Holiday and Other Types of Leave

(Information previously held in the Authorised Leave Policy)

Taking time off from work is really important for your health and wellbeing.  You need to take breaks so that you can rest and have the downtime you need, to have a healthy and happy work-life balance.

On this page we’ve set out information about your holiday entitlement and some of the questions that often come up to do with holidays and information on other types of leave.

If you have any questions, please contact [peoplesupport@hounslow.gov.uk](mailto:peoplesupport@hounslow.gov.uk)

**How much Holiday do I get?**

We operate a personal annual leave year, which starts on your first day at Hounslow and renews every year on that date.

The amount of holiday you’re entitled to depends on your grade and how long you have worked with us:

|  |  |  |
| --- | --- | --- |
| **Grade** | **Up to 5 years’ service** | **5 years’ service and over** |
| Scale 1a – to 4 | 23 days (158.4 hours) | 28 days (194.4 hours) |
| Scale 5 to HMG 1 | 25 days (172.8 hours) | 31 days (216 hours) |
| CO4 & CO3 | 26 days (187.2 hours) | 31 days (223.2 hours) |
| CO2 and CO1 | 28 days (201.6 hours) | 33 days (237.6 hours) |
| **Staff Group / Conditions of Service** | **Up to 5 years’ service** | **5 years’ service and over** |
| Craft | 24 days (172.8 hours) | 31 days (223.2 hours) |
| Soulbury | 24 days (172.8 hours) | 30 days (216 hours) |
| Youth Worker | 30 days (216 hours) | 35 days (252 hours) |
| FE Management Points 1-10 | 25 days (180 hours) | 30 days (216 hours) |
| FE Management Points 11 and over | 30 days (216 hours) | 35 |

**Term Time Only**

If you are employed on a term time working pattern, your salary is calculated to include an element in respect of annual leave and bank / public holidays. There is no further entitlement to take annual leave within the term time period of employment.

**Part Time**

If you are part time or a job sharer, annual leave and long service leave are applied pro rata to the hours you work.

You will also receive pro-rata entitlement to paid leave in respect of Bank/Public Holidays. This will be based on contractual hours and reflected in the annual leave entitlement for the year.

**Bank** **Holidays**

You will receive additional paid leave to reflect the bank holidays which fall in your personal leave year. This is usually 8 days (pro-rata for part-time employees) but can vary depending on the bank holiday calendar.

Bank holidays are credited to your entitlement on iHounslow and are automatically deducted when the bank holiday falls.

To view the latest bank holiday dates please visit [UK bank holidays – GOV.UK (www.gov.uk)](https://www.gov.uk/bank-holidays)

**Accruing Holiday while on Maternity/Adoption Leave**

Prior to starting maternity/adoption leave, you must discuss, with their line manager, when your annual leave will be taken. Normally annual leave should be taken within your personal leave year(s) in which the maternity/adoption leave falls.

Where, due to maternity/adoption leave it has not been possible to take accrued annual leave, the outstanding leave will carry forward to the following leave year.

You will accrue bank holidays which fall during your maternity/adoption leave period.

You should plan, with your manager, how any outstanding annual leave accrued will be taken over the course of the following leave year.

Please click the relevant subject for more information; [Maternity/Adoption leave](https://intranet.hounslow.gov.uk/corporate-policies/employee-rights/maternity-and-adoption/), [Paternity leave](https://intranet.hounslow.gov.uk/corporate-policies/employee-rights/paternity-leave/)

**Breaks in Continuous Service**

For the purposes of annual leave entitlement only, one break in local government service of up to 12 months will not break continuity. Entitlement will be calculated on the period of continuous local government service immediately prior to the break.

If you transfer under TUPE to an organisation which isn’t covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999, your continuity of service is protected. Please be aware that if you later voluntarily return to Local Government this will break your continuity of service. Where this happens, we will however recognise any previous service for your annual leave providing a. there is no break between employments and b. you return within five years of the original transfer.

If you return to local government service following a break for maternity reasons, or reasons concerned with caring for children or other dependants, you will be entitled to have previous service taken into account for the purpose of calculating annual leave entitlement provided that no permanent full-time employment has intervened.

