

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	Leave Procedure
Policy holder Job title Contact details	Liz Howard HR Director Extn 303
Directorate owner	Liz Howard
Date of completion	March 18 <sup>th</sup> 2013
<b>Step A</b>	
What are the aims, perceived benefits and suggested outcomes?	
<p>This document sets out how leave, contractual and discretionary, will normally be managed for all staff. The College recognises the need for effective policies which play a key part in supporting an appropriate work life balance. Such policies are intended to:-</p> <ul style="list-style-type: none"> <li>• Allow a more effective combination of home and work responsibilities</li> <li>• Enhance quality of opportunity at work</li> <li>• Maintain the competitive advantage of the organisation by retaining skilled and valued employees.</li> </ul> <p>This procedure describes entitlements to:</p> <ul style="list-style-type: none"> <li>• Annual leave</li> <li>• Reserve Forces</li> <li>• Public duties</li> <li>• Jury Service</li> <li>• Unpaid Leave</li> <li>• Severe Weather</li> <li>• Compassionate leave</li> <li>• Fertility treatment leave</li> <li>• Dependants leave</li> </ul> <p>for all employees at the College. Employees are also encouraged to refer to other related policies such as maternity and parental leave and time of in lieu (TOIL) procedure.</p> <p>This procedure recognises that employees of the College need to have the opportunity to take time off work for urgent family reasons in cases of sickness or accident as well as leave for other family purposes. This procedure provides a structure for such leave and a flexible system of managing and taking leave.</p>	
<b>Step B</b>	
Do you have any data showing how the policy has been received and whether it is successful?	
Over the past three years there have been very few cases of extended leave being	

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requested; academic staff have on occasion had leave in term time declined.

A grievance was raised in regards to staff having to take additional leave when environmental factors prevented their return from annual leave (volcanic ash). The policy however was deemed to be fair and robust to deal with the issues.

## Step C

Which equality strands could the policy, procedure or event impact upon?

Strand	Notes
Ethnicity	Overseas employees may have a different requirement for leave than staff whose family all live in the UK. This procedure provides the Principal with discretion to support the requests from staff who require leave to visit family / return home. The policy will be operated sympathetically at times of bereavement. The Principal will ensure a consistent approach.
Language	The College will support staff who have English as a second language should they require such in the operation of this policy.
Disability	The College is aware that employees with a disability may require leave to accommodate their disability. The College will always aim to act in a fair and reasonable manner to ensure staff with a disability have the necessary resources, including leave, to enable them to fulfil their potential and to remain in employment.
Gender	It is believed that this policy is gender neutral.
Religion	The College accepts that the UK annual leave system is not reflective of all cultural holidays and festivals. The College is also aware that leave in term time will have an impact on students and the quality of provision. The College will aim to support religious related requests but all such requests will need to be reviewed in line with the ability of the College to provide an unaffected educational provision to students.
Age	This procedure should be applied fairly across all age groups.
Sexuality	It is not anticipated that this procedure will have a negative impact upon any specific group.
Full impact assessment required?	YES <input type="radio"/> (please circle) NO <input checked="" type="radio"/>

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This will be conducted by:	(date)
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

This EIA was completed post review by the Policy Review Group 18<sup>th</sup> March 2013.