



Huddersfield New College Further Education Corporation

Leave of Absence and Flexible Working Policy

1.0 Policy Statement

- 1.1 Huddersfield New College recognises that staff will, from time to time, require time off from employment for a variety of reasons and in this respect have developed this Leave of Absence and Flexible Working Policy, in consultation with the College's Professional Association representatives, to ensure that the staff at Huddersfield New College are aware of leave (either paid or unpaid), which will be granted in each instance. (Please refer to appendix 1).
- 1.2 Huddersfield New College recognises and strongly believes it is important to support members of staff who are carers, parents, including adoptive parents in the early years of their children's lives and provides both paid and unpaid leave in this respect. (Please refer to Appendix 1; further advice on maternity/paternity/adoption leave and pay can be obtained from the Human Resources department).

2.0 Principles – Leave of Absence

- 2.1 Apart from leave which is linked to employment legislation, leave of absence, with or without pay, is not an automatic contractual entitlement and is granted solely at the discretion of the College.
- 2.2 Leave of absence applications will be approved by the relevant line manager and the Principal. Any discretionary payments made will be determined by the Principal.
- 2.3 All applications for leave of absence will be considered sympathetically in light of individual circumstances.
- 2.4 Leave of absence will not be granted in circumstances where it is considered reasonable for an employee to fulfil their responsibilities in their own time. For example, doctor and dentist appointments should be scheduled, as far as possible, outside of normal working hours.
- 2.5 Line managers or the Principal can decline leave requests but when doing so must provide a clear operational reason for their decision. Once a leave request has been approved it cannot subsequently be overturned without the agreement of the employee.
- 2.6 Employees should not be discouraged from applying for leave of absence, without pay, in circumstances where paid leave is not granted.
- 2.7 Applications for leave of absence will be dealt with equitably, in accordance with the College's commitment to equality for all.
- 2.8 Leave of absence is not intended to cover long-term domestic and family needs.
- 2.9 Applications for leave of absence may be for full or part days (except Parental Leave for which separate provisions apply) but employees must make a request for leave, in advance whenever possible, through the online Human Resources system and for each episode of absence. It is recognised, particularly in emergency situations, that advance notice will not always be practicable or possible. In such circumstances the leave of absence request must be made retrospectively to ensure staffing and leave records are accurate.

- 2.10 In an emergency situation, where prior approval for leave of absence has not been sought, the College's absence reporting procedure will apply. Any absence from work must be communicated to a member of the Human Resources team by 8:30am on the first day of absence. Any failure to comply with the reporting procedure may result in loss of pay.
- 2.11 In circumstances when leave of absence is granted without pay, a deduction from salary will be made as appropriate, taking into account the duration of the period of leave requested.
- 2.12 On occasion and at the Principal's discretion, an employee whose leave request has been approved without pay may be afforded the opportunity to make up some or all of the time missed, in order to minimise any loss of pay. Such arrangements for making up time must be discussed and agreed with the Assistant Principal – Corporate Services.

3.0 Requests for Flexible Working

- 3.1 In accordance with the Employment Rights Act 1996 every employee has the statutory right to ask to work flexibly once they have 26 weeks' employment service.
- 3.2 An employee can only make a statutory request to work flexibly once in any 12 month period.
- 3.3 A request from an employee under the Employment Rights Act 1996 and regulations made under it must be in writing and must include the following information:
- The date of their application, the change to working conditions they are seeking and from what date they would like the change to come into effect, if the request is approved.
 - What effect, if any, the employee thinks the requested change would have on their department / area of work and how, in their opinion, any such effect might be managed and mitigated.
 - A statement that this is a statutory request and if and when they have made a previous application for flexible working (as applicable).

A Flexible Working application form is appended to this policy (see Appendix 2). Completed forms must be returned to the Assistant Principal – Corporate Services¹.