If you require more information on continuous service, please email [peoplesupport@hounslow.gov.uk](mailto:peoplesupport@hounslow.gov.uk)

How Do I…

**Book Holiday**

You need to ask your manager if you can take the holiday you want, you do this by making a request on employee self-service.  The steps to do this are set out on page 17 of the [Employee Self Service Guide](https://intranet.hounslow.gov.uk/corporate-policies/ihounslow/employee-self-service-guide/)

**How much notice should I give?**

Your holiday will be granted subject to the needs of the service and can only be taken with the prior agreement of your manager.  Requests should therefore be submitted in advance and the notice provided equal to at least twice the length of holiday to be taken.

**What if the request for leave cannot be agreed?**

Your manager will let you know if they are unable to agree your holiday request, they will give you notice equivalent to the length of holiday requested.  For example, if you wish to take a week’s holiday then you will need to give at least two weeks’ notice, your manager will then give one weeks’ notice. Your manager should ensure that you are not unreasonably prevented from being able to take the leave.

**How do I cancel or change my holiday?**

If you have booked a holiday that you no longer intend to use, you can delete the booking yourself on Employee Self-Service if it has not yet been authorised. To cancel holiday on Self-Service please see page 20 of the [Employee Self Service Guide](https://intranet.hounslow.gov.uk/corporate-policies/ihounslow/employee-self-service-guide/)

If the holiday booking has been authorised or is now in the past, your manager will need to delete the holiday via People Manager.

should you or your manager have any trouble cancelling or amending your holiday, please email [IHounslow.help@hounslow.gov.uk](mailto:IHounslow.help@hounslow.gov.uk) for assistance.

**What if I am going to be late in returning from leave?**

If for any reason you expect to be late in returning from an agreed period of leave, you must notify your manager as soon as possible.

**My holiday is for more than three weeks, do I need additional approval?**

Leave requests in excess of three continuous weeks require the approval of your Head of Service, when you submit your request, your manager will seek approval from the Head of Service before authorising the leave. When considering such requests, the Head of Service will take into account your personal circumstances, which must be balanced against the needs of the service.

**What happens if I take leave without telling my manager?**

Unauthorised absence from work will not be paid and action may follow under the organisations Disciplinary Policy.

**Authorise Holiday (For Managers)**

Information on how to Authorise/Not authorise holiday requests on People Manager can be found on page 17 of the [People Manager Guide](https://intranet.hounslow.gov.uk/corporate-policies/ihounslow/people-manager-guide-ihounslow/)

Holiday request should be granted subject to the needs of the service, if for service reasons, the request for holiday cannot be agreed, you should inform the employee by giving notice equivalent to the length of holiday requested. For example, an employee wishing to take a week’s holiday is expected to give at least two weeks’ notice of the date they wish that holiday to begin. A manager, in refusing this request, should give one weeks’ notice.

Managers should however ensure that employees are not unreasonably prevented from being able to take the leave due to them in their leave year.

**Check My Holiday Balance**

To check your holiday balance, log into [Employee Self Service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login) Your current holiday balance is displayed in the ‘Holiday’ section. More information on viewing your holiday balance can be found on page 19 of the [Employee Self service Guide.](https://intranet.hounslow.gov.uk/corporate-policies/ihounslow/employee-self-service-guide/)

Your holiday balance will be given in hours, [please click here for a tool to help you convert your Holiday entitlement from Days to Hours.](https://lbhounslow.sharepoint.com/:x:/s/IntranetLinks/HR/ESqJz8lOXipGgZnnP_2PblsBVV5B5AasOZOZ5sOjVmGP-w?e=fsq8zA)

The calculation for Bank Holidays is **Contacted Hours ÷ 36 × 8 (BH) × 7.2**

**Purchase Additional Holiday**

**How many days can I purchase?**

You are able to purchase additional holiday in any single personal leave year up to a maximum of 5 days (36 hours) for full time employees. If you are part-time you are entitled to purchase a pro-rata amount in accordance with your contractual hours.

**When should I make a request?**

Any request must be made within the first month of your personal leave year.

