

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

<b>Name of Policy</b>
Special Leave Policy

<b>What is the aim of the policy?</b>
To help balance the demands of domestic and work responsibilities at times of urgent and/or unforeseen need, and to support them to undertake civic and/or public duties It includes leave for <ul style="list-style-type: none"><li>• Special leave for urgent domestic distress (Compassionate leave)</li><li>• Short term carer leave</li><li>• Maternity and paternity leave</li><li>• Adoption leave</li><li>• Partner leave</li><li>• Leave for other purpose e.g. job interview</li></ul>
<b><i>NOTE - Quote directly from policy documentation.</i></b>

<b>What outcomes do we want to achieve for this policy or function, &amp; for whom?</b>
To ensure that all staff understand the process for applying for special leave
<b><i>NOTE - Wherever possible in responding to these questions, be specific, &amp; name organisations, individuals &amp;/or equality categories: Race, Gender, Age, Disability, Religious &amp;/or Sexual Identity.</i></b>

<b>Who are the key stakeholders in the policy?</b>
The employee
The Trust
HR
Departments

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

--

<b>Who is intended to benefit from this policy, &amp; in what way?</b>
--

All Trust staff
-----------------

<b><i>NOTE - Wherever possible in responding to these questions, be specific &amp; name organisations, individuals &amp;/or equality categories</i></b>
---

<b>What impact will the proposal have on any services currently provided or on our staff and/or stakeholders</b>
--

None
------

<b>How do the outcomes help or hinder other organisational objectives, policies or values?</b>
--

It allows staff to achieve a work life balance
--

<b>If there are associated objectives of the policy, what are they?</b>
---

None
------

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

<b>Who implements the policy &amp; who is responsible for it?</b>
Heads of Department ,HR

**How relevant is the policy to each Equality category? Based on your answers above, is the policy of High, Medium, or Low relevance:**

**(tick one box for each Equality category)**

<b>Category</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>Age</b>			<b>x</b>
<b>Disability</b>			<b>x</b>
<b>Ethnicity (Race)</b>			<b>x</b>
<b>Gender (Sex)</b>			<b>x</b>
<b>Religion or Belief</b>			<b>x</b>
<b>Sexual Orientation</b>			<b>x</b>

<b>Are there any concerns the policy could have a differential impact on the grounds of racial or ethnic origin?</b>
No
<b>Are there any concerns the policy could have a differential impact on the</b>

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

**grounds of religion or belief?**

No

**Are there any concerns the policy could have a differential impact on the grounds of disability?**

No

**Are there any concerns the policy could have a differential impact on the grounds of age?**

No

**Are there any concerns the policy could have a differential impact on the grounds of sexual orientation?**

No

**Are there any concerns the policy could have a differential impact on the grounds of gender?**

No

**Is there enough evidence to proceed directly to a Full Impact Assessment?**

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

Y   x N