4.0 Responding to Flexible Working Requests

- 4.1 Requests for flexible working will be given all due consideration. A meeting to discuss a request will be scheduled as soon as possible after the request has been received. It is anticipated that in the majority of cases a meeting to discuss the request will be scheduled within four weeks of it being received. It is likely that the employee's line manager and a member of the Senior Leadership Team will be present at such meetings, alongside the employee and his/her chosen representative as applicable (see point 4.3).
- 4.2 If the College intends to approve the request a meeting may not be needed.
- 4.3 Employees have the right to be accompanied at a meeting to discuss a flexible working request, and any appeal meeting. The companion must be a workplace colleague or trade union representative.
- 4.4 The purpose of a meeting is to discuss with the employee their request for flexible working, in order to fully ascertain the nature of the change(s) to their current work pattern and how they might be accommodated.

¹ Job titles and post holders may be subject to change from time to time.

- 4.5 The managers considering the request will take into account the benefits of the requested change(s) in working conditions for the employee in relation to the College's business needs, and any adverse business impact of implementing the change(s).
- 4.6 The College is mindful of its duties in accordance with the Equality Act 2010 and in considering flexible working requests will not discriminate against the employee making a request.
- 4.7 A decision on the outcome of a meeting to discuss a flexible working request will usually be communicated in writing within five working days of the meeting taking place.
- 4.8 If a request is approved, the written confirmation will set out the new terms of the employment contract and the date from which any change(s) will be implemented. All contractual changes arising from an agreed flexible working request will be permanent unless otherwise stated. The employee will be required to sign a variation to contract letter to confirm their agreement to the new terms.
- 4.9 If a flexible working request is rejected, it must be for one of the following business reasons as set out in the legislation:
- The burden of additional costs;
 - An inability to reorganise work amongst existing staff;
 - An inability to recruit additional staff;
 - A detrimental impact on quality;
 - A detrimental impact on performance;
 - Detrimental effect on ability to meet customer demand;
 - Insufficient work for the periods the employee proposes to work; and,
 - Planned structural change to the business.

The employee will be notified in writing of the reason for his/her request being rejected, and this will usually be communicated within five working days of the meeting taking place.

- 4.10 If a flexible working request is rejected the employee has the right to appeal the decision. An appeal must be registered in writing within ten working days of the letter confirming the decision and reason(s) for the request being rejected (see point 4.9 above).
- 4.11 An appeal meeting will be scheduled at the earliest opportunity. The law requires that all flexible working requests, including any appeals, must be considered and decided on within a period of three months from the request being received, unless this period is extended through agreement with the employee.
- 4.12 If the College arranges a meeting to discuss a flexible working application, including any appeal, and the employee fails to attend both this and a rearranged meeting without a good reason, the College will consider the flexible working request to be withdrawn. The employee will be notified of this in writing at the appropriate time.

5.0 Types of Flexible Working

5.1 Sabbatical Leave

Sabbaticals are usually used for periods of full-time study, although they may also be available for periods of travel or Voluntary Services Overseas. Members of staff have no contractual entitlement to periods of sabbatical leave. Members of staff must have completed 26 weeks service before making an application.

Huddersfield New College will judge applications for sabbatical leave against the following criteria:

- (a) How, if at all, will the sabbatical contribute to the member of staff's professional development?
- (b) Will the sabbatical enable the members of staff to make an enhanced contribution to the College on their return?
- (c) Does the employee's past commitment and contribution to the College merit a sabbatical being granted?
- (d) Is the College confident that it can find a satisfactory and cost effective replacement for the member of staff wishing to take the leave?
- (e) If teaching staff, how many teaching groups will lose teacher continuity because of the sabbatical? Will there be any other identifiable adverse effect on students?
- (f) If the member of staff has additional departmental or cross-college responsibilities, is it clear that there is a satisfactory, internal, temporary replacement?
- (g) Are there any reasons why the proposed time for the sabbatical is especially convenient or inconvenient to the College?
- (h) Any other criteria, which, in the view of the College, are relevant to the individual application?