**How much will the additional leave cost?**

Enquiries about the cost of purchasing holiday should be emailed to [Payroll@hounslow.gov.uk](mailto:Payroll@hounslow.gov.uk)

**How do I apply?**

To apply please email your manager the following details:

* Employee Reference number/Staff number
* Dates your leave year begins and ends
* The number of hours annual leave you wish to purchase (up to a maximum of 36 hours / pro rata hours for part time employees)
* The reason(s) for making this request
* Acknowledgement that if you pay into the pension scheme purchasing additional holiday may affect your pension contributions and you will need to arrange an Additional Pension Contribution in order to buy back any lost pension.

Then your line manager will grant or decline the request for holiday, taking into account the needs of the service. Where the request is agreed, your manager will forward the information to [payroll@hounslow.gov.uk](mailto:payroll@hounslow.gov.uk) and you will enter into an arrangement with the Council to have your salary reduced over the following 11 months as an adjustment for the benefit of additional holiday.

**What happens if I do not use the days I have purchased?**

You will not be refunded for any days’ leave which were purchased but have not been taken by the end of your personal leave year. Instead, the carry over provisions will apply.

**What happens if I leave the council?**

If you leave the Council, having taken the additional leave purchased but before full repayment has been made, the outstanding amount will be deducted from your final salary. Where your contract of employment is terminated by the Council, you will be refunded for any deductions made in respect of holiday which has been purchased but not taken by the date of termination.

**Carry Over Holiday**

It is your responsibility to take your leave in the year it is due. You can automatically carry over up to the equivalent of a week’s leave; the number of days/hours will vary depending on your contractual working week.

If you would like to carry over more than a week’s leave you will need to seek approval before your current leave year ends by emailing your manager, the following:

* Employee Reference number/Staff number
* How many hours/days are to be carried over
* The reason(s) for making this request

If agreed your manager will email [IHounslow.Help@Hounslow.gov.uk](mailto:IHounslow.Help@Hounslow.gov.uk) and include the amount of holiday to be carried over.

Once your new leave year begins you will be responsible for checking your leave balance to make sure the carry over is correct, if you have any queries please email [IHounslow.Help@Hounslow.gov.uk](mailto:IHounslow.Help@Hounslow.gov.uk) within the first month of your new leave year.

**Can I sell my Holiday?**

You are not able to sell your annual leave, this is because it is important that you take your leave to ensure you get the rest and downtime you need to have a healthy work/home life balance. Discuss your annual leave balance with your manager and plan when you will be able to take your remaining balance and consider the carry over leave provisions.

**Holiday When Leaving the Organisation**

**How much holiday should I use before I leave?**

If you leave the organisation part way through your personal leave year, your holiday entitlement will be calculated on a pro-rata basis. If the pro-rata entitlement to occupational pay is less than the statutory entitlement, the statutory entitlement will prevail.

**What if I cannot use up my holiday before I leave?**

If you are leaving the Council, you must take any holiday owed to you prior to your last day of service. Where, due to a genuine business need, it has not been possible to take all accrued holiday by this date, you will need to discuss this with your manager who can arrange for your to be paid for any outstanding holiday by emailing [payroll@hounslow.gov.uk](mailto:payroll@hounslow.gov.uk), the cost of the outstanding holiday will be borne by your department.

**What if I am off sick?**

If you’re leaving and have been unable to take your holiday due to sickness, the Council will pay for any untaken holiday.

**What if I have taken to much holiday?**

If you have taken more holiday than you have accrued at the date of termination, a deduction to account for this will be made in your final salary. Calculation of the accrued holiday, to which you are entitled, will include all contractual leave from the start of your personal leave year until the date of termination and any bank holidays which occurred during that period.

**I am Term Time Only; will I be paid for the holidays?**

If you are term time only and leave the organisation, then you will be paid your accrued holiday entitlement.  This will be at the rate of 1.5 days for each 5 days of the school term less an amount in respect of non-term time days since the previous 1st September or, if you were not in service on that date, the date of your appointment.

