



TIME OFF FOR PUBLIC DUTIES POLICY AND PROCEDURE

OCTOBER 2024

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1. PURPOSE

- 1.1 The Company recognises the value to local communities and society of employees undertaking public duties outside work. It welcomes the opportunities these duties provide for employees' personal development and growth and the benefit to the business of the transferable skills which can be attained. Whilst the Company will try to accommodate time off for public duties wherever possible, it is mindful of the need to ensure that staffing levels support the delivery of a high quality service to its customers and meet the operational needs of the business.
- 1.2 This policy details the types of public duties for which time off may be granted, from public duties prescribed in relevant legislation to local community duties/activities supported by the Company.

2. SCOPE

- 2.1 This is a group level policy that applies to all employees of Anglian Water Group Limited, with the exception of Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water and Anglian Water Business (National)).

3. STATUS

- 3.1 This policy/procedure is subject to regular review by the Company and is updated as appropriate.

4. POLICY OWNER

- 4.1 Head of Employee Relations.

5. POLICY

- 5.1 The Company aims to provide employees with reasonable time off during working hours, where operational needs allow, in order to undertake certain public duties, the details of which are set out below.

6. TIME OFF FOR PUBLIC DUTIES – THE LAW

- 6.1 Under s.50 of the Employment Rights Act 1996, employees who hold certain public positions have the right to reasonable unpaid time off during working hours, e.g. Justices of the Peace (also known as Magistrates). A full list of the provisions covered can be found in [Appendix 1](#)
- 6.2 There is no legal definition of how much time off is reasonable for the purpose of public duties. However, when considering whether or not to approve time off, the Line Manager should take into consideration:
- how much notice the employee has provided;
 - how much time off is required to carry out the duties;
 - how much time the employee has already had off for public duties; and
 - the operational needs of the business and the effect of the employee's absence on the running of the business.

6.3 Time off for these public duties is **unpaid**. Employees request the time off in Workday via Absence > short-term > Discretionary Leave unpaid > Other and entering the reason for the time off in the comment box.

7. RESERVISTS

7.1 Volunteer Reservists

7.1.1 In accordance with relevant legislation, i.e. Reserve Forces (Safeguard of Employment) Act 1985, Reserve Forces (Call-out and Recall) (Financial Assistance) Regulations 2005 (SI 2005/859) and The Reserve Forces (Payments to Employers and Partners) Regulations 2014, the Company provides for paid and unpaid time off for members of the reserve forces, which include the Army Reserve, Royal Naval Reserve, Royal Marines Reserve and Royal Auxiliary Air Force.

7.1.2 The Company recognises that many of the skills that reservists gain during their training are transferable to the workplace and will support reservists as far as possible, for example by taking into account unusual leave requirements or the need to amend working patterns. However, all leave is granted at the discretion of the Line Manager and they may ask for evidence (e.g. training camp notification) and adequate notice before approving any.

7.1.3 Employees with more than 6 months' continuous service and who are members of the reserve/auxiliary forces in 7.1.1 are eligible to up to 10 working days' leave per annum with full pay for the purposes of attending training camps. Annual camp dates are decided as early as possible by the MOD, so as soon as an employee knows they must discuss the time off with their Line Manager and request the time off in Workday via Absence > short-term > Discretionary Leave paid > HM Forces Reservists.

7.1.4 Employees with less than 6 months' service and who are members of the reserve/auxiliary forces in 7.1.1 in any of the above reserve forces are eligible to 1 working day for each calendar month's service completed up to the date of the commencement of the training camp. These days are requested as time off in Workday as in 7.1.3 above).

7.1.5 If additional leave is required beyond the provisions described above, it may be granted as unpaid leave at the discretion of the Line Manager and should be requested by the employee in Workday via Absence > short-term > Discretionary Leave unpaid > HM Forces Reservists.

7.2 Reservists' Call Outs (Mobilisation)

7.2.1 Reservists may be called out for active duty by the MOD and mobilised for a period of up to a year. Employees will be granted unpaid leave from the date of mobilisation when they will start to receive a military salary.

7.2.2 The MOD aims to give at least 28 days' notice of mobilisation (depending on the circumstances this may not always be achievable and there may be less notice given). It is imperative that an employee lets their Line Manager know immediately

if they are to be mobilised and requests the time off in Workday via Absence > long-term > Discretionary Leave unpaid > HM Forces Reservists.