5.2 Applications for sabbatical leave should be made in writing to the Principal and should be submitted, where possible, at least 6 months in advance of the proposed start date of the leave. They should address points (a), (b), and (c). Other criteria will be addressed by the College independently.

5.4 Each application will be judged on its own merits and the Senior Leadership Team will decide each case.

5.5 The Assistant Principal – Corporate Services will notify the applicant of the Principal's decision and the reasons for the decision. The decision will be final.

5.6 The terms of any sabbatical that is granted will be set by the College and will include an agreed date of return.

5.7 Sabbatical leave will be without pay.

5.8 **Requests for a reduction in hours (i.e. a part-time contract – Teaching and Support Staff)**

Requests for part-time contracts should be submitted to the Assistant Principal – Corporate Services as far in advance of the desired start date as possible, but no later than **the last day of February² in any year** for implementation at the start of the following academic year (the academic year runs from 1st September to 31st August), in order that any recruitment necessary to accommodate the request can be put in place.

5.9 **Requests to reduce from a full year to a reduced year contract (Support Staff only)**

Requests to reduce the number of contracted working weeks should be submitted to the Assistant Principal – Corporate Services as far in advance of the desired start date as possible.

² Requests for a reduction in hours made during a period of Maternity Leave, paternity leave or shared parental leave will have different timescales.

5.10 Support Staff

Requests for part-time support staff contracts will be considered in terms of the current and expected workload of the department and the scope for recruiting additional hours where necessary.

In general, factors to be considered will include:

- Workload in the department. If the request can be accommodated within the existing total hours, it is likely to be agreed.
- Potential for recruitment. Where agreeing the request would leave a number of hours that could reasonably constitute a part-time vacancy and it is not deemed potentially detrimental to the College's business needs to do so, a part-time replacement for the reduction in hours will usually be sought. Agreement to part-time hours will then be subject to this recruitment process.
- Management responsibilities. Where a support staff manager requests part-time hours, the nature and extent of their management role will be considered. Unless a job share or some other form of restructure is deemed reasonable, such requests for part-time are unlikely to be agreed at less than 0.8FTE. In all cases, remuneration will be pro-rata of full-time in respect of the whole salary.

5.11 Teaching staff

Requests for part-time teaching contracts will be considered as part of the 'staffing calculations' process which takes place around Easter each year, involving Heads of Departments, Course Leaders and the relevant members of the Senior Leadership Team. Factors to be considered in determining the response to the request include:

- **Hours required in the department based on student numbers.** *Where there is the availability to accommodate the request without recourse to advert (i.e. within current staffing levels), then it is likely the request can be agreed.*
- **Impact on timetable structure.** *Where agreeing to a part-time contract would impact negatively on the College/team/department (e.g. leaving a small number of hours which would be difficult to fill through external advert or would lead to split groups when the department operates single teacher groups), then the impact of agreeing such a change will need serious consideration and the request for part-time may **not** be agreed (e.g. on the basis of 'an inability to reorganise work amongst existing staff').*
- **Management responsibilities.** *There will be certain parameters against which management responsibilities within part-time contracts will be judged. These centre around having a consistent approach to whether the responsibilities can be fulfilled on a part-time contract.*

Considerations include:

- Whether points are cross-college or departmental;
- How many staff/students are affected by the particular management role;
- The number of different responsibilities held. We would not anticipate a part-time member of staff holding more than two different management responsibilities due to time management constraints; and,
- The expectation that Heads of Department will chair their team/departmental meetings.

It may be that agreement to a request for part-time hours is subject to the relinquishing of one or more management responsibilities either because of the complexity of the role(s) or because of the practicality of relinquishing a small number of hours in moving to part-time. It should not, therefore, be assumed that classroom teaching will be the area where hours can be most readily lost, since the vast majority of teaching staff were appointed to the College as teachers first and foremost and the need to preserve high quality teaching must be balanced against requests for part-time contracts. Teachers with management responsibilities requesting part-time are generally expected to be at least 0.8FTE, although some discretion may be exercised in relation to individual circumstances and business needs.