Sickness and Holiday

**What if I am unwell while on holiday?**

If you fall sick during your holiday you must follow the correct procedure for [reporting sickness absence set out here](https://lbhounslow-my.sharepoint.com/:b:/g/personal/liz_carey_hounslow_gov_uk/Efy1o2pL4mBKqUEGBfVYxp0BzYtZwi1dXMlzs7mJRXlZ_w?e=GGmT2c). You will be regarded as being on sick leave and may be asked to provide a doctor’s certificate. The days of leave you were sick will be returned to your holiday entitlement to use another time.

**What happens to my holiday if I am on long term sick?**

Your entitlement to contractual annual leave continues to accrue during periods of sickness absence.

If you are unable to take your annual leave because you have been absent on sick leave, you are entitled to take that leave at another time. Where there is sufficient time left within the current personal leave year, the leave should be taken within that leave year. If there is insufficient time within the current leave year, the leave will be carried forward and must be taken within the next 18 months of the end of the leave year in which it accrued.

The Council reserves the right to require you to carry forward any untaken annual leave, due to sickness, into the next leave year where there are good business reasons for doing so. In this case, the amount of leave to be carried forward will not be limited to the untaken statutory leave but the full amount of leave which you would otherwise have been able to take had the Council not required you to carry the leave forward.

**Requesting leave during sickness absence**

You are able to request annual leave during periods of sickness absence. Where, this is agreed, you will receive pay in accordance with your annual leave entitlement during this period, rather than the sick pay which would otherwise have been due.

Other Types of Leave

**Christmas Closure**

A number of Council services are closed during the Christmas period.  The closure commences on Christmas Day.  Services re-open on 2nd January or on the first working day thereafter.  Days that are not bank/public holidays during this period are granted in addition to the entitlements detailed above.

Many services continue to be delivered during the Christmas closure, and staff required to work on any of the Christmas closure days, other than bank / public holidays, will receive their normal pay rate for all time worked on that day.  Also, at a later stage, they will be granted the equivalent amount of time off with pay for all time worked on that day. Such time off should be taken before the end of the employee’s personal leave year or within 3 months of the days worked, whichever is the later.

**Bereavement Leave**

As an employer, we are committed to supporting you – your wellness and wellbeing is the most important thing. If you are suffering from a loss, please do speak to your manager, who can ensure you get the flexibility you need. The employee assistance programme (EAP) can also offer further help when dealing with the loss of loved one, friend, colleague or relative.

[Find out how to use the EAP here](https://intranet.hounslow.gov.uk/health-and-wellbeing/wellbeing/employee-assistant-programme-eap-this-links-from-the-health-and-wellbeing-page/)

You are entitled to request:

* 2 working weeks’ paid leave in connection with the death of a spouse, civil partner, partner, parent or child or a stillbirth after 24 weeks of pregnancy.
* 3 working days’ paid leave in connection with the death of a sister, brother, grandparent or grandchild but this may be extended to 1 working week at the discretion of the Head of Service.
* 3 working days’ paid leave in connection with the death of a spouse’s, civil partner’s or partner’s immediate relative, for example, parent, brother or sister or where the employee is the sole next of kin of the deceased.

When you are able to do so please enter the bereavement leave on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Jury Service**

The Council is legally obliged to release an employee from work to attend jury service. Individuals may apply to the court to be excused from jury service on the grounds that this absence would be likely to cause “substantial injury to their employer’s undertaking.” Compelling evidence is normally required for the employee to be excused.

Where an employee is called for jury service, they should request the time off from their line manager who will enter details of this leave on [people manager](https://lbhouli.webitrent.com/lbhouli_web/wrd/run/etadm001gf.open) and also email [payroll@hounslow.gov.uk](mailto:payroll@hounslow.gov.uk) to make them aware.

An employee will continue to be paid whilst on jury service at their normal contractual rate of pay.

If, on any day, the employee’s services are not required at court they must attend work.

Similarly, an employee who is discharged from the court during any part of any day is expected to return to work wherever practicable and should contact their line manager to confirm.

**Special Leave**

You are entitled to request up to 3 days’ paid special leave in the event of the serious illness of a relative. Any unused flexi leave / TOIL must be used before applying for such leave.