7.2.3 All employee contractual entitlements and benefits will be suspended from the date of mobilisation, as follows:

Benefit	Impact of Mobilisation
Continuous service	Continuous service date will remain the same, but the mobilisation period will not count as continuous service for the purposes of calculating service-related benefits, e.g. redundancy, long service awards.
Annual leave and bank holidays	Annual leave and bank holidays are not accrued during the mobilisation period, so annual leave allowance will become pro-rata.
Sick pay	Not eligible to sick pay while mobilised.
Company car/cash for cars	Company car must be returned by the mobilisation date (contact Fleet Services at fleetservices@anglianwater.co.uk) / cash for car allowance will stop.
Annual bonus/incentives	The annual bonus rules apply, so any bonus due will be pro-rata.
Loyalty Savings Scheme	Can no longer make contributions via payroll, but can make up the missed contributions within 6 months of returning to work or receive a payment based on the reduced level of savings.
Childcare vouchers	Can no longer make the salary sacrifice through payroll, so under 'lifestyle change' the arrangement will end and vouchers will stop.
Private Healthcare	Not covered while mobilised – if employee wants to continue with cover they will need to take out their own policy direct with a provider.
Personal Accident Benefit Scheme	This scheme does not cover employees who are mobilised.
Subscriptions (e.g. trade union, WaterAid)	Any subscriptions paid through payroll will stop so employee will need to organise direct debits/standing orders direct with the recipient if they want to continue.
Pension	The MOD will ask mobilised employees to opt for one of three pension arrangements: 1. for the period of mobilised service to count towards the Reserve Forces Pension Scheme (RFPS);

	<p>2. to remain in any civilian occupational or personal pension scheme; OR</p> <p>3. to join the State Second Pension (S2P)</p> <p>If an employee chooses to stay in their Anglian Water pension scheme they must contact the Pensions department on 01480 323153 to confirm the pension arrangements applicable to them.</p>
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7.2.4 Where an employee loses certain benefits because they are no longer being paid by Anglian Water they may claim for the daily cost of replacing them from the MOD (further details available via sabre.mod.uk). For a breakdown of the employee’s specific daily costs, a request can be sent to People and Payroll Services for a calculation.

7.3 Returning to work

7.3.1 The employee is entitled to return to their normal job or a suitable alternative role if their normal job is no longer available, for a minimum of:

Continuous previous service with Anglian Water	Minimum reinstatement period <i>(as per the Reserve Forces (Safeguard of Employment) Act 1985)</i>
Up to 13 weeks	13 weeks
13 weeks to 52 weeks	26 weeks
More than 52 weeks	52 weeks

8. JURY SERVICE

8.1 In accordance with the Juries Act 1974, employees may be called upon by HM Courts and Tribunals Service (HMCTS) to attend for jury service, which normally lasts for 10 working days, but may be longer.

8.2 On being called for jury service, an employee should discuss this with their Line Manager at the earliest opportunity, providing copies of the court summons and any other relevant documentation.

8.3 Where the Line Manager considers that an employee's absence on jury service could cause substantial injury to the business, they can ask the employee to make an application for excusal or deferral, as appropriate. The employee will need a letter from their Line Manager (on headed paper) to attach to their application for excusal or deferral (the application can not be made without it).

8.4 The employee will continue to be paid while on jury service at the normal rate of pay subject to the deduction of any monies received from the court in respect of loss of earnings. A deduction will be made the following month or next Payroll period upon the employee’s return to work.

- 8.5 If the employee's services are not required for any part or whole court day they will be expected to return to work for the remainder of the working day. They should notify Payroll immediately so they can make amendments to the deduction.
- 8.6 If the employee's jury service ends before the expected 10-day period (or such longer period as the court may have indicated to the employee) the employee will be expected to return to work for the remainder of that period. They should notify Payroll immediately so they can make amendments to the deduction.
- 8.7 The employee will book time off for jury service in Workday via Absence > Long-term > Time off for Public Duties. The employee will select the date range and will be asked to upload the court summons letter. People and Payroll Services will complete a Certificate of Loss of Earnings form and send it to the employee via post to their home address along with guidance on what they need to do following Jury Service.
- 8.8 It is the employee's responsibility to complete the 'Return from Leave of Absence' task on workday on the first day of their return to work.
- 8.9 Attending Court as a Witness
- 8.9.1 Employees who are required to attend Court to act as a witness should discuss this with their Line Manager at the earliest opportunity, providing copies of the court summons and any other relevant documentation.
- 8.9.2 The employee will book time off for attending Court as a witness in Workday via Absence > Long-term > Time off for Public Duties. The employee will select the date range and will be asked to upload the court summons letter. People and Payroll Services will complete a Certificate of Loss of Earnings form and send it to the employee via post to their home address along with guidance on what they have to do following attending Court.
- 8.9.3 It is the employee's responsibility to complete the 'Return from Leave of Absence' task on workday on the first day of their return to work.

