

HYWEL DDA UNIVERSITY HEALTH BOARD



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University Health Board

Work/Life Balance Flexible Working Policy

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Brief Summary of Document:	To outline the range of flexible working options available to staff within the organisation and the process by which staff may request flexible working
Scope:	All employees of the Heath Board
To be read in conjunction with:	142 – All Wales Grievance Policy Working Time Directive 131 - Flexi-Time Policy 573 - Organisational Change Policy for Wales 138 – All Wales Sickness Absence Policy 128 - Maternity, Adoption and Paternity Leave Policy 122 - Special Leave Policy

Owning Committee	Workforce & OD Committee
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Executive Director:	Lisa Gostling	Job Title	Director of Workforce and OD
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Reviews and updates		
Version no:	Summary of Amendments:	Date Approved:
1	New Policy	
2	Revised	October 2014
3	Revised – only minor changes	18/5/2017
4	3 yearly review	15/3/2018
5	Appendix 3C – updated sentence - The Data Protection Act/ General Data Protection Regulations(2016) or any subsequent legislation to the same effect	23/3/2018

Keywords	Flexible Working, Flexibility, Work Life Balance
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1. Introduction

We recognise that staff have different needs at different stages of their working lives. Flexibility in employment makes it possible for employees to make choices about how and when they wish to work, taking in to account the needs of the service. Flexibility in employment is a key factor in demonstrating our commitment to fair and equal treatment inside the workplace and in attracting the highest calibre of applicants to work for the organisation.

The Hywel Dda University Health Board (Health Board) is committed to implementing the policy in a way which meets the equality and diversity needs of staff as defined in the Equality Act 2010. It is the responsibility of managers and staff to ensure that they implement this policy/procedure in a manner that meets the needs of people from these groups. It is always best to check with individual staff what their needs are, but needs may include providing information in an accessible format, considering mobility issues, being aware of sensitive/cultural issues as defined by the Equality Act 2010 or any subsequent amendments or future legislation.

2. Policy Statement

Hywel Dda University Health Board is committed to achieving the highest standards of health care services. This can be achieved through a highly trained, skilled and motivated workforce. The provision of flexible forms of working plays an important part in making it possible to attract and retain the best possible staff.

3. Scope

This policy covers all staff employed by Hywel Dda University Health Board.

4. AIM

The aim of this policy is to confirm the commitment of Hywel Dda University Health Board to maximising the opportunities to recruit, retain and motivate staff by making available a range of flexible forms of working. The document also describes models of flexible working and the process by which staff may request flexible working.

5. OBJECTIVES

To improve the efficiency of the departments whilst giving flexibility to employees to request flexible working.

6. GENERAL PRINCIPLES

- Employees will be able to apply for any form of flexible working.
- Employees shall be treated equally and fairly when having requests considered for flexible working within the constraints of the exigencies of the service.
- Each request for flexible working will be considered individually and will be assessed on its own merits by the appropriate line manager.
- In considering the request, managers will take into account the impact on other employees within that work area before a decision is made.
- Approved flexible working requests will be reviewed regularly to ensure the needs of the service are still being met.
- Contractual changes to terms and conditions of service can only be agreed following careful consideration of the implications and a proper understanding of the employee's circumstances.
- Employees working flexibly will not be treated less favourably in relation to access to training or promotional opportunities.

7. MODELS OF FLEXIBLE WORKING

There are a number of different ways in which people can work flexibly but essentially, these fall into three categories which relate to:

- The number of hours which are worked;
- The times in which the work is undertaken;
- The place at which the work is undertaken (e.g home).

The following sections provide examples of the types of flexible working that may be requested by Health Board employees. The list is not meant to be exhaustive, and not all of the examples will necessarily be appropriate in all locations and/or circumstances. Implementation will be through local agreement between employees and managers.

7.1. Part-Time Working

A method or model of working which involves undertaking paid work activity for a period less than full-time. Salary, pension, holiday and other benefits are pro-rata.

Overtime rates will be payable only when the employee has worked beyond the normal full time contractual hours for the position.

7.2. Term Time Working

As part of a permanent contract of employment, employees are given the opportunity not to work during school holidays. Salary and annual leave are pro rata based on hours worked and averaged out over a 12 month period with annual leave being taken during the school holiday period.