If you wish to apply for special leave for exceptional reasons you must submit your request to your line manager on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”. The line manager should discuss the request with their HR Business Partner before providing a response.  If the request is granted the leave may be paid or unpaid and you may be expected to match any paid time off with your own leave. If the leave is to be unpaid the request should be entered on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), selecting the reason ‘unpaid leave’

**Longer-Term Unpaid Leave**

Employees may wish to apply for longer periods of unpaid leave for a variety of reasons (e.g. career break, sabbatical, personal development, provision of support / longer-term care, course of study). Such leave requests are likely to be of between 3 and 12 months’ duration.

There is no entitlement to longer-term unpaid leave. An employee must make any request to their Manager and Chief Officer via email, who will consider each case on its merits.  Requests will be considered entirely at the Council’s discretion and are unlikely to be granted where this would have a detrimental effect on the needs of the service.

If agreed the request should be entered on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence” and [payroll@hounslow.gov.uk](mailto:payroll@hounslow.gov.uk) should also be notified.

Employees do not receive or accrue any annual leave during a period of longer-term unpaid leave.

A period of longer-term unpaid leave is likely to affect an employee’s pension arrangements.  Where an employee takes unpaid leave for 30 days or less pension contributions continue to be made.  As a result, there is no break in pensionable service and the employee’s pension remains unaffected.

Where an employee takes unpaid leave for more than 30 continuous days, pension contributions will be affected.  The individual has the right to repay the contributions, relating to the missing period of service, when they return to work. This can be done by making a payment to the pension fund, either in a lump sum or by monthly instalments.

An employee who is intending to take a period of unpaid leave should consult the [Council’s pension administrator](https://intranet.hounslow.gov.uk/blog/2021/04/pensions/), for advice about the possible effects on their pension.

**Leave for Family Friendly Reasons**

The Council has a number of family friendly policies, under which employees may be entitled to leave.  These are: Maternity and Adoption, Paternity Leave, Shared Parental Leave and Parental Leave. Employees should refer to these stand-alone policies, available on the HR Policies section of the intranet, for more detailed information.

**Time off to attend Ante-Natal appointments**

**Pregnant employees**

Employees who are pregnant have a statutory right to reasonable time off work with pay for antenatal appointments.  Paid time off in such circumstances will be granted although an employee’s line manager may request sight of her appointment card.

please enter details of ante-natal appointments on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Employees accompanying a pregnant woman to an appointment**

An employee who is in a ‘qualifying relationship’ with a pregnant woman has a statutory right to accompany her to ante-natal appointments.

The definition of a qualifying relationship covers the husband, civil partner, partner who is living with the woman, the father of the expected child, a parent of the expected child by virtue of the Human Fertilisation and Embryology Act 2008 (HFEA) or a potential applicant for a parental order under the HFEA in respect of the expected child in surrogacy cases.

The right is to unpaid time off of up to six and a half hours spread over no more than two occasions.

The line manager may request that the employee makes a signed declaration that they are in a qualifying relationship with the woman and that they are taking the time off, on the specified date, to accompany her to an ante-natal appointment.

An employee who wishes to take unpaid time off, to accompany a pregnant woman to an ante-natal appointment, must make the request on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login) selecting the reason ‘unpaid leave’. A minimum of a half day’s leave will need to be taken in order for this to be recorded on iHounslow and for pay deductions to be made.

The provisions also apply to agency workers who have been engaged for at least 12 weeks, and whose assignment is continuing.

**Adoption Appointments**

Prospective adopter parents have the right to time off for the purpose of having contact with the child or to attend adoption appointments and will not be expected to make this time up.

The main adopter will be able to take paid time off for up to five adoption appointments. Please enter details of adoption appointments on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

The secondary adopter will be entitled to take unpaid time off for up to two appointments. An employee who wishes to take unpaid time off, should make the request on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login) selecting the reason ‘unpaid leave’

**Emergency Dependency Care Leave**

An employee who has taken leave in order to provide emergency care for a dependant may apply retrospectively for emergency dependency care leave. The employee’s line manager must be informed of any such absence at the earliest opportunity.

Paid leave of up to one day will usually be granted, although any awards of emergency dependency care leave in the preceding 12 months will be taken into account in determining whether it is appropriate to grant the request.