9. SPECIAL CONSTABLES/EMPLOYER SUPPORTED POLICING

- 9.1 The Company signs up to Employer Supported Policing Schemes by providing paid time off for employees to undertake special constable duties – one day per calendar month.
- 9.2 The time off is subject to Line Manager approval and is booked by the employee in Workday via Absence > short-term > Discretionary Leave paid > Other and entering the reason for the time off in the comment box.

10. RETAINED FIREFIGHTERS

- 10.1 A retained firefighter, also known as an RDS Firefighter or on-call firefighter, is a firefighter who does not work full-time but is paid to spend long periods of time on call to respond to emergencies through the Retained Duty System.

- 10.2 Employees who are retained firefighters, undertake these duties outside of working hours and must declare this paid work to their Line Manager.
- 10.3 Whilst the Company recognises the benefit of these duties to the wider community and the employee, these duties should not have a detrimental impact on the employee's performance of their role or their safety and well-being in terms working hours and rest breaks in accordance with the Working Time Regulations.

11. VOLUNTEERING

- 11.1 Volunteering is when an employee gives their time to help a charity or not-for-profit organisation, in the service of people, communities and the environment.
- 11.2 The Company supports a number of volunteering initiatives – for more information go to the Love to Help pages on Lighthouse:
<https://anglianwater.sharepoint.com/sites/pubSustainability/SitePages/Love-to-Help.aspx>
- 11.3 Employees volunteering for other activities, not covered by Love to Help, should discuss the use of annual leave/unpaid leave with their Line Manager.
- 11.4 Cadet Force Adult Volunteers (CFAVs)
- 11.4.1 The Company supports employees who are members of the Cadet Force Adult Volunteers (CFAVs), i.e. members of the Cadet Forces of the Army, Navy or Air Force.
- 11.4.2 Employees with more than 6 months' continuous service and who are members of CFAVs are eligible to up to 10 working days' leave with full pay for the purposes of attending training camps. As soon as an employee knows the dates required, they must discuss the time off with their Line Manager and request the time off in Workday via Absence > short-term > Discretionary Leave paid > Cadet Force Adult Volunteer Leave.
- 11.4.3 Employees with less than 6 months' service and who are members CFAVs are eligible to 1 working day for each calendar month's service completed up to the date of the commencement of the training camp (to a maximum of 5 days). These days are requested as time off in Workday as in 11.4.2 above).

12. RECORDS

- 12.1 It is the Company's standard practice to send all written correspondence by Workday/email. Where this is not possible (i.e. the employee does not have a Company email account), it will be sent by standard mail or it may be sent to a personal email address with consent from the employee.
- 12.2 All information will be held on the employee's record in accordance with the Company's Data Retention [Policy](#).

13. FURTHER ASSISTANCE

Please contact your Line Manager or Employee Relations Manager/Adviser for further assistance. Details of the areas covered by each ERM/ERA can be accessed [here](#).

LAST REVIEWED

October 2024

Appendix 1

Provisions covered under s.50 of the Employment Rights Act 1996

Duties eligible for unpaid time off	
Role	Examples
Justices of the Peace (also known as magistrates)	
Independent prison monitors in Scotland	
Member of a local authority	County, City or Borough Councillors
Member of a statutory tribunal	Employment Tribunal panel member
Member of a relevant health authority	
Member of a relevant education body	School Governor
Member of the Environment Agency or the Scottish Environment Protection Agency	
Member of Scottish Water	
Lay observer of conditions in court custody and under escort	
Member of visiting committees of immigration removal centres	
Member of visiting committees of immigration short-term holding facilities	