7.3. Temporary Reduction in Hours (Voluntary reduced working time)

An opportunity to reduce the number of hours worked. This is normally undertaken for an agreed period of time, usually for no longer than a year. At the end of the period the individual may return to their substantive hours if he/she so wishes. Salary, pension, holiday and other benefits are pro rata during this time.

7.4. Flexitime

A scheme of working which allows employees to choose the time they begin and finish work around a set core time during each working day. This provides an opportunity for employees to exercise discretion over their working hours, subject to the exigencies of the service the employee must work designated core hours and complete an agreed number of hours over an agreed period, usually a month.

7.5. Job Sharing

Sharing the responsibilities, duties and benefits of a single full-time post usually between two individuals. The combined salary and conditions of service are equivalent to that of a single full-time post and are divided in accordance with the number of hours worked by each job-sharer. The principle of job sharing usually reflects an integrated pattern of working, where some of the work may be shared and other tasks distributed evenly to each sharer.

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7.6. Home-working

The capacity to work from home for short, long or permanent periods of time and to receive remuneration in line with those who attend the workplace. It may consist of the occasional day at home to coincide with a domestic requirement, or a regular arrangement of several days a week.

7.7. Work Breaks

An opportunity to leave the workplace for a specific period of time (usually between one and five years) and to return to the same or a similar position in the organisation at the end of that period.

7.8. Annualised Hours

Annualised hours systems provide a way of organising working time by contracting with staff to work an agreed number of hours per year rather than a standard number each week. The actual number of hours worked by a member of staff during the week will then be “flexed” to match workload requirements. As well as hours being varied week to week, they may also be varied seasonally and/or according to fluctuation of service demands. Annualised hours are used to match attendance of staff to the periods when they are most needed.

7.9. Compressed Hours

A method of allowing employees to work their total number of agreed hours over fewer working days. Often a five day working week is compressed into four days or a 10 day fortnight into nine days. Annual leave needs to be calculated in hours and should include all bank holidays.

There are specific schemes for people nearing retirement including the following:-

7.9.1. Wind down

as an alternative to retiring, staff can opt to wind down by working fewer days or hours in their working week;

7.9.2. Step Down

staff who do not want to leave work altogether, but who would like to give up the pressure and move into a less demanding, lower band (paid) post that still makes use of their skills and experience;

7.9.3. Retire and return to the NHS

staff who opt to retire and take all their pension benefits and return to NHS employment. Options available include registering for the staff bank by taking retirement, then opting to work on an “as and when” basis, giving an opportunity to pick and choose the hours worked;

7.9.4. Draw down

This is only open to members of the 2008 section of the NHS Pension Scheme. Draw down allows members to take part of their pension benefits whilst continuing in NHS employment.

Staff nearing retirement who intend to apply for any of the above options are advised to contact the Pensions Department for advice on how options may affect their pension benefits.

The above list is not intended to be exhaustive and other flexible models of working which may be a combination of one or more of the above may be agreed.

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8. APPLICATION PROCESS

Where an employee wishes to apply for flexible working, they should discuss their requirements with their manager prior to completing the relevant application form and submitting it to their manager.

The manager must meet with the applicant within 28 days of receipt of the application, to discuss the request. Their manager may need more than one meeting with them, depending on the nature of their request. The employee may be accompanied by their representative at these meetings if they wish.

If the request is refused, the reasons will be explained to them in person and confirmed in writing.

If the employee believes the request has been unreasonably refused, or if they do not get a response in writing from their manager within a reasonable or agreed period of time they may take their request to the next level of manager. Managers must ensure that a decision is made within the shortest possible time.

If they remain dissatisfied and feel aggrieved, they should pursue the organisations' Grievance Procedure.

All approved flexible working requests will be reviewed regularly to ensure the needs of the service are being met.

9. THE ROLE AND RESPONSIBILITIES OF THE MANAGER

If an employee approaches their manager with a request to work flexibly, the manager must:

