


# Time Off for Public Duties Policy

Rev 1

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**AARSLEFF CENTRUM**



## **1. POLICY STATEMENT**

**1.1 This policy applies to all companies within Aarsleff Ground Engineering Ltd UK and Avoncross Ltd, including companies trading as Centrum Pile and Cannon Piling (referred to in this statement as 'The Company').**

1.2 This policy is non-contractual, and the Company reserves the right to amend or withdraw the policy at any time at the Company's discretion.

1.3 We wish to enable employees to perform any public duties that they may be committed to undertake and so will give them time off to do so where it does not conflict with the operational needs of our business. We are not legally obliged to grant paid leave for these purposes.

1.4 This policy applies to all employees.

## **2. PERSONNEL RESPONSIBLE FOR THE POLICY**

2.1 The Board of Directors have overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

2.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting employees and ensuring its success.

## **3. JURY SERVICE**

3.1 You should tell your line manager as soon as you are summoned for jury service and provide a copy of your summons. You must provide a copy of your jury summons/ citation to enable your line manager to make arrangements to cover your work whilst you are away and to understand the amount of time you'll need off. We will hold a copy of this jury summons/citation on file.

3.2 Depending on the demands of our business we may request that you apply to be excused from or defer your jury service.

3.2.1 You can ask to defer doing jury service for up to 12 months if you can give the court a specific reason why and a date when you'd be available. If you're involved in an important piece of work talk to your manager about the option of deferring your jury service. They can't apply for you but can write a letter of support.

3.2.2 If we require you to defer or apply for excusal from jury service, we will provide a supporting letter outlining the reasons why we are requesting that you defer or apply for excusal from jury service. Where we consider that this applies, you should not submit an application for excusal or deferral before we have provided you with a letter (and any other relevant evidence) to support the application. We will provide a supporting letter (and any other relevant evidence) within 48 hours of you notifying us.

3.2.3 If your service is deferred or you have been excused, we will work with you to allocate time in the future to attend jury service.

3.2.4 If we do not require you to defer or apply for excusal from jury service, we will grant you the necessary amount of time off work to perform jury service.

3.3 If you're called for jury service, you'll be given a minimum of four weeks' notice and you'll need to respond within seven days, so it's important to let us know as soon as possible.

3.4 Your manager will ask for a copy of your jury summons, so we know the date and likely amount of time you'll need off.

3.5 Usually, jury service is for 10 working days, although for some complex cases it can be for longer. If you're told at the court that it's likely to last for longer than two weeks, you need you to tell your manager straight away so they can plan ahead. Your manager will then consult affected teams or departments to discuss arrangements that need to be made.

### 3.6 Pay whilst on Jury Service

3.6.1 The Company ensures that you should neither profit nor lose out financially from the performance of Jury Service, therefore while on Jury Service you will be paid your basic rate of pay subject to the further deduction of any monies claimed from the Court in respect to loss of earnings.

3.6.2 You must send the certificate of loss of earnings or Benefit form to the payroll team as soon as possible and in advance of the period of jury service.

3.6.3 You should then hand the completed loss of earnings form to the court where your jury service is required.

3.6.4 The court will then pay you for your attendance at jury service and provide written confirmation of how much payment has been made, this must then be provided to the payroll team and the amount will then be deducted from your following payment, ensuring that there has been no profit or loss to earnings from you completing your Jury Service.

## 4. VOLUNTARY PUBLIC DUTIES

4.1 Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor.

4.2 If you are unsure whether a public service that you perform is covered by this policy you should speak to the HR Department.

4.3 As soon as you are aware that you will require time off for performance of a public service you should notify your line manager 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.

4.4 Each request for time off will be considered on its merits taking account of all the circumstances, including how much time is reasonably required for the activity, how much time you have already taken, and how your absence will affect the business.

## **5. RESERVE FORCES DUTIES**

5.1 We are aware that employees 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 deployed on full-time operations and are expected to attend regular training.

5.2 We are under no obligation to offer leave (either paid or unpaid) for reservists to undertake training and you should use existing holiday entitlement to meet training commitments.

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

5.4 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.

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

5.6 When calculating the length of your continuous employment with us, the period of absence on military service will not be counted. The period of employment before your mobilisation and the period after your reinstatement will be treated as continuous.

## **6. VOLUNTEERING**

6.1 Employee volunteering gives employees the opportunity to volunteer during working hours. Organisations have an impact on the communities in which they operate, and many employers have introduced different types of volunteering programmes for employees to support community organisations and charities with their time and skills.

6.2 The purpose of employee volunteering is for Aarsleff UK Group to further develop and build on our corporate social responsibility and to give back to the communities we are part of. By employees giving their time to a company endorsed organisation or registered charity, they have the opportunity to build connections with their local communities and give back to society while working on issues they feel passionate about. They also gain the opportunity to develop key soft skills in areas such as coaching, leadership and organisational abilities.

6.3 Benefits;

6.3.1 Help employees and the company be part of the community.

6.3.2 Help employees learn new skills and have new experiences.

6.3.3 Build employee engagement and pride to work for an organisation which supports volunteering.

6.3.4 Help employees gain confidence and provides an opportunity to try something new.

6.3.5 Improve company brand and reputation.

6.3.6 Have a real and valuable impact on people, communities and society in general.

6.3.7 Help employees meet different types of people.

6.3.8 Improve your morale, physical health and work-life balance.

6.4 All employees of the company can apply to their manager for up to 2 days per calendar year to volunteer for a company approved volunteering event or to a UK registered charity/approved organisation. Managers have the right to refuse this request. Employees will receive a usual day's basic pay.

6.5 The company will not pay any expenses or for any equipment which you may have incurred through your involvement with any volunteering activity under this policy. The organisation which you are volunteering for should be able to pay reasonable expenses, please discuss this with them.

6.6 It is your responsibility to manage your own health and safety while volunteering and the company is not liable for any Health and safety incidents that occur while you volunteer for another approved organisation/charity. You should check that the approved organisation/charity that you volunteer for has sufficient insurance and processes in place to protect your Health and safety.

6.7 Occasionally you may be invited by the company to volunteer for an approved organisation/charity which the company has chosen to support/sponsor/partner with. If you decide that this is something you would like to do you should request time off to volunteer using the leave of absence booking process, you must inform your manager of the approved charity/organisation which you are taking part in. Only when this has been approved should you confirm to the organiser that you are able to volunteer.

6.8 you may wish to volunteer your time to a UK registered charity. If you wish to do this, you must complete an employee volunteering form and submit this to your manager to review before agreeing to the volunteering. Your manager will check that the volunteering opportunity is legitimate, appropriate and that the charity is a UK registered charity before approving your request for volunteering leave. This leave will then be recorded in line the leave of absence booking process.

6.9 Requests for volunteering leave are not guaranteed, as this is dependent on business needs and can be redacted by management at any time.

6.10 Upon completion of any volunteering activity under this policy, a Aarsleff UK Group – Volunteering Hours Sign-Off must be completed and signed by a representative of the approved organisation/ charity and sent to HR@aarsleff.co.uk, only on receipt of this form will payment for your volunteering leave be processed.