**Produced by Human Resources**

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**TIME OFF FOR PUBLIC DUTIES**

Middlesex University has a statutory obligation, under the Employment Rights Act 1996 (s.50), to grant reasonable unpaid time off during an employee’s working hours for public duties. These duties include membership of:

1. a local authority

2. a police authority

3. any statutory tribunal

4. a relevant health body e.g. a National Health Service Trust

5. a relevant education body e.g. a governor of a school, higher education institution or college of education

6. the Environment Agency

7. a tenants association

8. a board of prison visitors or a prison visiting committee

9. probation boards; court boards and youth offender panels

10. or duties as a Justice of the Peace

**The duties shall normally involve:**

i. attendance at meetings of the body or any of its committees or sub-committees; or

ii. other related duties approved by the body, it committees or sub-committees for the purpose of discharging its functions.

**Criteria for Reasonable Time Off**

The amount of time off which may be allowed, the occasions on which and any conditions subject to which time may be taken are those that are reasonable in all the circumstances.

A manager shall take into account:

a) how much time off is required for the performance of the public duty as a whole and how much time is required for the particular duty;

b) how much time off the employee has already been permitted, either for public duties or for trade union duties or activities; and

c) the operational requirements of the School or Service and the effect the employee’s absence will have on this.

All time off granted for public duties shall be **unpaid** although an employee may choose to take annual leave to carry out public duties.

**TIME OFF FOR TERRITORIAL ARMY, NON-REGULAR FORCES AND SPECIAL CONSTABLES**

**Summer Camp**

Support staff who attend summer camps, as a volunteer member of the non-regular forces shall be granted the 2 weeks required as paid leave additional to their normal annual leave entitlement. Academic staff are expected to take the time out of their annual leave.

**Statutory Training**

Paid leave shall also be granted to members of the non regular forces/territorial army who are required by statute to undertake training additional to attendance at summer camp, and who are unable to arrange for such training to be on days when they would not normally be working. Individuals are required to make every effort to arrange such training to be undertaken during 'off-duty' time. Where this is not possible a mutually acceptable date shall be agreed with the line manager.

**Special Constables in the Campus Watch Scheme**

Staff who are Special Constables sponsored by the University through the Campus Watch Scheme will be given a single block release of paid leave of up to 4 weeks for training. Where a block release is not possible for demonstrable operational reasons - applicants will be encouraged to train under the 18 consecutive Sundays option and consideration may be given to allowing the staff to take time off in lieu.

Paid time off will be granted for duty days not exceeding 8 hours per two week period to a maximum of 200 hours per year.

As a Special Constable candidates are required to undertake continuation training. This training will be undertaken in the allocated duty days, at weekends or on the employees own time. No additional time off will be granted for continuation training.

Managers and staff involved in the Scheme are to ensure that the pattern of working and special duties taken together comply with the working time directive.

University Staff trained as Campus Watch Special Constables will confirm weekly (Campus Watch) duties in advance of carrying out such duties with the MDX/Police co-ordinator (University Security Manager).

Any non- Campus Watch duties carried out by the Special Constable should be carried out at weekends or during the staff members own time. The MDX/Police co-ordinator will not need to be notified of these specific duties.

The University does not provide facilities for Special Constables who are not in the Campus Watch Scheme.

**JURY SERVICE AND COURT ATTENDANCE**

An individual who receives a summons to serve on a jury shall be granted leave of absence for this purpose.

Upon request of a summons the individual shall inform his/her line manager and HR without delay of the date of commencement of the jury service.

The individual is required to claim the allowance for loss of earnings in accordance with the Juror's Allowance Regulations, by sending form 5223 provided by the court to HR for completion.

The individual is expected to return to work for normal duties for each period of one or more full days that he/she is not required to attend court, where this is an individual's normal working day.

At the end of the jury service, the individual is required to notify HR of the days of absence and to send to HR a copy of the certificate of payment form, received from the court. (This form is not automatically provided and must be requested from the court.)

Once payment of the Jury allowance has been received, the amount equivalent to the allowance shall be deducted from the individual's full pay.

**Court Attendance**

Special leave shall be granted to an individual who is required to attend a court, tribunal or other official enquiry as a witness. This shall not necessarily apply in cases of civil or personal litigation.

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