- Discuss the initial request with them and ensure they complete an application form. If they wish to proceed.
- Consult with relevant colleagues, including other team members who may be affected, their own manager, Workforce and Organisational Development Department, etc on the implications of the proposed change.
- Consider how best to accommodate the request without impairing service standards
- Consult Workforce and Organisational Development Department where there is a proposed change to the terms of the existing contract or to pay and benefits.
- Agree with the employee a date by which they will have considered the request, taking account of its complexity as well as urgency. A meeting should take place as soon as practicably possible and within a period of 28 days following the receipt of the written request. The meeting will provide the opportunity to explore the desired work pattern and to discuss how best it might be accommodated. It will also provide an opportunity to consider other alternative working patterns should there be problems in accommodating the desired work pattern.
- Consider if pay and benefits need to be adjusted on a pro-rata basis to changes in the hours worked and the effects of the proposed change fully explained and agreed with the employee.
- The application of flexible forms of working should not result in the Health Board incurring additional costs
- Inform the employee of their decision in respect of the application and confirm this in writing. A decision should be conveyed to the employee within fourteen days after the date of the meeting.
- Inform the employee that approved flexible working requests will be regularly reviewed in line with the needs of the service.

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- Ensure that Workforce and Organisational Development Department are notified of the decision and that any agreed changes are properly documented with a copy and change of circumstance form completed and kept in the employee's personal file.
- Each request must be judged on its merits and prevailing circumstances. Managers should bear in mind the need to be responsive to individual requirements whilst taking into account the overall needs of the team and the service.

10. ROLE OF THE OF WORKFORCE AND ORGANISATIONAL DEVELOPMENT DEPARTMENT

The Workforce and Organisational Development Department will provide advice and guidance on the development and implementation of flexible forms of working. The department will also monitor flexible employment practices across the Health Board to quantify the extent to which flexible forms of working are operating and to ensure that the general principles of this policy are being met.

11. MONITORING AND REVIEW

All Schemes will be monitored and reviewed, at regular intervals, for impact on the delivery of service and the impact on staff.

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11. APPENDIX 1 - APPLICATION FOR FLEXIBLE WORKING

(To be used for all applications for flexible working with the exception of Home working and Work Break)

Please ensure that in order to help the HB to consider your request, you provide as much information as you can about your desired working pattern. When completing sections 3 & 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues.

Once you have completed the form, you should immediately forward it to your line manager (keep a copy for your own records).

If the request is granted, there will be regular reviews of the flexible working arrangements agreed to ensure that the needs of the service are being met.

1. Personal Details

Last Name:

First Name:

Department:

Position:

Contracted Hours:

I would like to apply to work a flexible working pattern that is different to my current working pattern.

2a. Describe your current working pattern (days/hours/times worked):

2b. Describe the working pattern you would like to work in the future (days/hours/times worked):

2c. I would like this working pattern to commence from:

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3. Impact of the new working pattern

I think this change in my working pattern will affect my employer and colleagues as follows:

4. Accommodating the new working pattern

I think the effect on my employer and colleagues can be dealt with as follows:

Signature:

Date:



Cut this slip off and return it to your employee in order to confirm your receipt of their application.

Employer's Confirmation of Receipt (to be completed and returned to the employee)

Dear:

.....

I confirm that I received your request to change your work pattern on: I shall be arranging a meeting to discuss your application within 28 days following this date. In the meantime you might want to consider whether you would like a fellow colleague or TU representative to accompany you at the meeting.

From:

.....

12. APPENDIX 2 - JOB SHARING PRINCIPLES AND PROCEDURE

Job Sharing will apply equally to all employees who wish to reduce their working hours.

Job sharing will also be available to prospective employees (i.e. the job will be advertised as being suitable for job sharing).

1. General Principles

No job may be shared by more than two employees, both of whom must be suitably qualified in terms of skills and experience to undertake the range of tasks and responsibilities necessary to carry out the post.

Full consideration will be given to all posts being job shared. Although the operation of a job share may not always be appropriate, posts should not be excluded from consideration on the basis of status and level.

Where requests are made to convert a post to a job share, any decisions to reject the application to job share must be objectively justified and confirmed in writing. The employee will have the right to appeal against the decision through the Grievance Procedure.

Where a post is recognised as being appropriate for job sharing, the duties and functions must remain unchanged. If changes are required at a later date, they will be agreed with the job sharers.

The working arrangements and responsibilities for a particular job shall be determined by the appropriate line manager in consultation with the job sharers.

A job description and written statement of main terms and particulars of employment will be made available to each sharer.

Pay will be calculated by reference to the band for the post and paid on a pro-rata basis in relation to the number of hours worked. All other benefits including any increments, allowances and any other payments to which the post is eligible will be determined on an individual and pro-rata basis.

Job sharers will be given equal access to training and development opportunities and this will be effectively monitored.

