

## Time off for public duties policy

### 1. Introduction

As an employee you have the right to time off work for certain public duties and services.

### 2. Main policy areas

Where an employee holds a public office or public position, it is Redditch Borough Council's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for the hours they are out of the business.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties, RBC has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of his/her annual leave/flexi for this purpose.

Employees should provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible, and recorded on a special leave form.

Time off for public duties will be paid, at his/her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the public duties performed, which the employee must declare.

The provision covers members of the following public bodies:

- a magistrate, sometimes known as a justice of the peace
- a local councillor
- a school governor
- a member of a policy authority
- a member of any statutory tribunal (eg an Employment Tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a school council or board in Scotland
- a member of the General Teaching Councils for England and Wales

- a 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
- a member of Scottish Water or a Water Customer Consultation Panel

### **Leave for jury service**

An officer receiving a summons to serve on a jury must report the fact to his/her Head of Service, who shall grant leave of absence unless exemption is secured. Officers serving as jurors shall claim the allowance for loss of earnings to which they are entitled under the Jurors' Allowances Regulations currently in force. The employing Authority shall then deduct from the officer's full pay an amount equal to the allowance received.

### **Leave for Whitley or Public Bodies**

In appropriate cases paid leave of absence (i) to officers attending meetings concerned with National or Provincial Council affairs or (ii) to enable officers to undertake duties consequent upon membership of public bodies.

### **Leave for Members**

In accordance with Section 10 of the Local Government and Housing Act 1989, employees are entitled to a maximum of 208 hours paid leave of absence in any one financial year, for the purpose of performing duties as a Member of a relevant Council.

The employee should complete a Special Leave Application form and submit it to the Line Manager for approval.

**FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.**

**NOTE:** RBC reserve the right to vary the content of this document with consultation where appropriate.