of time off.

Wiltshire Police / OPCC offer all individuals, regardless of length of service, the right to take a reasonable amount of time off work to deal with certain unexpected emergencies concerning a dependant and to make any necessary longer term arrangements.

There is no qualifying period for Dependants Leave. This leave is for you:

1. If a dependant falls ill, or has been injured or assaulted

The illness or injury need not necessarily be serious or life threatening, and may be mental or physical.

2. To make longer term care arrangement for a dependant who is ill or injured

Where a dependant needs to be cared for because of an illness or injury, you can take time off work to make longer term care arrangements.

3. To deal with the death of a dependant

When a dependant dies, you can take time off to make funeral arrangements as well as to attend the funeral.

4. To deal with an unexpected disruption or breakdown of care arrangements for a dependant

Time off can be taken where the normal carer of the dependant is unexpectedly absent; for example, a childminder or nurse may fail to turn up as arranged, or the nursery or nursing home may close unexpectedly.

5. To deal with an unexpected incident involving a child during school hours

You can take time off to deal with a serious incident involving your child during school hours. For example, if your child has been involved in a fight, is distressed, has been injured on a school trip or is being suspended from school.

6. When a dependant is having a baby

Where necessary, you can take time off to assist a dependant when she is having a baby. This does not include taking time off after the birth to care for the child. You may be able to take paternity leave for this purpose.

A dependant is a person who reasonably relies on you and can be defined as:

- Your spouse/partner
- Your child
- Your parent or guardian
- a person living in your household as part of your family but is not a tenant lodger, boarder or live-in employee
- a person who reasonably relies on you for assistance
- a person who reasonably relies on you to make arrangements for the provision of care in the event of illness or injury.

You are entitled to take a reasonable amount of time off to deal with the circumstances that you face. Legislation/regulations do not specify the amount of time off which is reasonable, since this will vary according to the circumstances of the emergency. In most cases one or two days leave should be sufficient to deal with the problem. For example, if your child falls ill with chicken pox, the leave should be enough to help you cope with the crisis – to deal with the immediate care of your child, visiting the doctor and to make longer term care arrangements. The right to time off does not enable you to take two weeks off to look after your child yourself. You would need to agree any extended absence with your manager, utilising leave in the normal way.

The right is for generally unforeseen short term difficulties. If you know in advance that you are going to need time off, you should request leave in the normal way.

You have an obligation to inform your line manager of the reason for the absence and its likely duration as soon as reasonably practical. The Line Manager must notify RMU for the approved leave to be recorded on GRS.

You are not entitled to take unlimited amounts of time off. The RMU will monitor the number and lengths of previous absences. This leave is there to support you when you need to deal with genuine unforeseen circumstances.

NB: Managers must ensure that Payroll are informed of any periods of agreed unpaid dependants leave.

JURY SERVICE

When an individual is notified that they have been chosen for jury service, they must inform their line manager as soon as possible with the dates they are expected to attend court.

The court will send them a 'Certificate of Loss of Earnings' form which needs to be sent to payroll for completion. Payroll will calculate the net pay per day. There is a maximum daily amount that can be claimed. If an individual's actual daily amount exceeds the maximum, payroll will show the maximum amount limit. This should be presented to the court upon attendance.

Following court attendance, they will receive a remittance advice letter from the court. This details the loss of earnings they have incurred and what has been paid directly to them in their bank account. Individuals should send a copy of this remittance to payroll, who will deduct this amount from their next salary.

During jury service, officers and staff must keep their manager informed of any end dates or extensions. Where attendance at court is not required, they will be expected to return to work.

When on jury service, pensionable benefits will continue to accrue as normal.

Individuals must advise their local RMU so the abstraction can be recorded on GRS.

MEDICAL APPOINTMENTS

Routine Medical / Dental / Ophthalmic Appointments

Officers and Staff should endeavour to make routine doctors, dental, ophthalmic etc. appointments on non-duty days or try to ensure that the time away from work is kept to a minimum. Where the appointment can only be achieved in working time these absences should not be recorded as sick leave and the time should be made up.

Non-Routine / Specialist Appointments of less than one day

For specialist & hospital appointments of less than one day, paid time off will be given to individuals for identification/diagnosis and preventative screening processes. Staff are expected to minimise their time away from duty and Line Managers may request sight of a letter or appointment card pertaining to the absence.

Non - Routine / Specialist / Hospital Appointments of one day or more

For non-routine hospital appointments that are likely to last a day or more, the time should be recorded as sick leave, as the individual is unavailable for duty due to reasons related to their health. However, the line manager should identify the sickness absence appropriately within the sickness absence system, i.e. if the absence is attributable to treatment related to a disability or on-going health issue.