Applications for Job Sharing

2.1 External

Prospective external job applicants will be made aware of the job share potential for each externally advertised post. Such information will be included in all advertisements and job details.

2.2 Internal

Employees wishing to job share must submit their request in writing to their line manager or alternatively they may wish to apply for job shares as posts become vacant and are advertised as being suitable.

3. Sharing Arrangements

A post may be shared by two persons on a split-day or split-week basis, giving each employee a pro-rata share of the full-time hours of the post on either a morning or afternoon basis or two/three days a week. Other sharing arrangements may be permitted but they must be subject to approval by the appropriate line manager. Prior to recommending the filling of a post by two job sharers, the

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manager must ensure that agreement has been reached with the sharers on the hours/pattern to be worked and the division of tasks to be undertaken to meet the full-time requirements of the post.

4. Written Statement of Main Terms and Conditions of Employment

Each partner to a job share will have an individual written statement of main terms and conditions of employment. The job description issued will be that prepared for the established post, with an addendum to reflect agreements reached concerning any agreed division of the full duties and responsibilities of the post.

5. Replacement of a Job Sharer

In the event of one job sharer ceasing to continue in the job sharing partnership, the hours of work previously undertaken by the sharer may be offered to the remaining job sharer. If the remaining job sharer does not wish to work the hours demanded by the post, the remaining job share will be advertised. If a job sharer cannot be recruited within a reasonable period of time (which should not be less than two months from the last day of service of the previous job sharer), alternative arrangements for covering the duties of the post will be considered. This may include the redeployment of the remaining sharer to a suitable alternative post on the grade and conditions of service applying to their shared appointment.

6. Terms and Conditions of Service

6.1 Hours of Duty

The normal hours of duty of a job sharer will be a pro-rata share of the hours of the post, as directed by the appropriate line manager.

6.2 Arrangements for Continuity

Where continuity is determined by the line manager as an essential requirement of the post, both employees will be required to overlap their hours of work or arrange to meet at a specific work time during the week.

6.3 Pay

The salary and any other remuneration will be calculated on a pro-rata basis in accordance with the band and number of hours worked. Individuals who job share may, depending on length of service and experience, be placed on different incremental points.

6.4 Annual Leave

The annual leave entitlement of job sharers will be a pro-rata share of the full time entitlement.

6.5 Public Holidays

Bank holidays and extra statutory days should be shared on a pro-rata basis according to the hours worked by each job sharer.

6.6 Leave for Other Purposes

Special leave will be granted on a pro-rata basis to the full-time entitlement

6.7 Sick Pay and Leave

Job sharers will be entitled to sick pay and leave on a pro-rata basis to full-time entitlement.

6.8 Maternity/Paternity Leave

Job sharers will be entitled to maternity/paternity leave on a pro rata basis to full-time entitlement.

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6.9 Superannuation

Job sharers are entitled to join the NHS Pension Scheme. Payments and benefits will be calculated on a pro rata basis.

6.10 Allowances

In the case of any other allowances, for example, subsistence allowances or travelling expenses, job sharers will be covered by the conditions which apply to full-time employees.

7. Training and Development

Job sharers will receive equal access to training opportunities. Every effort should be made to align training courses with the days on which the sharer is at work or alternatively to give time off in lieu where this is not possible.

8. Grievance Procedure

Any grievance relating to the interpretation and application of these conditions will be dealt with through the Grievance Procedure.

9. Monitoring and Review

The job sharing arrangements will be subject to regular review by the appropriate line manager and job sharing partners. This will provide opportunities to re-assess job priorities and changing responsibilities. The effectiveness of the policy will be reviewed annually. The level of job share 'take up' within the organisation will be monitored including the number of requests and refusals.

13. APPENDIX 3A - HOME WORKING PRINCIPLES AND PROCEDURE

Homeworkers are defined as employees who, for a defined part, or all of their contractual hours, are based at home for the purpose of carrying out their work with the agreement of their Health Board and are designated as 'homeworkers'.

Where an employee wishes to work from home on an ad hoc, occasional and informal basis, this may be agreed between the employee and their line manager without reference to the formal application process.

1. General Principles

Every employee may request homeworking arrangements through their appropriate line manager.

All applicants for homeworking must complete the homeworking application form, which is set out in Appendix 3b of this document.

All homeworkers will be required to sign the homeworking agreement which is set out in Appendix 3c of this document.

