

SHARED SERVICE – BUSINESS CASE

Comparison of Terms and Conditions (NYCC, CYC and Shared Service Company)

APPENDIX 9

	North Yorkshire County Council	City of York Council	Proposed – Shared Service company
1. Terms and Conditions of Employment			
Disciplinary Procedure	Informal procedure, pre-disciplinary investigation, disciplinary hearing, appeal	Informal procedure, pre-disciplinary investigation, disciplinary hearing, appeal	
Grievance Procedure	Resolving Issues at Work Policy used for Grievance and Bullying and Harassment issues Informal resolution encouraged, formal investigation and report, and appeal External mediation process available	Informal resolution with line manager, written grievance to line manager (Stage 1), written grievance to senior manager (Stage 2), Appeal. External mediation process available, if required.	
Contractual hours of work	Full time hours are 37 per week exclusive of lunch break	Full time hours are 37 per week exclusive of lunch break (30 mins min.) (Note Council core hours of business are 7am and 7pm seven days per week. Staff work standard hours within these times dependent on the requirements of the service)	Full time hours - 37 per week exclusive of lunch break (minimum of 30 minutes)
Working Hours	Flexi time applies. NYCC has no core hours though flexibility is subject to the exigencies of the service. Bandwidth 7.30am to 6.30pm. Max 12 days flex leave per year plus a maximum of 2 days per accounting period. TOIL can be agreed subject to the needs of the service – local discretion	Flexi time applies. Core hours are between 10.00 a.m. to 12.00 noon in the morning, with lunch between 12.00 noon and 2.00 p.m. and 2.00 p.m. to 3.00 p.m – employees required to finish between 3.00 p.m. and 6.00 p.m. Ability to book out in non-core hours. Flexi-leave 1 day per 4wk period.	Flexi time will apply. No core hours. Normal bandwidth 7:30am to 8:00pm. Employees must work a minimum of 5 hours per day unless they are taking leave. Flexi leave calculated on monthly basis. Maximum of 2 flexi days per month, subject to prior approval and providing that balance will not exceed maximum permitted deficit of 4 hours. Maximum of 15 flexi days per year. Flexible working arrangements subject to the exigencies of the service. Carry forward – max 20 hours and a deficit of 4 hours (pro-rata for p/t staff).
Contractual notice period	<u>Notice given by employee:</u> Weekly paid – 1 week Monthly paid on Band 1-11 – 1 Month Monthly paid on Band 12-14 – 2 months Monthly paid on Band 15+ - 3 months	<u>Notice given by employee:</u> Weekly – 1 week Monthly (non PO) – 4 weeks Monthly (PO) – 8 weeks <u>(To be updated)</u>	<u>Notice periods to given by employees (see note *):</u> Staff on SCP (4 – 30) - 1 month Staff on SCP (31 – 44) – 2 months Staff on SCP 45 or above 3 months.

