**Public Duties Policy**

November 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to public duties. This policy sets out the statutory rights and responsibilities of colleagues who wish to take time off for public duties.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

# Public Duties

Employees who hold certain public positions have a right to reasonable unpaid time off during working hours. The provisions cover Justices of the Peace and members of the following public bodies:

* a local authority;
* a statutory tribunal;
* a police authority;
* the Service Authority for the National Criminal Intelligence Service or the Service Authority for the National Crime Squad;
* a board of prison visitors or a prison visiting committee;
* a relevant health body;
* a relevant education body;
* the Environment Agency, the Scottish Environment Protection Agency or a relevant Scottish water and sewerage authority

# ProcedureThe employee must provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

**Time Off**

The Company will grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for any such time off by working additional hours at another time.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties, the Company may refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of their annual holiday entitlement for this purpose.

**Payment**

Time off for public duties will normally be unpaid. However, at the discretion of management, an employee may continue to be paid at his/her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the duties performed, which the employee must declare.