Where an employee is applying for more than one day’s emergency dependency care leave in any 12 month period, they will be expected to match any request with their own leave (e.g. annual / flexi leave or TOIL).

Examples of emergency dependency care leave are as follows:

* To care for a sick dependant or to provide assistance when a dependant is injured
* To make arrangements for the provision of care for an ill or injured dependant, for example, to accompany a sick dependant to hospital or to the doctor’s in an emergency situation
* Because of the unexpected disruption or termination of care arrangements of a dependant
* To deal with the death of a dependant
* To deal with an incident that involves their child and occurs unexpectedly whilst the dependant is at an educational establishment.
* A dependant is defined as:
* A spouse, civil partner or partner
* A parent or child
* A person to whom the employee is sole next of kin
* A person to whom the employee stands in loco parentis
* Any other person who would reasonably rely on the employee for assistance if they fall ill, are injured or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury.

Please enter details of emergency care for a dependant leave on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Medical, Dental, Optical and Hospital Appointments**

The Council recognises that employees will, from time to time, need to attend medical, dental, optical and other similar appointments. Wherever possible an employee should arrange these appointments in their own time, for example, outside of core hours, as flexi-time, as time off in lieu, by varying their hours or shift pattern by agreement with their line manager or making appointments during periods of annual leave.

However, the Council accepts that it is not always possible to arrange a medical or similar appointment outside working hours and, therefore, reasonable time off work to attend such appointments can be requested.  The Council will try to be flexible in enabling employees to attend appointments, but it is expected that employees will make up the time or take annual leave / flexi-leave / TOIL as appropriate.

Employees are entitled to request paid time off work to attend:-

* an eye sight test which has been arranged under the policy for display screen equipment
* appointments for work-related vaccinations that are an essential health and safety requirement
* “Well Man” or “Well Woman” screening e.g. NHS screening programme such as cervical smear tests, mammogram

In these circumstances, an employee must obtain approval from their line manager in advance of the appointment. Please enter details of the medical appointment on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”. The employee’s line manager has the right to ask them to re-schedule an appointment if the timing would cause disruption to the department’s business.  The line manager may ask the employee to produce an appointment card.

**Time Off to Look for Work in Redundancy Situations**

An employee, who has been issued with notice of dismissal for redundancy, will be granted reasonable time off work with pay during their notice period in order to look for new employment or to make arrangements for training for future employment.  All requests for time off must be agreed with the employee’s line manager.

Please enter details of Time Off to Look for Work on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Time Off for Employee Representation**

An employee may request a reasonable amount of paid time off work to accompany a work colleague at a disciplinary, grievance or appeal meeting. Approval must be sought from their line manager, prior to taking time off for this purpose.

Representatives of trade unions recognised by the Council are entitled to request to take reasonable amount of paid time off for duties concerned with relevant negotiations and to meet and represent employees as detailed in the Employee Relations Framework.

Representatives must provide their line manager with as much notice as is reasonably possible and provide full details (without breaching confidentiality) of why they are requesting the leave.

Please enter details of Time Off for Employee Representation on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Election Duty**

The Council encourages employees to take an active role in elections in Hounslow.  Time off for election duty in Hounslow should not unreasonably be refused by the employee’s line manager.

Employees who take up the role of Presiding Officer, Poll Clerk or Polling Station Inspector at elections will receive paid time off for the day in addition to any fee they may receive for this work.

Staff employed on a daytime count will receive paid time off for the duration of the count in addition to any fee they may receive for this work.

Staff employed on an overnight count will receive an additional fee for the count. If contracted to work the next day these staff will be allowed half a day paid time off the following morning.

Please enter details of Election Duty on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Public Duties**

Where an employee holds a public office or public position they will be granted paid time off work, in accordance with the table below, to perform the duties associated with that position:

1. Acting as a Justice of the Peace  Up to 12 attendances per year\*
2. Membership of a statutory tribunal, eg Employment Tribunal – Up to 12 attendances per year\*
3. Membership of a local authority, eg a Councillor – Up to 12 attendances per year\*
4. A relevant education authority, eg a school governor – Up to 4 days per year

\*An attendance means leave of up to 1 day.