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	<p><u>Notice given by employer:</u> 1 month but less than 2 years – 1 week 2 years but less than 12 years – 1 week /year 12 years + - 12 weeks Notice given in case of dismissal is the greater of the above</p>	<p><u>Notice given by employer:</u> The minimum period of notice is one week for each year of continuous service subject to a maximum of 12 weeks and a minimum of 4 weeks</p>	<p>Note * the SCP points may change once the final pay and grading structure for the company is agreed.</p> <p><u>Notice given by employer:</u> Minimum period of notice - 1 week for each year of continuous service subject to a maximum of 12 weeks and a minimum of 4 weeks.</p>																																						
Details of contractual mobility clauses	To serve at duty centre, or at such other place of employment in the Authority's service appropriate to the grade and designation as may be required.	To serve at duty centre, or at such other place of employment in the Authority's service appropriate to the grade and designation as may be required	To serve at designated duty centre, or at such other place of employment as required by the company.																																						
Copy of Equal Opportunities policy	NYCC has Equality Policy covering full range	CYC has Equality Policy covering full range	To be prepared.																																						
Holiday Entitlement	<p><u>Entitlement</u> Annual leave, in addition to public holidays shall be as follows: Note: All local government service will be counted towards leave entitlement provided that there has been no break in service.</p> <table border="1"> <thead> <tr> <th colspan="2">Total basic entitlement</th> </tr> <tr> <th>Continuous service</th> <th>Days leave per year (1 April)</th> </tr> </thead> <tbody> <tr> <td><1 year</td> <td>22</td> </tr> <tr> <td>1 year</td> <td>23</td> </tr> <tr> <td>2 years</td> <td>24</td> </tr> <tr> <td>3 years</td> <td>25</td> </tr> <tr> <td>4 years</td> <td>26</td> </tr> <tr> <td>5 years</td> <td>27</td> </tr> <tr> <td>10 years</td> <td>30</td> </tr> <tr> <td>15 years</td> <td>33</td> </tr> </tbody> </table>	Total basic entitlement		Continuous service	Days leave per year (1 April)	<1 year	22	1 year	23	2 years	24	3 years	25	4 years	26	5 years	27	10 years	30	15 years	33	<p><u>Entitlement</u> Annual leave, in addition to public holidays shall be as follows: Note: local government service will be counted as continuous provided any break in service is no longer than 1 week.</p> <table border="1"> <thead> <tr> <th colspan="2">Total basic entitlement</th> </tr> <tr> <th>Continuous service</th> <th>Days leave per year (1 April)</th> </tr> </thead> <tbody> <tr> <td>< 5 years</td> <td>24</td> </tr> <tr> <td>> 5 years</td> <td>29</td> </tr> </tbody> </table>	Total basic entitlement		Continuous service	Days leave per year (1 April)	< 5 years	24	> 5 years	29	<p><u>Entitlement</u> Annual leave, in addition to public holidays shall be as follows: Note: All service for the company plus all local government service will be counted towards leave entitlement provided that any break in service is no longer than 1 week.</p> <table border="1"> <thead> <tr> <th colspan="2">Total basic entitlement</th> </tr> <tr> <th>Continuous service</th> <th>Days leave per year</th> </tr> </thead> <tbody> <tr> <td><5 years</td> <td>22</td> </tr> <tr> <td>>5 years</td> <td>27</td> </tr> <tr> <td>>10 years</td> <td>29</td> </tr> </tbody> </table>	Total basic entitlement		Continuous service	Days leave per year	<5 years	22	>5 years	27	>10 years	29
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	<p><u>Annual Leave Year</u></p> <p>The annual leave year runs between 1 April and 31 March. Entitlement accrues from the 1st day of employment and takes account of relevant continuous service.</p> <p><u>Carry Forward</u></p> <p>Maximum of 5 days with the agreement of manager. Any c/f to be taken by 31 May.</p>			<p><u>Annual Leave Year</u></p> <p>Leave period runs from the 1st day of the month following the anniversary of local government start date (e.g. if start date is 12th July then leave year will run from 1st August until 31st July).</p> <p><u>Carry Forward</u></p> <p>Maximum of 5 days with the agreement of manager.</p>			<p><u>Annual Leave Year</u></p> <p>Leave period runs from the 1st day of the month following the anniversary of company/local government start date (e.g. if start date is 12th July then leave year will run from 1st August until 31st July).</p> <p><u>Carry Forward</u></p> <p>Maximum of 5 days with the agreement of manager.</p>		
Sick pay rules and entitlement	Up to 6 months full pay, 6 months half pay (sliding scale linked to service)			Up to 6 months full pay, 6 months half pay (sliding scale linked to service)			Up to 6 months full pay, 6 months half pay (sliding scale linked to service).		
Name of pension scheme	Local Government Pension Scheme			Local Government Pension Scheme			Local Government Pension Scheme		
Pension Contribution	Band	Range	Contribution Rate	Band	Range	Contribution Rate	Band	Range	Contribution Rate
	1	£0-£12,000	5.5%	1	£0-£12,000	5.5%	1	£0-£12,000	5.5%
	2	> £12,000-£14,000	5.8%	2	> £12,000-£14,000	5.8%	2	> £12,000-£14,000	5.8%
	3	> £14,000-£18,000	5.9%	3	> £14,000-£18,000	5.9%	3	> £14,000-£18,000	5.9%
	4	> £18,000-£30,000	6.5%	4	> £18,000-£30,000	6.5%	4	> £18,000-£30,000	6.5%
	5	> £30,000-£40,000	6.8%	5	> £30,000-£40,000	6.8%	5	> £30,000-£40,000	6.8%
	6	> £40,000-£75,000	7.2%	6	> £40,000-£75,000	7.2%	6	> £40,000-£75,000	7.2%
	7	> £75,000	7.2%	7	> £75,000	7.2%	7	> £75,000	7.2%
Expense rules, allowances and policies	NYCC pays actual expenditure on production of receipts up to guideline amounts.			CYC pays actual expenditure on production of receipts, up to guideline amounts			Actual expenditure on production of receipts, up to NJC guideline amounts		
Car mileage rates	No new designated 'Essential' or 'Casual' car users. Single mileage rate for all staff at 46p per mile for the first 8,500 miles, followed by 25p per mile thereafter.			No essential car users. Some areas have "pool" cars available. Single mileage rate of 46.9p per mile for the first 8,500 miles, followed by 13.6p per mile thereafter.			Single mileage rate for all staff at 46p per mile for the first 8,500 miles, followed by 25p per mile thereafter. Future changes in car mileage rates will be determined locally.		

