

Other Leave FAQs

1. What should I do if I am called for Jury Service?

You should provide your line manager with a copy of the court summons and the dates in which your jury service is scheduled.

You will need to record this leave on the Workforce system, by following these steps:

- Please login to Workforce at <https://nclccgs.nhsworkforce.org/login>
- Then click on “Request Leave” on the left-hand side
- If you are a manager, you will have the option to select who you are requesting leave for (whether it is a member of your team or yourself). Select the appropriate person (if applicable)
- A calendar will appear on screen
- Select the dates which your jury will start and end
- From the drop-down menu, select “Jury Service (Paid Leave)” as the type of leave you are requesting
- You will have the option to provide additional information to your manager about your leave request, however, this is optional to complete
- Once you finalise your selection, you will be asked to confirm your request by either clicking “submit request” or “cancel request.”
- Once you have submitted your request, this will go to your manager for approval.
- You will receive an e-mail once your manager approves your leave.
- You will continue to be paid whilst on jury service.

2. What is compassionate leave and am I entitled to it?

The purpose of compassionate leave is to help an employee come to terms with the death of a dependant or relative. It also covers time off to make arrangements for attending funerals of a dependant, relative or next of kin.

Managers have the discretion to grant paid leave, initially a minimum of 3 days, but in exceptional circumstances a maximum of 6 days in a 12-month rolling period.

Compassionate leave may be granted to all employees, regardless of their length of service.

You should record this leave on the Workforce System in a similar way to how you would request and record Annual Leave. Please see the FAQs regarding Annual Leave on how to do this.

Further information can be found in the [Other Leave Policy](#)

3. What is carer's leave and am I entitled to it?

Carer's leave provides employees with planned time off to care for dependents.

Managers have the discretion to grant paid leave, initially a minimum of 3 days. However, in exceptional circumstances managers may grant a maximum of 6 days in a 12-month rolling period OR a short-term variation to hours/annual/unpaid leave/time off in lieu to deal with a caring situation, subject to business needs.

You should record this leave on the Workforce System in a similar way to how you would request and record Annual Leave. Please see the FAQs regarding Annual Leave on how to do this.

Carer's leave may be granted to all employees, regardless of their length of service.

4. Am I entitled to any leave for emergency situations?

The CCG recognises that there may be occasions when an employee may need emergency leave to deal with unexpected situations.

Please refer to Clause 6.1 in the [Other Leave Policy](#) for information on what constitutes an emergency situation.

Managers may grant employees up to one day paid emergency leave to deal with unexpected urgent domestic situations. Managers have the discretion to grant further paid leave in exceptional circumstances, subject to business needs.

5. What is an employment break?

An employment break allows employees to take unpaid leave for up to 5 years for reasons such as:

- Childcare needs
- Elder care
- Care for another dependent
- Training
- Study Leave
- Work abroad
- Other reasons that the CCG will consider on their merits

Employees will be unpaid during an employment break, however, the period of the employment break will count towards continuous employment for statutory purposes.

6. Am I eligible to take an employment break?

In order to apply for an employment break you must have a minimum of 12 months' service with the CCG.

7. How long can my employment break be?

The minimum length is 3 months and the maximum is 5 years.

8. How can I apply for an employment break?

Section 5 in the [Employment Break Policy](#) describes the application process.

Applications will be considered on their own merits, and in line with business needs.

9. Will I be able to return to the same role after taking an employment break?

If an employee returns within one year, the same job will be available as far as is reasonably practicable. If the employment break is longer than one year, return will be to a role that is as similar as possible.

10. Who can I contact if I cannot find the answer to my query here?

In the first instance, please refer to the [Other Leave Policy](#) for more information.

If you are still unable to find the answer to your query, please contact the [HR Team](#).