2. Particular Considerations

2.1 Work and Caring Commitments

Homeworkers must separate domestic and work activities and commitments as far as is practicably possible. Individuals with caring responsibilities will be required to produce a written statement outlining the care arrangements for the dependant person in the Homeworking Agreement. The line manager must be informed as soon as practicably possible of any changes to caring arrangements, which have implications for the work being undertaken from home.

2.2 Health and Safety Risk Assessment

Every applicant who makes a formal application for homeworking must agree to a health and safety risk assessment being carried out to identify any adjustments or equipment that may be necessary to carry out the work in a safe environment. Further information can be found by logging onto <http://www.hse.gov.uk>

2.3 Equipment

The Health Board will provide the equipment needed to carry out the work. This may include IT equipment, an additional telephone line and a desk, chair or cabinet where required. All equipment supplied by the Health Board will have to undergo portable appliance testing (PAT) testing.

2.4 Timescales

It may take a number of months to establish the homeworking arrangements. This period of time will however, allow for the application to be approved and for any computer equipment and furniture to be ordered and delivered.

2.5 Terms and Conditions of Service

Homeworkers will receive the same terms and conditions of service as staff who carry out the same or similar work inside the workplace.

2.6 Hours of Work

The applicant must agree the precise number of hours to be worked from home with their line manager before any homeworking arrangements commence. The times when the work will be

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undertaken need not be fixed provided all work is completed in accordance with any prescribed timescales. The employee should be available by telephone should there be the need to check or clarify issues relating to their work. Homeworkers must be available to attend the workplace if required.

2.7 Confidentiality

Homeworkers must ensure the security and safekeeping of any confidential information they are required to work with in the home. Such information must not be accessible to family or visitors of the homeworker.

2.8 Terminating the Homeworking Agreement

Either party may terminate the agreement by giving three months notice in writing. Both parties may agree a shorter period of notice. Where homeworking arrangements are terminated, the line manager is responsible for making arrangements for the employee to resume their work activities within the workplace.

2.9 Monitoring and Review

The number of homeworkers will be monitored and the provisions of this policy will be subject to regular joint review between management and employee representatives to ensure that it offers effective and fair provision for homeworking.

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14. APPENDIX 3B - HOMEWORKING APPLICATION FORM

Home working Application Form

Date of application _____

1. Personal Information

Last Name :

First name(s)

Department:

Home telephone number:

Position:

Work telephone number:

Contracted Hours:

2. Request

Please list below reasons for your request to work from home:

How many hours do you wish to work at home? (it is not expected you will work more than half your contracted hours at home)

What daily hours would you expect to work form home? e.g 9am to 5pm

How would you ensure confidentiality of work related information if you were to work from home?

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3. If accepted

When could you take up your home working duties?

What equipment would you require?

4. Declaration

All home working arrangements will be reviewed every

Signature of applicant _____ Date _____

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15. APPENDIX 3C - HOME WORKING AGREEMENT

This document has been set up to enable staff to work from home either as part of their Contract or on a temporary basis.

A full risk assessment will have to be carried out on your home office premises before the commencement of any homeworking. All equipment supplied by the Health Board must have passed a portable appliance testing (PAT). The line manager must ensure this is carried out before homeworking commences. Your Departmental Line Manager will arrange this in liaison with the LHB H&S Representative.

You will need to supply a complete certificate (including policy details) of your home contents insurance to ensure official property is adequately insured whilst within the home.

Both parties agree to give three months notice to terminate the agreement and facilitate a return to the workplace.

All homeworking arrangements will be reviewed every ____ months

1. Personal Information.

Surname: _____ First Name: _____

Job Title: _____ HDUHB site: _____

Home Address: _____

Work Telephone No: _____ E-Mail Address: _____

Telephone No: _____
(to be contacted on in hours of homeworking)

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Please attach the following to this agreement:

- A copy of your home insurance to show you are covered for business use.
- A letter from your Local Council to prove whether there are any Council implications for the change of resident dwelling.
- A letter from your Mortgage Company to clarify whether they are aware of homeworking.

3. Office Equipment to be installed

Please tick the relevant boxes to identify office equipment, which needs to be installed within the home environment.

Office Chair ☐ Office Desk ☐ Phone Line ☐

Laptop Computer ☐ Desktop Printer ☐ Filing Cabinet ☐

Other (please specify) _____

I agree to return all property supplied to me by LHB on termination of this agreement in good condition.