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	North Yorkshire County Council	City of York Council	Proposed – Shared Service company
Sports and Social club benefits	Staff discount towards leisure membership or leisure activities	Staff discount towards CYC leisure centre membership.	Further research required.
2. Pay structure and Payroll details			
Method of payment	BACS	BACS	BACS
Frequency of payment	Monthly	Monthly	Monthly
Pay Date	Last working day of each month	Last working day of each month	Last working day of each month
Call out payments	<p>Overtime is paid for work authorized over and above 37 hours in a single week. Paid at x1.5 basic pay on weekdays/Saturdays and x2 basic pay on Sundays. Up to Band 10 (inc. scp 31). By arrangement TOIL can be granted instead.</p> <p>If part of the rota's timetabled working week is between 6.30pm and 10.00pm it is paid at plain time or taken by agreement as TOIL</p> <p>Nightwork identified as authorized working hours between 10.00pm and 6.00am paid at 1 ¹/₃ x basic pay.</p> <p>On-call allowances – regarded as voluntary duty – not rota'd that has an element of contractual obligation. Recognised by payment for actual hours worked. Subject to a minimum payment of 2 hours, or TOIL.</p> <p>Stand-by – allocated on formal / rota basis – employee obliged to be available. Payment can be made for actual hours worked, rounded to the nearest half hour. (E.g. 40 mins get paid 2 h hrs.) TOIL can also be substituted. IN addition a lump sum</p>	<p><u>Call Out</u> Paid from start time of request to attend work and end at time return home. Normal hourly rate + enhancement, dependant on the time and day, as per "overtime" (detailed below). Minimum payment for 1hr and time beyond 1hr will be rounded to nearest 15 mins.</p> <p><u>Bank Holidays</u> Rates of pay for BH as per nationally agreed provisions: Normal pay whether at work or not. Additional pay at normal hourly rate for any hours worked. Half day off in lieu if work up to half of normal shift Full day off in lieu if work more than half on normal shift</p> <p><u>Night & Weekend Work</u> If contracted to work weekends, receive an additional enhancement of 10% on top of normal hourly rate. Weekend rates apply between midnight on Friday and midnight on Sunday. If contracted to work between the hours of 7pm and 7am receive an additional</p>	<p><u>Overtime</u> For additional work authorised outside normal bandwidths - staff at or below SCP 30, will receive payment at time plus 50% (but see note * below).</p> <p><u>Additional Hours</u> For additional work authorised within normal bandwidths, but not otherwise covered by flexible working arrangements - staff at or below SCP 30, will receive payment at normal rate.</p> <p>By arrangement TOIL can be granted instead of overtime and/or additional hours.</p> <p>Note * - the SCP point at which o/t and/or additional hours is paid may change once the final pay and grading structure for the company is agreed.</p>