Line managers may request sight of a letter or appointment card from their staff member pertaining to this occasion of sickness absence. If the staff member or line manager believe that similar absences may be necessary for the staff member to undergo further on-going treatment, advice from the People Services Centre should be sought to ensure consistency and fair treatment.

Subject to the exigencies of duty, wherever possible staff requiring such non-routine appointments should have a reasonable period between the conclusion of a tour of duty and the appointment time (i.e. unless there are exceptional circumstances they should not work a night shift prior to going direct to such an appointment)

RESERVED ARMED FORCES

Members of the reserved armed forces may use their paid annual leave entitlement to carry out their duties, provided they comply with the provisions relating to paid annual leave. Members are expected to use their annual leave before applying for further time off.

Further time off relating to membership of the reserved armed forces will only be granted at the absolute discretion of the Force and there is not statutory entitlement to be paid for this leave.

Individuals must advise RMU in order that the abstraction can be recorded on GRS.

OTHER LEAVE

UNPAID LEAVE

Unpaid leave may be taken at the discretion of the Head of Department and in consultation with RMU, up to a maximum of 20 working days (160 hours) for an officer and 20 working days (148 hours) for a member of police staff (pro-rated for part-time) in any one leave year.

It will normally only be authorised when the individual has exhausted their paid leave entitlement.

Individuals must advise RMU in order that the abstraction can be recorded on GRS. Payroll must also be notified so that appropriate adjustments to pay can be made.

Please be aware that taking Unpaid Leave will impact your pensionable service. Any period of unpaid leave will not count towards your pension. For further information please contact the Payroll Helpdesk.

REMOVAL LEAVE

Where a member of staff is “required” to relocate as a ‘paid move’, either on initial appointment or whilst serving in the force, three days removal leave will be granted, exclusive of rest days. Removal leave is not available to staff who personally decide to move house.

RELEASE FOR POLICE SPECIAL DUTIES

Wiltshire Police aim to support individuals who are Special Constables. The force will allow 10 days per year for full-time staff, pro-rata for part time staff, for training and operational exigencies associated with being a special constable.

Applications should be made to an employee’s line manager for approval. Employees must provide at least 14 days’ notice of the time off requested. The force appreciates that operational emergency requirements are not always planned in advance, but in most circumstances adequate notice will be given.

Any abuse of the right to take time off for these duties may result in disciplinary action being taken under the disciplinary procedures for police staff.

Individuals must advise RMU in order that the abstraction can be recorded on GRS.

RELEASE FOR SPORT EVENTS

Participation in sport has huge benefits for physical and mental wellbeing and are an opportunity for staff to represent the Force with pride and meet colleagues from other Forces across the country.

Line Managers may authorise paid time off to a member of staff who is representing Wiltshire Police at a sporting event up to a maximum of two days, or equivalent contracted hours, per leave year.

Duties will not be changed to facilitate on-duty attendance and time off will not be granted if any overtime payments to other staff are reasonably foreseeable as a consequence.

Time off for sport, whether paid or unpaid, will always be subject to the exigencies of the service and staff are expected to participate in their own time if this coincides with the day of the event. The options for shift changes or granting outstanding time off will be considered in the first instance, as with any other request for time off.

All sport leave abstractions from duty strength must be recorded on GRS by the RMU and will only be entered once approved by their line manager.

Please note: An injury received at any sport or game will not be regarded as an injury on duty unless the sporting activity is part of a training programme or otherwise carried out in duty time under a specific order (e.g. PSU training).

RELEASE FOR COMMUNITY / VOLUNTEERING LEAVE

Wiltshire Police and the OPCC value the importance of volunteering, both to the community and to employees. Wiltshire Police and the OPCC are committed to actively supporting and promoting volunteering as an opportunity to contribute to the community, build and develop skills, knowledge, experience and resources, and add personal value to fulfilling activities.