SignDate.....

Applicant must agree to be bound by Information Governance & The Data Protection Act/ General Data Protection Regulations(2016) or any subsequent legislation to the same effect. Any official documentation taken home must be locked / stored in secure environment such as filing cabinet or briefcase, when not in use.

Applicant also agrees to complete work to prescribed time scales and be available by telephone during working hours to assist colleagues and management.

Signature of Applicant: _____ Date: _____

Managers Comments

I support this application and will ensure a PAT test & Risk Assessment are completed **BEFORE** homeworking can commence.

Signature of Manager: _____ Date: _____

Please print name in block capitals: _____

A Copy of this form must be given to the employee and a copy retained on personal file. A change of circumstance form which should be completed and sent to the Salaries and Wages Department

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16. APPENDIX 4A - WORK BREAK PRINCIPLES AND PROCEDURE (ALSO REFER TO THE ALL WALES WORK BREAK POLICY)

A work break is defined as an opportunity to leave the workplace for a specific period of time (usually between one and five years) and to return to the same or a similar position inside the organisation at the end of that period.

The scheme will apply to all employees who have completed, a minimum of one year's continuous service with the organisation prior to the break.

1. General Principles

Every applicant must state the reasons for wishing to take a work break which may include care of dependants, study or other personal circumstances. A 'dependant' may include any person who is dependant upon the employee for care or financial support and does not pre-suppose any family or blood relationship.

The decision to approve a work break rests with the applicant's line manager in consultation with the appropriate Workforce and OD Department.

If an application for a work break is refused, the employee will be informed in person of the reasons for its rejection. The decision will be confirmed in writing. The employee may appeal against the decision through the Grievance Procedure.

2. Length of Work Break

A work break shall not be less than three months or more than five years and shall not include maternity or any other period of paid leave. Any request from an employee who wishes to return to work at an earlier date than agreed will be considered, taking into account the needs of the service and the need to be fair and equitable in the treatment of any employee providing temporary cover.

3. Main Terms and Conditions of Employment

3.1 Contract of Employment

When an employee is granted a work break the effect will be to continue the contract of employment between the employee and the organisation for an agreed period of time. At the end of the period, the employee will resume their employment in their former post or a suitable alternative.

3.2 Continuity of Service

A period of absence on a work break shall not be regarded as a break in service although the period of the break will not itself count as reckonable service (Periods of paid employment during the break will count as reckonable service).

3.3 Annual Leave

Any annual leave entitlement should be taken before the work break commences. Where, due to the needs of the service it is not possible to take annual leave before the break, payment will be made in lieu.

On returning to work annual leave entitlement will be calculated according to the number of years service accrued at the commencement of the break plus any periods of paid employment during the break. In the year of return annual leave entitlement will apply on a pro rata basis depending on the number of full months remaining in the leave year.

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3.4 Superannuation

Employees who have been granted a work break do not have to pay pension contributions during this period, their pension record will be closed down the day before their work break commences. Advice should be sought from the Pensions Department by the employee regarding the implications for their pension benefits.

3.5 Loans & Salary Sacrifice

Employees in the process of repaying Salary Sacrifice, a loan for car purchased or other advances/reimbursements will be expected to have repaid the loan in full at or before the commencement of the work break.

3.6 Effective Dates

The date of commencement and the end of the work break will be dates agreed between the employee and their line manager.

4. Procedure

An employee wishing to take a work break must apply in writing by completing the application form within this policy (see Appendix 2b) to the appropriate line manager, not less than twelve weeks before they wish to start a work break. The application must give some indication of the expected duration of the break, though this will not be binding and will be subject to annual review.

A decision to accept an application will be formally notified to the employee including the main points of agreement relating to the particular work break.

5. Responsibilities of the Employee

The employee will be required to undertake work for a maximum number of 15 days in each calendar year of the break. The purpose of this will be to ensure that the employee acquires, maintains or updates skills and knowledge that will facilitate their return to work. The period of work will be agreed between the employee and their line manager.

The employee will be required to meet with their line manager on an annual basis. The purpose of the meeting will be to review the work break and confirm that the employee intends to return to the workplace at the agreed date. This will also provide an opportunity to consider any changes to circumstances on the part of the employer and employee. Any changes to the original terms of the work break must be agreed by both parties.

The employee must not undertake any other paid employment during the work break except that required pursuant to the scheme or with the express consent of the organisation.

