



London Sustainability Exchange

## London Sustainability Exchange Employment Policy

Supported by:



Partners:



MAYOR OF LONDON



### **Hours of Work**

The normal hours of work for full time staff are 37.5 hours per week.

Starting and finishing times may be agreed between you and your Senior Manager, but are normally between 08.30 to 17.00 (including a 1 hour lunch break) Monday to Friday for full time employees.

As a part-time employee your normal office hours will be pro-rated

Because of the nature of work at the Forum, on occasion, and by prior arrangement, you may be required to work outside normal office hours without extra payment. However, LSx is sympathetic to flexible working hours that may be agreed with the appropriate Senior Manager.

In addition, all permanent staff are entitled to taking Time off in Lieu (TOIL) when they are needed to work over the required 37.5 hours a week to attend meetings/workshops or other events.

### **Holidays-Leave Entitlement**

In addition to Statutory holidays, all full time staff are entitled to take 25 days paid leave annually.

The leave year runs from 1st January to 31st December. No leave can normally be taken during a probationary period. In the first leave year, leave is calculated on a pro rata basis in accordance with the commencement date of employment with the Forum. There is no carry forward entitlement of annual leave into the new leave year.

On termination of employment leave is recalculated pro rata for the year and any necessary salary adjustments made.

Holiday-Leave Notification

All requests for annual leave must be authorised by the appropriate Senior Manager.

LSx have an annual leave policy.

### **Sickness and Sick Pay**

In the event of absence due to sickness or injury, you must inform the appropriate Senior Manager immediately, with an indication of likely period of absence.

If your absence exceeds 3 working days a Self Certification form or National Insurance Medical Certificate must be submitted without delay. For any period of 1 week or more a doctor's certificate must be produced.

You will normally be entitled to receive the following salary payments on production of the appropriate certificate:

PERIOD OF EMPLOYMENT	FULL PAY	HALF PAY
First 6 months	2 weeks	2 weeks
6 months to 2 years	6 weeks	6 weeks
2 years or more	8 weeks	8 weeks
	in any 12 month period	

Whilst sickness payments will normally be granted for genuine absence, they are, however, always at the discretion of LSx.

Any statutory sick pay (SSP) due is included in normal full sick pay, staff in receipt of half sick pay receive any SSP due in addition, subject to the total gross pay being no more than normal salary on full pay.

### **Contingency Leave**

You may be granted Contingency Leave on full pay for compassionate or similar reasons. You must inform your Senior Manager at the earliest opportunity to explain the circumstances.

Senior Managers may grant up to 5 days contingency leave at any one time, subject to a maximum of 10 days in any one leave year. With the approval of the Programme Directors, additional contingency leave may be granted in appropriate circumstances.

### **Unpaid Leave**

When you have exhausted all your paid leave entitlement and request additional unpaid leave, the appropriate Senior Manager has the discretion to authorise limited periods of unpaid leave, up to a maximum of ten days in any leave year. With the approval of the Programme Directors, additional unpaid leave may be granted in appropriate circumstances.

Period of service is not broken by taking unpaid leave.

### **Parental Leave**

A member of staff who has been employed for at least 1 year may take up to 10 days paid, and a further 13 weeks unpaid leave, if their partner gives birth or if the member of staff adopts a child of up to eight years old.

You must inform the appropriate Senior Manager of the start of the intended leave and its likely duration as soon as is practicable.

### **Staff Development and Training**

LSx is seeking to become a genuine learning organisation, and to invest in its staff appropriately. Staff are expected to share their skills and experience with other staff, and, in consultation with the appropriate Senior Manager, to develop their own.

### **Forum Mission and Values**

Staff are expected to subscribe to the Forum's mission and values statements, and to work with their colleagues in a style and spirit which reflects these.

### **Travel and Subsistence**

The mode and cost of travel should be reasonable and appropriate to the circumstances of the journey. The standard classes of rail and air travel should be used.

Where use of a car is unavoidable, car mileage costs should be no more than a second class rail equivalent. The basic Inland Revenue rate for less than 4000 miles per annum shall apply

Subsistence allowances are at the discretion of the appropriate Senior Manager or Project Manager and must be agreed before they are incurred.

### **Health and Safety at Work**

You are subject to the Health and Safety at Work Act 1974, or any successor thereto, and are responsible for making yourself familiar with this Act, LSx's Safety Policy (Appended), and the Code of Practice (Appended) related to your place of work

### **Smoking**

No smoking is permitted in any LSx premises

### **Confidentiality and Data Protection**

You are expected to observe and uphold a high standard of confidentiality concerning all information or data held by the Forum in any format

The Data Protection Act 1984 was introduced to regulate the use of automatically processed information relating to personal data and you are responsible for familiarising yourself with, and observing the principles of, the Act.