6.0 Contracted hours and number of days worked

- 6.1 In determining the number of hours part-time teaching staff would generally work over particular numbers of days, the full-time teacher equivalent is used as a benchmark. Full-time = 23.5 hours. Thus a 18.8 hour contract would generally be possible over 4 days, since 18.8 hours out of 23.5 hours (full-time) = 0.8, hence 4 out of 5 days and so on.
- 6.2 There may be exceptions to this and it may not always be possible to restrict a set number of hours to a certain number of days because of other timetable constraints and bearing in mind the potential adverse impact on students and other members of staff. The contractual commitment, therefore, remains at the level of hours rather than days.
- 6.3 Within these guidelines, we will endeavour to meet individual requests for 'blocking' time etc. whenever it is possible, practical and equitable to do so (but they cannot be guaranteed).
- 6.4 A full-time member of support staff would generally be contracted to work 37 hours per week. Part-time hours will vary, depending on the nature of any request for flexible working, the work that the individual undertakes and any other relevant factors (e.g. existing staffing levels and coverage throughout the week).

7.0 Teaching staff and 'other' employment

- 7.1 The nationally agreed SFC terms and conditions detailed in the teaching staff handbook state: 'Teachers shall devote the whole of the time for which they are employed to the service of the College. If they wish to engage in any other business or take up any additional employment the Principal or delegated alternate should be informed. Such employment must not conflict with or react detrimentally to the College's business.'

This clause applies equally to all teaching staff, whether they are part-time or full-time.

8.0 Contractual Implications

- 8.1 A flexible working request, if agreed, will constitute a permanent change to the contract of employment (unless a temporary variation to contract is agreed) and the details of this will be communicated to the employee in writing. The employee will be required to sign their acceptance of the agreed terms, including any associated change to their remuneration (e.g. a reduction in hours will result in salary being paid on a pro rata basis).
- 8.2 Any remission awarded to members of teaching staff for the fulfilment of managerial or other commitments will be reviewed and will be reduced pro rata in accordance with any agreed reduction in contracted hours of work.
- 8.3 When agreeing requests for part-time hours, the contractual commitment will be to an agreed number of hours teaching/support per week, rather than a number of days worked. There remain certain obligations on all teaching staff, which form part of the directed time outside of contact time. These include:

- Attendance at parents' evenings;
- Attendance at departmental meetings;
- Attendance at open evenings, INSET days, Celebration Evening etc.

8.4 There are certain obligations that do not form part of the 1265 directed time hours applicable to those employed on terms and conditions for teaching staff, but to which all staff (part-time and full-time) are required contractually to devote sufficient time to fulfil their teaching responsibilities:

- Planning and preparation
- Marking, standardisation and moderation

9.0 General Points

9.1 Decisions regarding flexible working requests will be made on a case by case basis, taking into account the nature of the request and the College's business needs basis. Decisions made will not set a precedent for any subsequent requests. Decisions will be communicated to the applicant in writing by the Assistant Principal – Corporate Services and signed agreement to the new terms and conditions of employment will be required.

9.2 Contractual changes arising from agreement to a flexible working request will be permanent, unless there is a business need to accommodate a temporary contractual change in the first instance, or there are any other exceptional circumstances that would be better reflected in a temporary arrangement.

9.3 Where a part-time contract is requested in order to facilitate professional development e.g. completion of a course of study, it will generally be agreed that the change is fixed-term, linked to the period of time required.

9.4 Members of staff who have made a flexible working request may subsequently request a further change to their contract of employment (e.g. to revert to full-time or to some alternative part-time option), but such requests will be subject to the process outlined above and their agreement cannot be guaranteed. Employees may only make one flexible working request in any 12 month period.