If additional attendances are required the employee may, with their line manager’s agreement, be able to take the time out of their annual leave entitlement or take unpaid leave for this purpose.

Where an allowance can be claimed for loss of earnings the employee must claim the allowance and pay this to the Council.

Staff must declare membership of such bodies on the Staff Declaration of Interests form, available on the Council’s Intranet or from Human Resources.

An employee is entitled to request a reasonable amount of unpaid time off for other public duties, as set out in Section 50 of the Employment Rights Act 1996 or any substituting or amending legislation.  An employee wishing to take this time should make an application to their Chief Officer.

An employee, who has been granted paid time off for carrying out a Public Duty, is expected to return to work (wherever practicable) if their attendance has not been required for a whole day.  Employees should contact their line manager to confirm appropriate arrangements.

The Council will consider requests for additional time from an employee who is elected as Mayor for a local authority.

Please enter details of Public Duties on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Territorial Army and Volunteer Reserve Forces – Compulsory Training**

The Council will consider any request for leave related to the employee’s membership of the Territorial Army or Volunteer Reserve Forces.  During any agreed period of training leave the employee will be paid at their full contractual salary rate for up to a maximum of 5 days per year.  If a period of leave is agreed for longer than this period, the remainder will be unpaid or the employee may, at the line manager’s discretion, take annual leave.

Please enter details of Territorial Army Training on [IHounslow self-service](https://lbhouli.webitrent.com/lbhouli_ess/ess/dist/#/login?page=login), under “Add other absence”

**Military Reservist – Mobilisation**

Individuals should give the council 4 weeks’ notice that they have been called up for military service (mobilised).

The contract of a reservist will continue throughout the period of military service. Contractual rights will continue to apply with the exception of remuneration.

Reservists must notify the council, in writing, of their intention to return to work within three weeks of the end of the military service. An individual should normally return to work within 6 weeks of military service ending.

The council will endeavour to reinstate the individual in the post in which they were formerly employed and on terms and conditions no less favourable than those they would have enjoyed had they not undertaken the period of service. If, in exceptional circumstances, it is not possible to reinstate the reservist into the post in which they were employed on the terms and conditions they would have received had they not undertaken the period of service, the council will offer any suitable alternative employment that exists, in accordance with the council’s redundancy and redeployment policy.

For LGPS members While you’re mobilised you can either:

* ask for the days you’re mobilised to count towards the Armed Forces Pension Scheme
* keep contributing to your personal or work pension (the Ministry of Defence will pay your employer’s contributions)

For more information, please visit [Rights and responsibilities for reservists and employers : Mobilisation - GOV.UK (www.gov.uk)](https://www.gov.uk/employee-reservist/mobilisation)

**Special Constables**

An employee whose application to become a Special Constable, under the Borough Beat Scheme, has been approved by both the Metropolitan Police Service and the Council’s departmental Director, is entitled to paid time off to attend the training course.  Where the training course takes place on Sundays, the employee is entitled to paid time off in lieu for each day of training.

Following completion of the Borough Beat training scheme, employees are entitled to paid leave of up to one day per fortnight (to a maximum of 26 days per annum) to perform their role as a Special Constable.  Requests for leave must be made and approved by the employee’s line manager before the duty takes place. The manager needs sufficient notice of the leave request, normally one month, to ensure that the time off can be accommodated within the needs of the service.

The line manager should enter details of this leave on [people manager](https://lbhouli.webitrent.com/lbhouli_web/wrd/run/etadm001gf.open).

**Employees as Witnesses**

In some roles, you may be required to act as a witness on our behalf. This will be regarded as part of your normal day’s work. Expenses can be claimed for travelling and overtime, under our usual terms, where appropriate.

Where you are called as a witness to proceedings on behalf of another party, regarding your knowledge gained through your work for us or your previous employer, you should seek advice, through your Chief Officer, from the Director of Law & Governance (Monitoring Officer). Such attendance will be regarded as part of your employment, and any payments received by you in respect of loss of earning shall be paid to Hounslow Council e.g. travelling expenses, subsistence etc.

If you are a witness to matters not arising from your work for us or your previous employer, you should notify your manager. Any time off will either from annual leave entitlement, flexible working or unpaid leave.