

SecureCare

TIME OFF FOR PUBLIC DUTIES POLICY

SecureCare (the “Company”) wish to enable you to perform any public duties that you may be committed to undertake and so will give you time off to do so where it does not conflict with the operational needs of The Company. We are not obliged to grant paid leave for these purposes. The circumstances in which we are prepared to do so are set out below.

Jury Service

You should tell us as soon as you are summoned for jury service and provide a copy of your summons if requested. Depending on the demands of the Company we may request that you apply to be excused from or defer your jury service.

Employers are not required to pay staff while they are absent on jury service. You will be advised at court of the expenses and loss of earnings that you can claim. The Company pay staff who are doing jury service less any amounts you can claim from the court for lost earnings for up to ten working days. Payment for time off beyond ten working days may be paid at our discretion.

Voluntary Public Service

Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties.

Public service duties include service as a:

- Tribunal member
- Magistrate
- Local councillor
- Member of an NHS Trust
- Prison visitor
- Lay visitor to police stations
- School governor

If you are unsure whether a public service that you perform is covered by this policy, you should speak to Robert Stevenson. As soon as you are aware that you will require time off for performance of a public service you should notify us in writing, providing full details of the time off that is being requested and the reasons for your request. In order that arrangements can be made to cover your duties in your absence you should make your request in good time.

We will agree to requests for time off to undertake public duties wherever reasonably possible. If it is not possible to accept a request, you will be given written reasons for our decision.

Each request for time off will be considered on its merits, in the circumstances in which it is made including:

- Whether the activity is reasonable in relation to your employment
- How much time off is reasonably required for the duty in question
- How much time off you have already taken for the public duty in question
- How your absence will affect the Company

Reserve Forces Duties

The Company is aware that staff who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called-up at any time to be used on full-time operations and will be expected to attend regular training.

The Company is under no obligation to offer leave (either paid or unpaid) for reservist staff to undertake training and expect existing holiday entitlement to be used to meet reservist commitments. In exceptional circumstances we may grant additional leave (either paid or unpaid) for these commitments to be met.

If we receive notice that you have been called-up, we may apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to the Company (which could not be prevented by the grant of financial assistance).

Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.

If it is not reasonable and practicable to reinstate you into your former employment, we will offer you the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.

This Policy will be regularly reviewed and updated as necessary. The management team endorses these Policies and is fully committed to their implementation.

This Time Off for Public Duties Policy has been approved & authorised by:

Signature:

Signed by: ROBERT STEVENSON
Position: DIRECTOR

Date:
Review date: