GREATER**LONDON**AUTHORITY

Work life balance and family

Terms and conditions of employment

Your terms and conditions of employment with the Greater London Authority (GLA) are set out in this document. The GLA is also referred to below as “we”, “our” and “us”.

These terms and conditions of employment apply to all employees of the GLA except where otherwise indicated.

We also have a range of policies and procedures which supplement your terms and conditions of employment, and which may be revised from time to time. These are grouped as shown below and can be found on the intranet. For further information, contact the People Function

- Contractual and regulatory
- Employee relations
- Equality, diversity and inclusion
- Health and wellbeing
- Hybrid working
- Learning and development
- Pay and benefits
- Performance management
- Resourcing
- Work-life balance and family

Contents

1 General

1.1 Exemplar employer
1.2 Terms and conditions of employment

2 Employment

2.1 The way we work
2.2 Information security
2.3 Probation
2.4 Contact details
2.5 Notice periods
2.6 Retirement age
2.7 Access to personal files

3 Pay

3.1 Pay and grading
3.2 Payment of salary
3.3 Local Government Pension Scheme
3.4 Deductions from pay

4 Hours and patterns of work

4.1 Hours of work
4.2 Flexible working arrangements
4.3 Job sharing
4.4 Part-time working
4.5 Voluntary reduced work time

5 Leave

5.1 Annual leave
5.2 Maternity leave
5.3 Adoption leave
5.4 Time off for antenatal appointments and before adoption
5.5 Special leave schemes
5.6 Birth/adoption support leave
5.7 Carers and dependency leave
5.8 Bereavement leave
5.9 Ordinary parental leave
5.10 Sabbatical leave
5.11 Time off for public duties
5.12 Volunteering leave
5.13 Jury service
5.14 Time off for medical and dental appointments
5.15 Sick pay scheme and sickness notification procedure
5.16 Travel difficulties

6 Allowances, loans and benefits

6.1 Acting up allowances, honoraria and recognition payments
6.2 Loans
6.3 Payment of professional subscriptions

7 Learning and development

7.1 Performance review
7.2 Study and exam leave

8 Health screening

8.1 Eligibility

9 Flexible benefits scheme

9.1 Eligibility
9.2 Payment
9.3 Options

1 General

1.1 Exemplar employer

We aim to be an exemplar employer and will:

- develop and cultivate all our people at every stage of their employment
- take positive steps to ensure that the grade profile of our workforce reflects London's diversity
- value and exceed existing relevant legislation and codes of practice in the formulation and implementation of policies and procedures
- develop monitoring systems to review and implement best possible practice.

1.2 Terms and conditions of employment

1.2.1 The terms and conditions of employment for all GLA employees appointed by the Head of Paid Service (HoPS) are determined by the HoPS in consultation with the Mayor and Assembly and with the trade union recognised by the GLA (UNISON). Where relevant, these terms and conditions will also apply to staff appointed by the Mayor and the statutory officers appointed by the Mayor and the Assembly jointly.

1.2.2 In addition to these terms and conditions of employment, other local or departmental conditions, agreements and standards adopted may apply - for example, working arrangements in a particular work group or directorate.

1.2.3 We will monitor and review these terms and conditions of employment to ensure that they remain consistent with our objectives and relevant employment law. From time to time your terms and conditions of employment may change as a result of negotiations or agreements with UNISON or decisions by the HoPS. These changes will be incorporated into your contract of employment. We will consult UNISON on any changes to terms and conditions of employment and will also consult you directly where appropriate. We will give you reasonable notice of any changes (to be determined by us, but normally no longer than three months).

1.2.4 UNISON represents employees, and negotiates terms and conditions on their behalf. Your terms and conditions may be varied by agreements made between UNISON and the GLA, whether or not you are a trade union member. We will give UNISON your name, payroll number and place of work when you join, unless you ask us not to.

2 Employment

2.1 The way we work

2.1.1 We require you to adopt a flexible approach to work, working across organisational and professional boundaries where necessary to carry out your duties and responsibilities.

2.1.2 Your place of work will be City Hall, Kamal Chunchie Way, London E16 1ZE and/or 169 Union Street, London SE1 0LL and/or your home location. Your working pattern between these locations is subject to agreement with your

manager and may vary to accommodate the needs of the organisation. You may be required from time to time to visit and work at such other locations in the Greater London area and for such times as the GLA considers necessary to enable business delivery. As previously, the GLA reserves the right to change your workplace address within the Greater London area upon reasonable notice should it become necessary to accommodate the needs of the organisation.

2.2 Information security

2.2.1 You must not disclose any confidential information relating to the Mayor, Assembly Members, staff or the GLA and its business, either during your employment with the GLA or at any time after you have left, unless you have written authority or are under a legal process. If you disclose confidential information without prior written authority, you may be liable to disciplinary action and/or civil proceedings. This does not affect your statutory rights in terms of whistleblowing.

2.2.2 All confidential records and documents, including any copies or extracts made by you during your employment, are the property of the GLA and you must return them when you leave.

2.2.3 All equipment issued to you during your employment, including laptops and mobile phones, remains the property of the GLA and you must return it when you leave. You must also return your security pass. We will cancel your security pass and your email/computer accounts when you leave.

2.3 Probation

2.3.1 Your employment will be subject to satisfactory completion of a six-month probationary period. We reserve the right to extend this if necessary or appropriate in any particular case.

2.3.2 If your performance is unsatisfactory at any time during or at the end of the probationary period, you will be given one month's notice to terminate your contract. Payment may be made in lieu of notice. You will have the right of appeal against this decision. Full details are in the Probation Procedure.

2.4 Contact details

2.4.1 You must provide us with your home address, telephone number and emergency contact details, and you must update your employee self-service records via MyHR Portal with any change to these so that we can communicate with you as necessary.

2.5 Notice periods

2.5.1 The minimum notice periods that we/you must give are as follows:

Employee status	Minimum notice
During and until satisfactory completion of probationary period	One calendar month

After probationary period has been satisfactorily completed	One calendar month (Grades 1-6) Two calendar months (Grades 7-8) Three calendar months (Grade 9 and above)

2.5.2 You are entitled to receive statutory notice of one week for each complete year of service, up to a maximum of 12 weeks, except where contractual notice exceeds the statutory notice.

2.5.3 Payment may be made in lieu of notice, except in cases of gross misconduct where no notice or pay in lieu of notice is due or will be paid.

2.6 Retirement Age

2.6.1 We do not operate a compulsory retirement age. If you are a member of the Local Government Pension Scheme (LGPS), contact the pensions administrator – the Local Pensions Partnership Administration (LPPA) - for details of retirement benefits.

2.7 Access to personal files

2.7.1 You may have supervised access to your personal file if you give People Function via MyHRHelpdeskGLA@tfl.gov.uk at least three days' written notice of your request. References supplied in confidence will not be made available to you.

3 Pay

3.1 Pay and grading

3.1.2 All jobs, except directors and statutory officers, are graded within the GLA's incremental pay structure of 15 grades. To provide an objective, consistent and fair framework for the assessment of all job grades, we use the Korn Ferry Hay Job Evaluation Scheme.

3.1.2 Your basic pay will be within the incremental scale for your grade.

3.1.3 You will receive an increment within the salary scale for your job on 1 April each year until you reach the maximum of the scale, except that:

- If you start between 1 October and 31 March in any year, your first increment will be six months after you join the GLA, provided you successfully complete your probation. After this, you will receive increments on 1 April each year until you reach the top of the scale.
- If you are promoted or re-graded between 1 October and 31 March in any year, you will normally be appointed to the bottom point of the relevant grade, except where grades overlap, in which case appointment will be to the next higher point. Your first increment will be six months after the date of your promotion or regrading, subject to satisfactory performance and conduct.
- We will withhold incremental progression if conduct, performance or capability has been found unsatisfactory during the previous 12 months (that is if formal

action has been taken under the Performance, Conduct or Attendance Standard of the code of ethics and standards for staff.

- If action is being taken that may lead to a formal sanction, payment of the increment will be put on hold until a decision has been made. If no formal action is taken, the relevant increment will be paid and backdated if necessary.
- If, following formal action, a decision is taken not to pay the next available increment, no further increment will be payable until the subsequent increment becomes due. Payment of any subsequent increments will be subject to achievement of a satisfactory standard of performance, conduct, or attendance that gave rise to the original reason for the increment being withheld. If further action for the same or a different breach has been taken or is pending, this could result in any subsequent increment being withheld.
- Where any action resulting in a loss of an increment straddles two incremental years, the next available increment will be withheld, whenever this falls.
- If you have been on unpaid leave of absence for over six months in the previous 12 months, you will not receive an increment. This will not apply where there is a statutory requirement to maintain terms and conditions of employment, for example during maternity, adoption or shared parental leave.

3.1.4 Basic pay for directors and statutory officers will be determined as a single salary point.

3.1.5 You or your manager may request re-evaluation of a post, subject to the director's agreement. Re-evaluation may lead to the post remaining at the same level or being regraded upwards or downwards. If a post is regraded downwards, salary will remain at the existing rate - with any cost of living pay awards applied, but no further incremental progression - for a maximum period of two years. After this time the salary applicable to the top point of the new grade will be paid.

3.1.6 If a post is difficult to fill and there is objective evidence of recruitment and retention difficulties, a market forces supplement may be paid where:

- the job has been advertised unsuccessfully more than twice during the past year, and
- there is evidence from independent pay data that the GLA evaluated salary is lower than the average salaries for similar roles.

3.1.7 The amount of the market forces supplement will be set by reference to the difference between the GLA evaluated salary and the external rate.

3.1.8 Your pay will be reviewed annually. The HoPS agrees any increases in pay, and any pay award will take effect from 1 April.

3.2 Payment of salary

3.2.1 You will be paid your salary by credit transfer to a bank or building society operating within the Bankers Automated Credit System (BACS) every four weeks, on a

Wednesday. If a pay date falls on a statutory holiday, in which case you will be paid on the previous working day.

3.2.2 You must have a suitable bank or building society account into which payment can be made and provide current details to People Function. If you change your banking arrangements, you must give one month's notice of the change.

3.3 Local Government Pension Scheme (LGPS)

3.3.1 We provide for membership of an occupational pension scheme for employees, under the terms of the Local Government Pension Regulations 1997.

3.3.2 You will automatically become a member of the LGPS when you join the GLA. You may opt out if you wish to do so. If you opt out, you can still re-join but must elect to do so. Details of the scheme are on the Local Pensions Partnership Administration site (LPPA deals with LGPS administration for the GLA).

3.3.3 How much you contribute depends on your salary. Deductions will be made from your pay to cover contributions with immediate effect unless you elect in writing not to join the LGPS.

3.4 Deductions from pay

3.4.1 We will deduct pay from you if, for any reason, you have been paid more salary, expenses or other money than you are contractually entitled to.

3.4.2 We will let you know in advance if we deduct any money and you will have the chance to discuss this, including the frequency and amount of any deductions.

3.4.3 We may also make deductions for the following reasons:

- a statutory requirement or court order
- a disciplinary decision
- any other contractual arrangement agreed by you
- because you have taken part in industrial action
- if you have taken more annual leave than you are entitled to when you leave the GLA.

4 Hours and flexible working arrangements

4.1 Hours of work

4.1.1 The GLA is London's strategic authority and has a key role in maintaining and developing London as a world class city. Our work is important to the well-being of Londoners, London Boroughs, businesses and many other organisations. We therefore expect you to share a commitment to high quality, efficient and effective services. To deliver this, it is important that you are willing to work flexibly and responsively to meet the needs arising on a day-to-day basis.

4.1.2 The standard working week for full-time employees will normally be 37 hours excluding meal breaks. You must take a minimum of half hour a day for lunch. You are expected to show reasonable flexibility to ensure that work is completed

effectively. If you are required to work more than your standard hours, you will be able to take this time off at a later date to be agreed by your manager.

4.1.3 If you are a senior manager (Grade 12 and above) the nature of your work is such that a standard working week is unlikely to apply, and you are expected to work the reasonable hours required of the job.

4.1.4 The Hybrid Working Policy sets out expectations relating to how and where work is carried out.

4.2 Flexible working arrangements

4.2.1 We aim to encourage flexibility in all jobs, whilst recognising that the level and type of flexibility will vary by job type. We support hybrid working which helps you to achieve a better balance between work and home life, with greater flexibility to manage caring responsibilities and personal appointments.

4.2.2 If you need the certainty of a certain pattern of work, for example, if you have caring responsibilities or want to work part-time on a permanent basis, you can make a request for flexible working via MyHR Portal and completing an e-form. We have many flexible work patterns and practices, for example part-time, job-share, compressed working, nine-day fortnights, varying start and finish times (this list is not exhaustive).

4.2.3 You have a statutory right to make a flexible working request. Managers are expected to respond positively to any such requests, unless there are sound business or operational reasons to refuse. Any change agreed will be permanent unless your manager agrees to a temporary change. You can submit up to two requests in a 12- month period.

4.2.4 You should discuss your request to work flexibly with your manager and complete a flexible working application e-form, via MyHR Portal. Your manager will let you know their decision in writing, after consulting People Function if necessary. If your manager refuses your request, they will give you the reasons for this in writing. A copy of this letter will be put on your personal file and, if necessary, your pay or other terms and conditions of employment will be amended. If your request is refused, you can appeal against the decision by writing to your director/head of service, whose decision will be final.

4.2.5 If you ask to work a compressed working week, you will work your contracted hours over a shorter working week, for example over four days or a nine-day fortnight. This arrangement can only be put in place with the line manager's approval. It will normally be for a specific period, but may be longer term depending on management agreement and taking into account the needs of the service. Managers must be satisfied of the co-operation of other employees required to make the reduction possible. The arrangement can be reviewed and withdrawn by the line manager if the needs of the service change or problems prevent its continuation. Annual leave will remain in proportion to hours worked, but may need to be accounted for differently to accord with changed working patterns.

4.2.6 We have a flexi-time scheme, which staff on grades 1-11 can apply for, although this has largely been superseded by smart working arrangements. Details of the scheme are given on the intranet.

4.2.7 Standard core hours are 10am to 4pm with lunch to be taken between noon and 2pm. Core hours are times when all staff are expected to attend work unless they have agreed an alternative working pattern with their line manager.

4.3 Job sharing

4.3.1 All posts are open to job sharing unless there is a sound business or operational reason for excluding a job. In particular, all requests to job share from staff returning from maternity leave will be carefully considered.

4.3.2 If you are recruited on a job share basis, you will share the duties and responsibilities of one full time job with another employee. Your line manager is responsible for determining how hours are split and for ensuring that the full duties and responsibilities of the job are covered.

4.3.3 All pay, leave and other benefits are calculated in proportion to the number of hours worked.

4.3.4 If you are on maternity leave and return to work on a job share basis, any outstanding annual leave entitlement will be proportional to your new hours of work. You must take any leave outstanding from before the period of maternity leave in a block before your job share begins.

4.3.5 We advertise jobs as suitable for sharing on condition that we can appoint to cover the full job. If only one job share applicant is appointed, we will normally make one further attempt to recruit a partner. If we cannot appoint a job share partner, we may decide to revert to a full-time post. We will attempt to redeploy the original job share partner, but if we cannot find a suitable job, we will terminate the contract of employment by following due process

4.3.6 If one job-share partner leaves, the manager will decide whether the vacancy should be filled, taking account of service and/or financial considerations. Where it is decided to fill the vacancy, the post may be offered to the remaining job share partner on a full-time basis. If the remaining job sharer does not want the full-time post and where no suitable job share partner can be found within a reasonable period (normally within six months of the post becoming partially vacant), we will try to redeploy the employee. If we cannot find a suitable job, we will terminate the contract of employment by following due process.

4.4 Part-time working

4.4.1 We support part-time working where this can be accommodated and where part-time working meets operational and service needs.

4.4.2 We will consider requests by existing full-time employees to change to part-time working (and vice-versa) positively, considering individual circumstances, the reason for the request, and the duties and responsibilities of the job. In particular,

requests from staff returning from maternity leave to work part-time should be considered positively

4.4.3 If you are work part-time, you have the same terms and conditions of employment as someone who works full-time Your entitlements to pay, leave and other benefits will be in direct proportion to your contracted hours of work.

4.5 Voluntary reduced work time

4.5.1 This scheme allows you to request a reduction in your hours of work for a specified period (for any reason) with the right to return to work on a full-time basis at the end of the period. A request may be for a reduced working day or week.

4.5.2 All requests are subject to management agreement. Managers must be satisfied that the request is reasonable, the reduction in hours will not adversely affect the service or other employees.

4.5.3 All entitlements to pay, leave and other benefits will be adjusted in proportion to the number of hours worked for the period of reduced working.

5 Leave

5.1 Annual leave

5.1.1 The GLA's annual leave entitlement is 30 days for employees who work full-time. This includes a basic entitlement of 28 days plus two optional days. You may, if you wish, trade in one or both of these optional days for a fixed day rate payment. You will be entitled to paid time off on each of the public holidays in addition to this annual leave entitlement. Entitlements are pro-rated for employees who work part time.

5.1.2 Your contractual leave entitlement includes the statutory entitlement of 28 days' leave (which includes bank holidays).

5.1.3 You must request leave in advance and all requests are subject to the approval of your manager.

5.1.4 The annual leave and public holiday entitlement for employees who work part-time is in direct proportion to the contracted number of hours worked.

5.1.5 When you join or leave the GLA, your leave entitlement will be calculated according to the number of weeks of employment during that leave year.

5.1.6 When you leave the GLA, you should take any outstanding annual leave during your notice period. You will not be paid for any annual leave that you have not taken, unless you have taken less than your statutory entitlement by your leaving date. In this event, you will be paid the outstanding amount up to a maximum of 20 days. No payment is made for outstanding annual in the case of summary dismissal.

5.1.7 The leave year is from 1 April to 31 March, and you will normally be expected to take your leave within this period. In exceptional circumstances, (for example, where service requirements or heavy workload has prevented you taking your leave) you may carry over up to five days leave into the next leave year (proportional for staff who work part-time). This is subject to the agreement of your director or head of service.

5.1.8 You may request a carry-over of up to 10 days' leave from one year to the next to "bank" or accumulate leave, for example, to take a long holiday or as part of a career break or sabbatical leave. This is subject to approval of your director or head of service. The maximum amount of leave you can bank for this purpose is 20 days over a two-year period. You must take any extended leave by the third year, or you will lose it.

5.2 Maternity leave

5.2.1 Our Maternity Leave and Pay Policy sets out the rights and responsibilities of employees who are pregnant or have recently given birth and gives details of the arrangements for maternity leave and pay.

5.2.2 The policy incorporates statutory provisions which apply to all employees. We provide additional benefits which are dependent on length of service and employment status. More information is given in the policy.

5.2.3 You must produce confirmation of pregnancy from a doctor, midwife or health visitor (usually a MAT B1 form) and an appointment card or other confirmation of the actual appointment.

5.3 Adoption leave

5.3.1 Our Adoption Leave and Pay Policy sets out the rights and responsibilities of employees who have the primary or sole responsibility for a child adopted through an approved adoption agency.

5.3.2 The policy incorporates statutory provisions which apply to all employees. We provide additional benefits which are dependent on length of service and employment status. More information is given in the policy.

5.3.3 Where two GLA employees share childcare responsibility for adopted children, only one shall be eligible for the adoption leave at any one time.

5.4 Time off for antenatal appointments and before adoption

5.4.1 If you are pregnant, you have a right to paid time off to attend ante natal appointments, including relaxation and parent classes where these have been recommended by a registered medical practitioner, midwife or health visitor.

5.4.2 If you are adopting, you have the right to paid time off work to attend 5 adoption appointments after you have been matched with a child.

5.4.3 The maternity and adoption policies have full details of entitlements.

5.5 Special leave schemes

5.5.1 We have discretionary special leave schemes to help you balance your work and life responsibilities. Leave under any of the following schemes is subject to the agreement of your manager who will consider whether criteria have been met and the needs of the service. Special leave will not be unreasonably refused and special leave for bereavement will normally be granted.

5.4.2 In addition to the discretionary schemes outlined below, directors, in consultation with the Assistant Director People, have discretion to grant further paid or unpaid leave in exceptional circumstances.

5.6 Birth/adoption support leave

5.6.1 Our Birth/Adoption Support Leave and Pay Policy sets out the rights and responsibilities of employees who are nominated to care for their partner, including same sex partner, following the birth or adoption of a child. Subject to certain qualifying criteria, we may grant up to 10 days' leave on full pay.

5.7 Carers' and Dependency leave

5.7.1 We will grant up to 10 days' paid leave in any 12-month period (proportional for employees who work part-time) to deal with urgent, unexpected or unforeseen domestic emergencies. This is in addition to the statutory entitlement to unpaid dependency leave. Full details are given in the Carers and Dependency Leave Policy.

5.8 Bereavement leave and pay

5.8.1 Details of eligibility and entitlements are given in the Bereavement Leave and Pay Policy.

5.9 Ordinary parental leave

5.9.1 All employees who have completed one year's employment with the GLA are entitled to receive up to 18 weeks' statutory unpaid parental leave for each child up to their 18th birthday. We enhance this entitlement by paying employees for part of the leave and by relaxing the statutory limitations on requesting and taking the leave. Details are given in the Ordinary Parental Leave Policy.

5.9.2 Ordinary Parental leave is not the same as Shared Parental Leave

5.10 Sabbatical leave

5.10.1 If you have at least one year's continuous employment with the GLA, you can apply to take up to 12 months' unpaid sabbatical leave, subject to management agreement. You may use this leave to undertake (unpaid) voluntary work or for travel, educational or other purposes including improving your quality of life and helping to balance home and domestic responsibilities.

5.10.2 You must also have satisfactory conduct and attendance and must give your manager at least three months' written notice of your request by completing the 'special leave request form' in the MyHR Portal. Your manager will consider the service implications of your request. These may include:

- the benefit (if any) of the leave for both you and the GLA
- the budget implications (if any) and feasibility of filling the post in your absence, which will depend on the length of absence
- the impact on colleagues if the post is left vacant.

5.10.3 If you are a member of the Local Government Pension Scheme and want to retain membership during your period of absence, you will be expected to meet the cost of your own contribution to the pension fund on your return for work.

5.10.4 Your manager will notify you if they agree with your request, and this will be confirmed in writing.

5.11 Time off for public duties

5.11.1 You have a statutory right to time off for public duties, which is set out here: Time off work for public duties - GOV.UK (www.gov.uk). If you undertake public duties you should discuss and agree your time off arrangements with your manager. Subject to appropriate verification, your manager may agree paid time off for the following roles as follows:

Maximum paid leave for public duties

Public role	Leave allocation
Local Authority Leader or Committee Chair	Up to 10 days
Territorial Army/Reserve Forces annual camp and exercise	Up to 10 days
Member of Local Authority or Statutory Tribunal	Up to 7 days
Member of Local Health Authority	Up to 7 days
Justice of the Peace (magistrate)	Up to 5 days
School governor or member of the management board of an HE/FE college	Up to 5 days
Member of a national executive of a national trade union	Up to 5 days
Officiating at local and GLA elections	Up to 1 day

5.11.2 If you hold more than one of the above roles, you can take a maximum of 10 days' leave in total.

5.11.3 In the interests of promoting public duties and citizenship, your director has the discretion to grant up to an additional 10 days' unpaid leave.

5.12 Employee volunteering

5.12.1 Once you have successfully completed your probationary period, you may be granted up to three days' paid leave to do volunteer work that reflects the GLA's aims and objectives, subject to line manager approval. This leave pro-rated for employees who work part time.

5.12.2 Further information can be found in the Volunteering Entitlement & Policy.

5.13 Jury service

5.13.1 If you are summoned for jury service, you will be granted leave with pay, less any loss of earnings allowance you claim from the court (excluding travel and subsistence allowances). Send your summons document and completed certificate of loss of earnings or benefit form to the MyHRHelpdeskGLA@tfl.gov.uk

5.13.2 You must attend work on any full or half days that you are not required for jury service.

5.14 Time off for medical and dental appointments

5.14.1 We expect you to make any medical and dental appointments outside working hours, or to make up the time for any appointments that you have to make during working hours. You do not need to make up time for to ante-natal appointments. Many staff will be able to accommodate appointments as part of flexible working arrangements. Alternatively, you can use any time off in lieu that you are owed or take annual leave.

5.14.2 You are entitled to paid time off to attend health screening arranged by the GLA and to give blood.

5.15 Sick pay scheme and sickness notification procedure

5.15.1 Our occupational sick pay scheme is set out in the Sickness Absence Policy. This provides financial support if you are ill or injured and this prevents you from working or undertaking any reasonable duties. The scheme supplements Statutory Sick Pay and other statutory benefits so that you receive normal pay for some or all sickness absence.

5.15.2 In all cases, the Assistant Director People, in consultation with the line manager, will have discretion to review sickness absence before entitlement expires, and to extend sick pay in exceptional circumstances (for example in cases of serious illness).

5.15.3 Sick pay entitlement is dependent on you following the GLA's sickness absence procedures set out in the Sickness Absence Policy. This includes submitting satisfactory medical evidence of your incapacity for work.

5.15.4 The scheme provides for:

Sickness absence during the first six months of employment	up to a maximum of one month's full pay
Sickness absence after six month's service	up to a maximum of six months' full pay and six months' half pay

5.15.5 The period during which sick pay will be paid, and the rate of sick pay, will be calculated by deducting from your entitlement on the first day of absence the aggregate of periods of paid absence during the previous 12 months.

5.15.6 If you are prevented by illness from attending for work, you must notify your line manager as soon as possible on the first day of absence and by no later than 10am. Your manager will enter your sickness absence period onto the HR System. For periods up to and including seven calendar days, the entry on the HR System provides a sufficient record.

5.15.7 If your absence is for more than seven calendar days, you must provide a medical Fit Note. Exceptionally, you may be required to provide statements at more frequent intervals.

5.15.8 If you cannot perform your normal duties due to sickness, we may at any time require you to be examined by a nominated medical practitioner.

5.15.9 If you abuse the sickness scheme or fail to comply with the GLA's rules on sickness absence, or have done anything to hinder your recovery, we may suspend your sickness absence payments. We will tell you before we do this, and you will have an opportunity to respond before a decision is taken.

5.15.10 If you are absent from work as a result of an accident and are eligible to receive damages from a third party for the accident, you will receive your normal entitlement to sick pay. If you receive damages, you must refund to the GLA a sum equivalent to the sick pay paid during your absence.

5.16 Travel difficulties

5.16.1 We recognise that bad weather conditions or transport industrial action can cause travel difficulties, but it is your responsibility to make every effort to get to your place of work, wherever this is.

5.16.2 In accordance with the hybrid working policy, many staff will be able to work flexibly to accommodate travel difficulties or will be able to work from home.

5.16.2 If you cannot work from home, you should be prepared to make alternative arrangements to get to work, such as leaving home earlier or travelling via an alternative route or method. Whenever possible, you will be expected to report for duty, even if this means that you will be late. If you live up to a radius of three miles from your place of work or appropriate transport terminals, you will be expected to walk or cycle to work if appropriate.

5.16.4 If you cannot get to work, you may take annual leave, time off in lieu or unpaid leave, subject to agreement with your line manager and the needs of the service.

6 Allowances, loans and benefits

6.1 Allowances

6.1.1 Details of the payments listed below are given in the scheme for acting up allowances, honoraria and recognition payments.

6.1.2 Acting up allowances are paid to employees who are required, on a short-term basis, to take on responsibilities at a higher level for a temporary period. In these

circumstances the employee will receive a payment which takes account of the difference between their existing post and the new responsibilities.

6.1.3 Honoraria are one-off payments to recognise temporary additional work outside an employee's usual job. This work may not fall within an existing role description.

6.1.4 A recognition payment is a one-off payment made in recognition of exceptional effort or performance of work that goes beyond an employee's normal role. The payment is not agreed in advance and is not intended to be a payment that exactly reflects the level or amount of work done.