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	<p>of up to &% of monthly basic salary.</p>	<p>enhancement of 10% on top of normal hourly rate.</p> <p><u>Overtime</u> Grades 1-12 employees eligible to be paid overtime. OT paid for all authorised hours worked above the standard 37-hour week and will be paid at normal hourly rate plus a flat cash rate of £3.20 per hour worked.</p> <p>In addition to above, if employee contracted to work Monday-Friday and work overtime on a Saturday or Sunday will receive an additional 10% .</p> <p>An extra 10% will be paid for hours worked between 7pm and 7am on any day of the week.</p> <p>The 10% allowance is calculated on the hourly rate only and not on hourly rate plus £3.20.</p> <p>Premiums will be “stacked” if additional hours are worked at weekends or during night periods of maximum achievable is 20% on top of the applicable hourly rate.</p> <p><u>Shift Pay</u> If contractual hours of work include either shift working or other irregular work patterns, receive an annual shift pay allowance. Paid at rate of £0.50 per hour and based on annual contractual hours, irrespective of grade.</p> <p><u>Standby</u> Where regular or frequent standby duty, via a contractual rota, standby payments made</p>	

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		a monthly basis. Standby paid at £0.50 per hour for every hour on standby.	
Details of grading structure	All staff are on a local pay grade with local job evaluation	All staff are on a local pay grade with local job evaluation	<p>All staff will be on a local pay grade with local job evaluation. All staff will be entitled to an additional 3% performance related pay, subject to an upper limit on what can be earned in any year. The limit to be equivalent to the PRP which is receivable at SCP 46*. The upper limit will increase each year by the same % as the annual NJC pay award.</p> <p>Details of the draft performance related pay scheme to be agreed (but includes the achievement of individual attendance and performance targets in the preceding year).</p> <p>The company's grading structure will be based on the existing NJC pay scales. The company will pay the national NJC pay award.</p> <p>Decision required on the JE scheme to use.</p> <p>* Note – the SCP may change once the final pay and grading structure for the company is agreed.</p>
Appraisals	Annually with interim review no longer than 6 months	Annual with interim reviews.	Annually with interim review no longer than 6 months
3. Other Pay Matters			
Long Service recognition	Long service formally acknowledged at 15, 20, 25, 30 and 40 years service. Staff receive £75 of gift vouchers following 20 and 25 years service, £100 of gift vouchers at 30 years service and £150 of gift vouchers at 40 years service.	Long service formally acknowledged at 20 years continuous service. Staff receive gift up the value of £150	None.
Incremental	Staff can be approved for incremental	Must have been on new grade level for a min	Incremental progression to be based on