9.5 This policy should be read in accordance with the following related documents:

Employee Health, Wellbeing and Absence Policy
 Maternity/Paternity/Adoption/Shared Parental Leave Guidance
 Contracts of Employment
 Equal Opportunities Policy

Version	Date	Author	Comments	Authorised	Provenance
1	December 2007	Aws	Bringing all flexible working policies together into one policy.	F&GP 23 June 2008	Local government recommendations. SFCF good practice.
2	December 2015	Zoe Shackleton	Policy review to reflect legislative changes		The Right to Request Flexible Working: an ACAS Guide 2015; good practice in the sector.

LEAVE OF ABSENCE/ PARENTAL FLEXIBLE WORKING

FOR REASONS OTHER THAN PERSONAL ILLNESS

	Reason for Absence	Maximum period during which leave may be granted per academic year	Whether with or without salary
SECTION A			
a.	Bereavement (including attendance at the funeral) of a member of staff's immediate family: father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law, partner, grandparents.	Up to 5 days leave.	With salary.
b.	Interview for another post, or for approved professional course.	As may be necessary.	With salary.
c.	Sitting for an approved examination, of benefit to the College and the individual.	Not more than 6 days per year for approved examinations.	With salary.
d.	Witness at court or jury service	As may be necessary.	With salary – staff to claim for loss of earnings and this amount to be reimbursed to the College.
e.	Attendance at meetings of Examiners connected with public examinations.	Not more than 5 days for examiners and 10 days for Chief Examiners.	With salary, staff to claim for expenses and this amount to be reimbursed to the College.
f.	Parliamentary agent or candidate.	Up to 15 days leave.	Without salary.
g.	Home removal.	One day.	With salary.
h.	Membership of TA or Special Constabulary.	Volunteer members of the TA or Special Constabulary are afforded employment protection in law if called up for service and the College will abide by all prevailing legislation with regard to this.	With salary.
i.	Visits to other educational establishments.	Up to 2 days.	With salary.
j.	Attendance at approved courses	As may be approved.	With salary.
k.	Official delegate attendance at annual conference of recognised national political parties.	As may be approved.	Without salary.

l.	Medical appointments.	<p>Medical appointments should, where possible, be made outside of individual normal College working hours. The College recognises that it is not always possible to do this and/or to avoid delays in treatment. In these circumstances, and where there is not a time off in lieu balance to use, paid time off will be allowed at the Principal's discretion subject to general levels of attendance being satisfactory.</p> <p>Appointments related to elective surgery, e.g. cosmetic surgery, are excluded from the above discretionary payment provisions.</p>	<p>With salary, at the Principal's discretion.</p> <p>Without salary.</p>
m.	Appointments related to a disclosed disability.	<p>Where colleagues have indicated that they have a disability, time off to attend essential pre-arranged medical appointments relating to their disability will be assessed and approved on a case by case basis. These may include but are not restricted to:</p> <ul style="list-style-type: none"> • hospital, doctors or complementary medicine practitioners appointments • hospital treatment as an outpatient • assessment for conditions such as dyslexia • hearing aid tests • training with guide dog or hearing dog • counselling or therapeutic treatment • recovery time after blood transfusion or dialysis treatment • physiotherapy <p>It is important that any employee who has a disability discloses this in confidence to a member of the Human Resources team at the earliest opportunity, in order for any reasonable adjustments to be made and individual needs to be met.</p>	With salary, at the Principal's discretion.