The employee must notify the line manager of any change of address within four weeks of that change. The employee must also advise their line manager of any changes that may arise that have implications for their returning to the workplace on the agreed date.

The employee must provide three months' notice in writing of their intention to return to work on the agreed date. This will help to ensure that arrangements are in place in time for the employee to resume their employment on the agreed date.

6. Responsibilities of the Health Board

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The Health Board will guarantee the employee a post at the same or equivalent band and level and with appropriate conditions of service. Wherever practicably possible the Health Board will endeavour to ensure that the employee returns to their former post.

The Health Board will consult with the employee if, at any time during the course of the break, organisation changes occur which have implications for their post.

The Health Board may provide up to a maximum of 15 days paid employment in each calendar year of the work break to ensure that skills and knowledge required for the employee's future employment are acquired, updated or maintained.

Pay will be determined according to the employee's salary point at the commencement of the work break including any uplifts or increments that would have applied had the employee continued to receive pay for the period in question.

The Health Board will ensure that appropriate communication channels are established to ensure that regular contact is maintained with employees on work breaks. The appropriate line manager will be responsible for arranging to meet with the employee on an annual basis.

The Health Board will ensure that relevant information, journals and/or publications are sent to the employee to help ensure that they remain in touch with the Health Board and to update them on issues arising within the organisation.

7. Termination of the Agreement

The Health Board may terminate the work break if any of the conditions of this agreement are breached. This would include the employee:

- working for another employer without the consent of the Health Board;
- not maintaining contact as agreed or;
- not being able to return to work on the agreed date because of a change in their personal circumstances.

8. Monitoring and Review

The scheme will be monitored to provide the following information:

- the numbers of those wishing to participate in or currently on a work break;
- the reasons for wishing to take a work break;
- feedback from users and managers on the effectiveness of work breaks and the Health Board's scheme in particular.

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17. APPENDIX 4B WORK BREAK APPLICATION FORM

Work Break Application	
Date of application: _____	
1. Personal Information	
Last Name : Department: Position: NHS start date:	First name(s): Home telephone number: Work telephone number: Contracted Hours:
2. Request	
Please list below reasons for requesting a work break:	
Please indicate how long you wish to apply for a work break for:	
3. If accepted	
When do you expect to start your work break? For what length of time do you wish to take your work break for? (3 months to 5 years)	
How will you ensure you are available to undertake work for up to 15 days a year?	
How will you ensure you meet with your line manager to discuss and review arrangements?	
To the best of my knowledge all the information I have given is correct and complete. Signature: _____ Date: _____ Approved/Not Approved (delete as appropriate) Signature of Manager: _____ Date: _____ A copy of this form must be given to the employee and a copy retained on personal file. A change of circumstance form which should be completed and sent to the Payroll and Pensions Department	

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18. APPENDIX 5 - ANNUALISED HOURS PRINCIPLES

Annualised hours systems provide a way of organising working time by contracting with staff to work an agreed number of hours per year rather than a standard number each week. The actual number of hours worked by a member of staff during the week will then be “flexed” to match workload requirements. As well as hours being varied week to week, they may also be varied seasonally and/or according to fluctuation of service demands. Annualised hours are used to match attendance of staff to the periods when they are most needed by services.

1. Principles

Annualised Hours schemes will be the product of partnership working with employee and representative groups inside the Health Board;

The introduction of Annualised Hours will not have any detrimental effect on those participating or service delivery;

All Annualised Hours Schemes will be subject to regular review and monitoring

All Annualised Hours Schemes must be fully compliant with prevailing legal requirements and in particular, working time regulations;

Any implications for changes to employment terms must be fully explained and confirmed in writing to individual employees.

2. Terms and Conditions

2.1 An employee who is absent from work for sickness reasons will be 'credited' with the average number of hours worked for each day of absence.

2.2 Employees must arrange their working time by agreement with their manager to ensure that they fulfil their contracted hours in each month/year, according to the needs of the service.

2.3 Employees will receive one twelfth of the annual salary each month regardless of hours worked.

2.4 Employees and managers must ensure that employees have at least one rest day each week and are not in breach of the Working Time Regulations.

2.5 Employees must record hours, leave and absence and submit a time sheet on a monthly basis. Where contracted hours have not been fulfilled an appropriate deduction to salary will be made.

2.6 On termination, salary will be adjusted to reflect hours worked.