

SUPPORTING THE WORK-LIFE BALANCE (D) Reduced Working Year Policy

1. Introduction

Greater Glasgow Health Board (NHS Greater Glasgow & Clyde) is committed to equal opportunities and the promotion of flexible employee-friendly working practices for its entire staff. By implementing this policy we hope to create an environment that will allow all employees to utilise their skills, talents and experiences and thereby allow us to both recruit and retain a well-motivated and committed staff.

2. Definition

Flexible working in the form of a reduced working year can take a number of forms. One of the most common examples is that of term-time working, which is a formal agreement whereby the duties and responsibilities of a post are carried out (either full-time or part-time) during school terms. It allows employees to remain on a permanent contract and gives them unpaid leave during school holidays. The salary of the post is reduced proportionately to the hours worked by the post-holder. These principles would apply regardless of whether a reduced working year contract is explicitly linked to school terms or not.

A reduced working year represents an opportunity for employees to work during certain agreed periods of the year while maintaining their career prospects and personal development.

3. Operation of the Policy

An application to request a reduced working year contract is open to all employees as well as prospective employees, no matter what level in the organisation. Where posts are not considered to be suitable for a reduced working year contract, a full explanation will be given by the line manager.

Employees on reduced year contracts are expected to take their contractual entitlement to paid annual leave during pre-arranged periods of leave (such as the school holidays). Subject to local agreement, a maximum of five days' contractual paid leave may be

held to be taken with prior notice at times outwith holiday periods for needs which may arise from time to time.

Each employee must agree with their manager how much additional unpaid leave is required to cover the leave period and when exactly paid leave will be taken. These arrangements should be made at the start of the reduced working year agreement.

4. Calculation of Pay

There are two options available for payment of employees who work reduced working year contracts. Option 1 allows for twelve equal payments over the year to be made using a formula to deduct monies due for unpaid leave. Option 2 makes payments to staff on the basis of what they actually work and deductions for periods of unpaid leave.

4.1 Option 1

Once an employee has agreed with their manager how much unpaid leave will be taken their paid annual leave allocation (this will include public holidays due on a pro rata basis) will be recalculated. This calculation will take account of the unpaid period of leave (no annual leave will be accrued during unpaid leave).

Following this calculation the annual salary will be calculated on a pro-rata basis for the period of paid employment. This figure will then be paid in twelve equal payments throughout the year.

4.2 Option 2

Once an employee has agreed with their line manager how much unpaid leave will be taken and when, the line manager must inform payroll. The necessary deductions to pay for the periods of unpaid leave will be made the month they occur.

5. Monitoring and Review

The application of this Policy will be monitored jointly by the Director of Human Resources and the Area Partnership Forum to ensure equitable treatment of all employees.

The Board is required by Law and under the European Union Employment regulations, to gather monitoring information relating to ethnicity, religion and faith, sexual orientation, age, disability and gender for all aspects of employee relations.

You may be asked for information relating to the above in connection with this policy.

You do not have to give the monitoring information if you do not wish to. However, for some of the above diversity strands it is a legal requirement that we ask you for it, and good practice to ask for monitoring information for all diversity strands.

Any equalities monitoring information will be held separately and not used to inform any proceedings that occur in relation to this Policy.

The operation of this Policy will be regularly reviewed by the Area Partnership Forum to ensure its continued effective operation, and formally no later than 30th June 2009.