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Progression	progression based on recommendation from line manager. Incremental progression can be with-held due to poor attendance, performance (capability) or disciplinary issues	<p>of 12 months. For current staff progression from 1st April 2008.</p> <p>For new starters from 1st December 2008, increments will be paid in either April or October each year, dependent on the period covered by the previous 12 months continuous service.</p> <p>Move up one increment at a time each year until reach top subject to the provisions of any career grade or bars to progression through the scale.</p>	<p>recommendation from line manager, and subject to achievement of agreed competencies. Incremental progression may be with-held due to performance (capability) and/or disciplinary issues.</p> <p>The criteria for progression to be agreed (but needs to reflect DDA implications).</p>
Merit / Incentive payments	Staff can receive honorarium / merit payments for extra work / good performance, accelerated increments for sustained performance over and above expected level, and acting up payments as appropriate.	<p><u>Acting Up</u> Payments available for staff who are temporarily “promoted” to carry out the full duties of a higher graded job. Paid at minimum level of the higher grade and then subject to further incremental progression,</p> <p><u>Additional Responsibility</u> Additional responsibilities incorporated into an existing job description and evaluated to see whether or not they are significant enough to result in an additional payment at the minimum level of a higher grade.</p>	Staff to receive honorarium / merit payments for extra work / exceptional performance, accelerated increments for sustained performance over and above expected level, and acting up payments as appropriate.
Exceptional Service / Thank you	Payments for staff who on occasion deliver a service to customers above and beyond that expected. An award up to £50 can be given.	Not applicable	None.
Benefits	NYCC have Everybody Benefits, a comprehensive benefits package facilitated by Youatwork, offering a wide range of benefits including child-care, mobile phones, cycles to work, holiday discounts, etc	<p>A <u>cycle allowance</u> is paid to staff who use their bicycles on Council business and covered parking for cycles is provided.</p> <p><u>Car loans</u> - CYC will consider applications for loans to purchase a vehicle from those employees in designated car user posts.</p>	<p>Further research required.</p> <p>All staff with duty centre in York to be granted free park and ride pass.</p>

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		<p>Park & Ride - Employees can currently obtain a free Park & Ride pass if they use this facility to travel to work.</p> <p><u>Childcare vouchers</u> available to staff</p> <p>“Your Benefits” CouncilNet - list of available staff discounts from local shops, leisure centres, etc.</p>	
4. Representation			
Names of recognised trades unions	UNISON	UNISON, GMB and UNITE	To be determined. Unison – Regional Office to determine branch.
5. Policy Framework			
Re-organisation, Redundancy and Redeployment	<p>Staff at risk or redundancy have a right to Band A redeployment, where they get a suitability interview for suitable alternative jobs at or below their current salary. If they are redeployed into a job that is below their current rate of pay (>£6,000 / 3 Bands difference), they get 2 years pay protection. Normal statutory consultation and notice provisions apply. Redundancy calculated at weekly actual salary.</p>	<p>Staff at risk or redundancy have a right to Redeployment, to identify alternative jobs at or below current salary.</p> <p>Normal statutory consultation and notice provisions apply. Redundancy calculated at weekly actual salary</p> <p><u>Pay Protection</u> Where there is a net loss to pay, current pay protected at 100% for 12 months. For next 12 months, old pay will reduce by 5% and this will continue each year until pay matches new grade level.</p> <p>Grades will be increased each year by the annual pay rise.</p> <p>Contractual allowances, such as contractual overtime and other regularly paid allowances will be taken into account for the calculation of pay protection.</p>	<p>Company will require re-organisation, redundancy and redeployment policy.</p> <p>Also, policy changes required at both Councils to reflect the extent to which company staff will have access to redeployment schemes.</p>

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Attendance Management	<p>Staff can be referred to and have access to Health and Wellbeing Services, including occupational health, staff care network, G.P. / Consultant, Bullying and Harassment workers. Band A redeployment available to those who for health reasons cannot continue in their substantive post.</p> <p>Short term absence – first, and final notification (final notification subject to appeal) in place prior to dismissal</p>	<p>Staff can be referred to Occupational Health. Redeployment available to those who for health reasons cannot continue.</p> <p>Short term – formal and final warning (subject to appeal) prior to dismissal</p>	To prepare.
Capability	<p>Informal action to bring performance issues to attention, and support improved performance, which can be followed by formal action plan, and Panel.</p>	<p>Informal action to bring performance issues to attention, and support improved performance, which is followed by formal action plan, and 3 interviews at which a verbal, written and final written warning can be given (incrementally) (subject to Appeal) and Final Interview at which employment can be terminated.</p>	To prepare
Competencies	<p>Behaviour and Skills Framework applies to all staff, with 4 core competencies for all, and more specialized competencies that can be selected as appropriate to the type and level of job.</p>	<p>Leadership and Management competency standards (LAMS) introduced into HR processes, eg Recruitment and Appraisal.</p>	Competency framework to be linked to job description and incremental progression.
Relocation	<p>Available to new starters and existing staff who have moved job. Up to £8,000 payable on provision of 3 quotes for removals and receipts for other disturbances. In exceptional circumstances, up to £15,000 can be granted.</p>	<p>Available to new starters. Up to £6,500 payable on provision of 3 quotes for removals and receipts for other disturbances.</p>	The company may consider paying a relocation allowance of up to £8,000 (or the equivalent HMRC tax free allowance).
Excess travel	<p>Where restructure necessitates change to duty centre. Difference between substantive duty centre and new duty centre paid at 46p per mile for 2 years.</p>	Not applicable	Where there is a permanent change to duty centre then the company will pay the difference between the substantive duty centre and the new duty centre at a rate of