Wiltshire residents, community groups and public, private and voluntary and faith organisations all play important roles to work collaboratively and make a positive difference to Wiltshire's communities. It is essential to recognise the value of these types of activities in reducing and preventing crime. Through community engagement and working together we will be able to build strong communities and use our collective resources and creativity to provide local solutions to local problems. To support this, Wiltshire Police and the OPCC promote volunteering and encourage employees to volunteer their help, time and support to make a difference to their local community. Volunteering provides a range of benefits for our employees. Employees can take a more active involvement with causes that they care about, whilst at the same time gaining experience and skills to help with their personal development. This can also help the Force raise its profile in the local community, and as a progressive employer. The main benefits include:

- Inspires employees to become more involved in their communities.
- Supports employee development in gaining new skills, knowledge and experiences.
- Provides opportunities to share skills, talents and creativity to support their local area and help build a stronger, more resilient community.
- Improves employee engagement.
- Employees take a lead in developing relationships and partnerships within the community.
- Sets a positive example to other organisations/business partners.
- Supports the health and wellbeing of the workforce.

Key principles

The volunteering activity will:

- Support the learning and development needs of the employee.

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- Support the sharing of skills, talents and creativity.
 - Support the Wiltshire Police Control Strategy Objectives or,
 - Support the Police and Crime Plan Priorities
 - Add value/benefit to the local community.
 - Be with a registered charity, recognised voluntary organisation, recognised community or youth group, or will be in response to a local crisis or need for local emergency aid.

Line Managers may authorise paid time off to a member of staff who is committed to volunteering in the community up to a maximum of two days, or equivalent contracted hours, per leave year.

Duties will not be changed to facilitate on-duty attendance and time off will not be granted if any overtime payments to other staff are reasonably foreseeable as a consequence.

Time off for volunteering, whether paid or unpaid, will always be subject to the exigencies of the service and staff are expected to participate in their own time if this coincides with the day of the event. The options for shift changes or granting outstanding time off will be considered in the first instance, as with any other request for time off.

All volunteer leave abstractions from duty strength must be recorded on GRS by the RMU and will only be entered once approved by their line manager.

Appendix A

Bank Holiday allocation is one fifth (20%) of weekly contracted hours multiplied by the number of Bank Holidays in that particular year.

Full time working 40 hours per week = 8 (20%) x 8 (example no. of BH's) = 64 hours.

Part time working 25 hours per week = 5 (20%) x 8 (example no. of BH's) = 40 hours.

	Total number of hours allocated	PH falls on a working day?	PH falls on a Rest Day?	PH falls on a free day (part time only)	
Police Officer (full time)	8 hours multiplied by the no. of PH's in the year.	Officer is initially 'stood down' and full hours of shift deducted from PH account.	Rest Day is re-allocated and value of re-allocated RD is deducted from PH account	Hours remain in PH account for officer to choose when to use (subject to staffing)	
Police Officer (part time)	20% of contacted hours multiplied by the no. of PH's in the year. e.g. 20 hour contract = 4 hours. Length of shift worked is irrelevant.				
Police Staff (full time)	7.4 hours multiplied by no. of PH's in the year.	Staff member is initially 'stood down' and full hours of shift deducted from PH account	Rest Day is not re-allocated. Hours remain in PH account for	Hours remain in PH account for staff member to choose when to use (subject to	

Police Staff (part time)	20% of weekly contracted hrs x no. of PH's in the year		staff member to choose when to use (subject to staffing)	staffing)	
Additional Information		Officer/staff member may still be required to work and shown back on duty. If so enhanced payments can be claimed. Can be stood down later		This may not be enough hours to take off a whole day if the usual working day is greater than 20% of contracted hrs	

DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: Human Resources
Procedure Owner/Author: Head of People Strategy & Policy
Technical Author: Helen MILNE-DAY
Senior Officer/Manager Sponsor: Director of People and Change.

Revision History:

Revision Date	Version	Summary of Changes
15/11/22	5.0	Updated to include OPCC Police Staff and OPCC Staff leave allowances updated to reflect recent increase and clarity provided around pro rata increases at key milestones. (P5) Clarity provided regarding order of priority for authorisation of leave requests (P6) Paragraph added regarding the carrying over of leave during long term sickness. Clarity provided to their entitlement to take leave when off work. (P7)

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
HR Business Partner, Policy and Strategy	17.11.2022	5.0
Continuous Improvement Team	23.11.2022	2.0
JNCC	23.11.2022	2.0

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		

Equality Impact Assessment:

Has the Equality Impact been assessed? If yes: Is there a high or low risk of impact on any of the protected characteristics? If 'high' a full EIA is required. Has a full EIA been completed? Please indicate the date by which it was completed.	High ☐ Low ☒ Yes ☐ No ☒ Date:
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Consultation:

List below who you have consulted with on this procedure (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
UNISON / Federation / Supts Association / WEPA	12/07/2022	5.0

Implications of the Procedure:

Training Requirements

No additional training required

IT Infrastructure

No additional IT infrastructure required