

## Time off for Public Duties Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

### 1 Introduction

- 1.1 This policy sets out the rights of employees to statutory time off work to enable them to carry out public duties.
- 1.2 We recognise the value that employees undertaking public work bring to local communities. Where possible, we will always try to accommodate time off for public duties.
- 1.3 This policy does not cover time off work for jury service, being a reservist and doing volunteer work.
- 1.4 Please refer to our separate policies for information about your entitlement to time off work in these circumstances.
- 1.5 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### 2 Scope

- 2.1 This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

### 3 Entitlement to time off for work public duties

- 3.1 You have a statutory right to a reasonable amount of time off work to carry out duties or to attend meetings if you are:
  - 3.1.1 a magistrate;
  - 3.1.2 a member of a local authority;
  - 3.1.3 a member of any statutory tribunal;
  - 3.1.4 an independent monitoring board for a prison or a prison visiting committee;
  - 3.1.5 a member of a relevant health body;
  - 3.1.6 a relevant education body;
  - 3.1.7 a member of the Environment Agency or the Scottish Environment Protection Agency;
  - 3.1.8 a member of Scottish Water;
  - 3.1.9 a panel of lay observers, who monitor conditions in court custody and under escort;
  - 3.1.10 a member of a visiting committee of an immigration removal centres; or
  - 3.1.11 a member of a visiting committee of an immigration short-term holding facilities.
- 3.2 If you are unsure whether the legal right covers your public duties, please speak to your Line Manager for further advice.

### 4 Pay during time off work for public duties

- 4.1 You are not entitled to be paid your salary during time off for public duties.

### 5 Requesting time off for public duties

- 5.1 If you wish to take time off for public duties, you should submit your request in writing to your Line Manager, providing an estimate of the amount of time off required and the reason for the leave.
- 5.2 You may be asked to provide evidence of your appointment to a public role and documents confirming the time off requested.

5.3 While we will endeavour to grant requests for time off for public duties, we reserve the right to refuse requests on a case-by-case basis, depending on:

- 5.3.1 how much notice you have provided;
- 5.3.2 how much time off is required to carry out the duties;
- 5.3.3 how much time you have already had off for public duties; and
- 5.3.4 our business needs and the effect of your absence on us.

## **6 Record of individual requests**

6.1 We will keep a record of what individual requests for time off have been accepted or rejected and the reasons for this.

## **7 Data protection**

7.1 When dealing with any request for time off for public duties, we will process any personal data collected in accordance with our Data Protection Policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

## **8 Review**

8.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

## **9 Definitions**

- 9.1 The Foundry ("we", "us", "our")
- 9.2 The Employee ("you")

## **Document control box**

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