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			25p per mile for a maximum of 12 months.
6. Leave Policy / Type of Leave			
Adoption	26 weeks ordinary leave and 26 weeks additional. Occupational and/or statutory pay applies	52 weeks leave 39 weeks statutory adoption pay	26 weeks ordinary leave and 26 weeks additional. Occupational and/or statutory pay applies
Ante-Natal	Paid time off	Paid time off	Paid time off
Bad weather / emergency	Paid time off / annual leave	Annual leave/Flex/unpaid. Only paid in exceptional circumstances.	Annual leave / flexi / unpaid. Only paid in exceptional circumstances.
Compassionate	Up to 5 days paid leave	Up to 5 days paid leave	Up to 5 days paid leave
Dependants	Up to 2 days unpaid when emergency arises	Up to 5 days paid leave per 12 months, depending on annual leave balance.	Up to 3 days paid leave per 12 months, depending on annual leave balance.
Emergency	Unpaid – normally >1day	Annual leave/Flex/Unpaid	Unpaid at managers discretion
Extended leave	Unpaid at managers discretion	Not applicable	Unpaid at managers discretion
Fertility treatment	Credited medical leave up to max of 10 visits	Annual leave/Flex/Unpaid	Credited medical leave up to max of 10 visits
Gender Reassignment	Credited medical leave for hospital appointments	No policy	Credited medical leave for hospital appointments
Interview leave	Leave with pay (1 day) for NYCC or other local authority posts.	Internal – paid. External – annual leave or flex.	Paid if the interview is with NYCC or CYC otherwise annual leave / flexi / unpaid.
Maternity	26 weeks ordinary and 26 weeks additional. Occupational and/or statutory pay applies	52 weeks leave. Occupational (12 weeks half pay) and/or statutory pay applies	26 weeks ordinary and 26 weeks additional. Occupational and/or statutory pay applies
Maternity Support leave	1 weeks paid leave	1 weeks paid leave + 1 week statutory.	1 weeks paid leave + 1 weeks statutory
Medical Appointments	Time off with pay on provision of appointment card	Flex credit on provision of appointment card for hospital appointments. No leave for doctor/dentist appointments.	Time off with pay on provision of appointment card. Credit not given for routine doctor/dental appointments.

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Parental	Up to 13 weeks unpaid	Up to 13 weeks unpaid and 18 weeks for children on disability living allowance	Up to 13 weeks unpaid and 18 weeks for children on disability living allowance
Paternity	Up to 2 weeks Statutory paternity pay	1 weeks leave on full pay 1 weeks on statutory pay	Up to 1 weeks leave on full pay plus 1 weeks leave on statutory paternity pay
Public service	Up to 12 weeks paid	Up to a max of 208hrs paid time for carrying out public duties.	Up to a max of 222hrs paid time for carrying out public duties.
Religious matters	Negotiated with manager – annual / flex leave used	Agreed with manager – annual leave or flex.	Subject to manager approval – annual / flex leave used
Study	Up to 1 days leave per exam	No policy	Up to 1 days paid leave per exam plus actual exam time.
Special	A number of days unpaid	No policy	Unpaid at managers discretion.