	Reason for Absence	Maximum period during which leave may be granted per academic year	Whether with or without salary
SECTION B – the total permitted amount of leave that may be granted in aggregate to any member of staff under this section shall be limited to <u>twelve working days</u> or <u>twenty four half days</u> in any period of twelve months.			
a.	Funerals other than member of staff's immediate family e.g. Brother-in-law, close friend.	One day maximum.	With salary.
b.	i. Weddings of the member of staff's immediate family. ii. Weddings of other than member of immediate family.	One day. One day or as may be approved.	With salary. Without salary.
c.	Urgent private or family business.	As may be reasonably approved.	Without salary.
d.	Attendance at a religious ceremony or observance of a religious festival which the member of staff is under a moral obligation to attend or observe by reason of his or her membership of, or office in, a Church or Religious Order.	Up to three days annually.	With salary.
e.	Transport failure.	As may be unavoidably necessary.	With salary.
f.	Severe weather e.g. snow.	As may be unavoidably necessary.	With salary.
g.	University graduation ceremony - self or member of immediate family receiving degree.	One day.	Without salary.
h.	Delegate of a Teachers' Association at conferences or meetings of Executive or other Committee or Association at National/Regional/Branch level.	Not more than one day in any month or in exceptional cases as may be approved.	With salary.
i.	To contest local government election.	One day.	With salary.
j.	To lecture on approved courses/provide consultancy. Where the member of staff concerned receives a fee for lecturing/consultancy when s/he is on leave of absence with pay, s/he will be required to reimburse the College at a rate commensurate with the cost of supply cover and can retain the balance of the fee, if any.	Up to 5 days leave.	With salary – staff to reimburse the cost of cover to the College.
k.	Illness of immediate family member: father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law, partner, grandparents.	Up to 5 days leave.	With salary.
l.	Time off for fertility treatment.	As may be necessary.	With salary.

	Reason for Absence	Maximum period during which leave may be granted per academic year	Whether with or without salary
SECTION C			
a.	Study Leave – approved examinations for the benefit of the College and the individual.	Up to 6 days per year for approved examinations.	With salary.
b.	Obligatory Open University Courses (Summer School).	As may be approved.	With salary.
c.	Sabbatical leave.	As may be approved.	Without salary.
d.	Fulfilment of Governor duties with another educational establishment.	As may be approved.	At the Principal's discretion.
e.	Fulfilment of Examiner duties.	As may be approved.	At the Principal's discretion.

	Reason for Absence	Maximum period during which leave may be granted per academic year	Whether with or without salary
SECTION D - the total permitted amount of leave that can normally be granted in aggregate to any member of staff in this section shall be limited to eighteen working days or thirty-six half days in any period of twelve months			
a.	Magisterial/Justice of the Peace duties.	As may be approved and providing such duties and activities are not detrimental to the business of the College.	With salary.
b.	Attendance at meetings as an elected member of a local authority.	As may be approved and providing such duties and activities are not detrimental to the business of the College.	With salary.
c.	Attendance at meetings following appointment or nomination on a Committee, Tribunal or Panel or other similar body.	As may be approved and providing such duties and activities are not detrimental to the business of the College.	With salary.
d.	Attendance at university, industrial, army and similar Boards or bodies.	As may be approved and providing such duties and activities are not detrimental to the business of the College.	With salary.

APPENDIX 2

Requests for part-time contracts

Right of Appeal

Any member of staff whose request for part-time is rejected or who feels the terms on which a part-time contract has been agreed are unfair, may appeal in writing within 10 working days of the decision to the Principal, whose decision at appeal is final.



EQUALITY IMPACT ASSESSMENT



INTRODUCTION

The purpose of carrying out an Equality Impact Assessment (EIA) is to provide the basis for creating equality objectives and performance indicators that will drive improvement and change in ensuring the College meets the needs of different groups of people with different protected characteristics, as defined in the Equality Act 2010.

What is an impact assessment?

An EIA is a systematic and thorough consideration of how every aspect of the College's functions (i.e. policies, procedures, practices and plans) is affecting, or is likely to affect different people. EIAs should be reviewed a part of a rolling programme and the Action Plan updated accordingly.

It is good practice to carry out EIAs, although they are no longer mandatory. When conducting EIAs must explicitly consider impact on students, staff and other key groups in terms of race, disability, gender (including gender identity), sexuality, age, and religion and belief, and publish the results. Consultation with customers and potential customers, external clients, staff and students will be part of the EIA procedure and will also link to the Self-Assessment Report (SAR) and strategic plan for the College. The involvement of different stakeholders will evidence our commitment to embedding equality and diversity within all our services and the curriculum. The EIAs will be led and monitored by the Senior Leader - Human Resources & Equality and Diversity.

What needs to be impact assessed?

The EIA process will encompass all policies, procedures, practices and plans. When and where these are identified, each will need an EIA or review as part of a rolling programme, to determine whether they have a differential impact in relation to equality.

Findings of EIAs

The findings of an EIA may provide a number of possible outcomes:

1. The EIA shows that employment practices or services have a different impact measured by one or more protected characteristic.
2. The EIA shows a different impact which is demonstrated to be adverse impact.
3. The EIA shows no differential impact in employment practices or service delivery.
4. There is insufficient evidence to judge whether there is differential impact.
5. The EIA indicates that there are needs that are not being met.

Can I assess my own policies, procedures, practices and plans?

EIAs will usually be completed by the owner of the policy, procedure, practice and plan in conjunction with another colleague who is familiar with the process of conducting EIAs. The nominated person should not be involved with the design, maintenance or enforcement of the policy, plan, practice or procedure. This is to ensure that the EIA process is objective and robust, as a neutral party is more likely to highlight elements that will lead to positive change.

Part One – The Impact Assessment

Date of last assessment (if applicable)	N/A
Date this assessment commenced	04/01/2016
Name of policy/procedure/practice/plan being assessed	Flexible Working Policy (including religious observance and other categories related to protected characteristics)
Name and job title of policy/procedure/practice/plan owner	Zoe Shackleton Assistant Principal
Name(s) of independent colleague(s) appointed to contribute to the assessment	Sonia Ross Assistant Principal
Is this a new or existing policy/procedure/practice/plan?	Updated policy approved by SLT and LJC.

INITIAL SCREENING

1. Please summarise the main aims of the policy/procedure/practice/plan. Include the intended benefits.	<p>The purpose of the policy is to provide a framework in which a variety of flexible working and/or leave requests may be considered, managed and accommodated wherever possible in accordance with relevant legislation and the College's own allowances for staff. The policy expressly refers to: leave of absence requests; parental leave; requests for part-time contracts, and requests for sabbaticals.</p> <p>The benefits of the policy include that there are clearly defined categories of leave requests, the time periods that may reasonably be accommodated and whether these will be with or without pay. In addition, the policy embraces the needs of those with caring responsibilities and aims to provide support to those with such responsibilities, to enable them to successfully combine work with their other commitments.</p>
2. What consultation has been undertaken in the development of the policy/procedure/practice/plan?	<p>The policy was agreed in consultation with the College's professional association representatives.</p> <p>The policy has been updated to reflect changes in flexible working legislation and entitlements to leave in particular circumstances.</p>

<p>3. What evidence, data or information is available to indicate how the policy/procedure/practice/plan might affect equality?</p>	<p>There are no indicators to suggest that the application of the policy might adversely affect equality. The main aspect of the policy relates to requests for leave of absence, to which there is no automatic entitlement and which must be applied for on each occasion as necessary. The Principal currently approves all such requests and the decision on whether there is any deduction from salary or payment of normal remuneration is unaffected rests with her; her decisions are made within the very clearly defined categories detailed in the appendices, and the Assistant Principal with responsibility for Human Resources verifies the legitimacy of any payment/non-payment on receipt of confirmation of the requests being approved.</p> <p>Parental leave requests are managed in accordance with the relevant legislation for maternity/paternity/adoption leave, and parental leave itself.</p> <p>Similarly, requests for flexible working are managed in accordance with the legislation, which has been amended to give everyone the right to make a flexible working request.</p> <p>It is generally felt that the College's Flexible Working Policy provides a fair and benevolent framework in which various types of leave or contractual variations made at employees' request may be considered and accommodated as far as possible.</p> <p>The policy makes reference to employees' religious observances and allows for up to three days annually with salary for such purposes. In addition, while time off for the purpose of attending medical appointments (specifically hospital appointments) is not explicitly referenced in the policy, it is accepted that there will be times when employees will require flexibility to attend such appointments. In some cases, medical appointments may be related to a disability or on-going health condition, but may equally be related to more short-term health complaints. The College generally approves requests of this nature with pay on an unlimited basis.</p>	
<p>4. In what areas could the policy/procedure/practice/plan have a significant adverse differential impact?</p> <p>If you have selected one or more boxes for question 4, please go straight to question 5.</p>	<p>Disability</p> <p>Race</p> <p>Gender (including Gender Identity)</p> <p>Sexual Orientation</p> <p>Age</p> <p>Religion or belief</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<p>If you have not selected any of the boxes for question 4 there is no need to complete the rest of this documentation. However, you must write the reasons why you believe there will be no differential impact, in respect of any of the protected characteristics listed, in the space opposite.</p>		
	<p>The College operates a generous Flexible Working Policy, which covers a multitude of requests for time off work and/or flexible working arrangements that may necessitate contractual variations. The policy is well established and is applied in a fair and consistent manner with no indication that equality has been or may be compromised.</p> <p>Where there are queries over the decision on a leave request these are usually managed by the Assistant Principal with responsibility for Human Resources, who discusses the Principal's decision with the employee concerned and makes recommendations to the Principal for reconsideration of the original decision, when this is appropriate. Line managers are also involved in the process of approving leave requests, and they are encouraged to discuss any concerns with the Senior Leader – Human Resources & Equality and Diversity before responding to such requests.</p> <p>The policy works well and there is clear evidence of it being applied fairly and consistently, and in accordance with relevant legislation as applicable.</p>	

ASSESSING IMPACT AND STRENGTHENING THE POLICY/PROCEDURE/PRACTICE/PLAN

<p>5. What general concerns are there that the policy/procedure/practice/plan could have a differential impact on the protected characteristics you have indicated in question 4? Please give details.</p> <p>What relevant evidence is available to support these concerns? Please use data/statistics where possible.</p>	
<p>6. What are the risks associated with the effectiveness of the policy/procedure/practice/plan in relation to the differential impact?</p>	

7. What are the expected benefits of the policy/procedure/practice/plan?	
8. Who are the 'interested parties' (i.e. adversely affected groups) in relation to this policy/procedure/practice/plan?	
9. How will these interested parties be consulted and communicated with?	
10. Which relevant experts and/or equality groups have been approached to explore the issues with which the policy/procedure/practice/plan is concerned? How have the views of these experts/groups been sought? (Please be as specific as possible, e.g. by letter, meetings, interviews, workshops, questionnaires, or any other method.)	

<p>11. Please give details of the views of the experts/groups on the issues involved.</p>	
<p>12. Taking into account these views, and the available evidence, please outline the risks associated with the policy/procedure/practice/plan weighed against the benefits.</p>	
<p>13. What changes/modifications will now be made to the policy/procedure/practice/plan in the light of this Impact Assessment?</p>	
<p>14. How will these changes/modifications be communicated to interested parties (i.e. the groups which were adversely affected) and those consulted? (This should form part of the Action Plan.)</p>	
<p>Signed (completing officer 1) Zoe Shackleton</p>	<p>Print Name and Job Title Zoe Shackleton Assistant Principal</p>
<p>Signed (completing officer 2) Sonia Ross</p>	<p>Print Name and Job Title Sonia Ross Assistant Principal</p>
<p>Date of completion of Impact Assessment</p>	<p>12/02/2016</p>

Actions arising from screening

(R = Race/Ethnicity, R&B – Religion and Belief, D – Disabled People, G – Gender (including gender identity), SO – Sexual Orientation, A – Age)

R	R&B	D	G	SO	A	Action Required	By Whom	By When	Intended Outcome	Change resulting from EIA and date (include evidence if possible)