6.2 Loans

6.2.1 Details of loans available and how to claim are given in the Expenses and Benefits Framework. These include the following:

6.2.2 Season ticket loans: An interest free loan of up to £5,000 is available to all permanent employees who use public transport to travel from home to work. The loan will be for the full cost of the season ticket and will be made in one payment in your salary. The first payment is normally deducted in the month following that in which the loan has been paid. The loan will be recovered in 11 equal instalments from salary payments. If you leave the GLA's service, or if you no longer require the season ticket, the full amount of the loan must be repaid. You must apply using the season ticket loan e-form via MyHR Portal and comply with the conditions outlined on this form.

6.2.3 Bicycle loans: An interest free loan of up to £500 is available to permanent employees who wish to purchase a bicycle to travel from home to work, or cycling equipment and accessories, or to cover bicycle servicing costs. The loan will be for the full cost of the purchase and will be made in one payment in your salary. The first payment is normally deducted in the month following that in which the loan has been paid. The loan will be recovered in 11 equal instalments from salary. You must show receipt of purchase to a nominated member of the People Function within 10 working days of the purchase in order that a copy can be made for the records. You must take out insurance to cover the loss of the bicycle through theft during the time of the loan. You must applying using the bicycle loan application e-form via MyHR Portal .

6.3 Payment of professional subscriptions

6.3.1 We recognise the important work of professional associations and will support membership where this will directly benefit the GLA, as well as the individual. We will only pay for one subscription per person.

6.3.2 For the GLA to reimburse the annual subscription, you must be a permanent member of staff (full time or part time) and have successfully completed your probationary period. We can reimburse your fees if the association requires payment before your probation period ends. No payments will be made for fixed term contract staff, secondees or consultants. The professional association must be recognised by HMRC and so approved for tax-relief.

You must also meet one or more of the following criteria:

- membership is a legal requirement of the job; you would not legally be allowed to practice if you were not a member
- membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile
- you have been transferred by TUPE and your subscription was paid by your previous employer
- we agreed payment at the point of recruitment, for example in order to honour your existing commitment to a course of study which you have partially completed, and which requires student membership
- we agree to fund a course of study for which student membership is compulsory (we will continue to pay full subscriptions once the course of study has been successfully completed, as long as the criteria above are met).

6.3.3 In order to make a claim, you must get the agreement of your line manager and director and provide a copy of your certificate or membership card.

6.3.4 If a number of staff require membership of the same professional body, there may be scope to buy corporate membership. Where this occurs, it is the responsibility of directors to bring this to the attention of Financial Services.

7 Learning and development

7.1 Performance review

7.1.1 We recognise the importance of training and development for all employees and are committed to become a learning organisation. As part of this commitment, we have a performance review scheme for all employees. This applies to all permanent employees, temporary employees engaged for a period of six months or more and secondees, whilst they are with the GLA.

7.1.2 You should have an annual substantive performance review meeting with your manager and shorter follow-up meetings every six months. Your manager will discuss and agree performance objectives with you as well as reviewing past performance. Objectives will be based on directorate business plans. At the same time, your manager will discuss and agree your own training and development needs with the aim of improving job performance.

7.2 Study and exam leave

7.2.1 If you are receiving financial sponsorship from the GLA, whether this is full or partial, you are entitled to paid study and exam leave. The following entitlements are discretionary and must be agreed with your line manager:

- up to six days per academic year
- half a day per exam, if this falls outside normal college time; you are expected to return to work before or after the exam, unless study leave has been agreed.

Additionally, you may claim up to £70 for books. This is a one-off payment for the duration of the programme.

7.2.2 If you are not receiving sponsorship from the GLA, but you are studying on a course that is relevant to your role or future development in the GLA, you may negotiate study leave and exam leave with your line manager. The leave is discretionary and should not exceed the maximum entitlement outlined in 7.2.1. There is no allowance for buying books.

8 Health screening

8.1 We will make health screen checks available to all employees free of charge as follows:

- Employees aged over 50 years - annually
- Employees aged between 41–50 years - every two years
- Employees aged under 40 - every three years

9 Flexible benefits scheme

9.1 Entitlement

9.1.1 You will be entitled to trade in one or two days leave in exchange for a fixed day rate payment. You can trade up to two days annual leave between the period 1 April to 31 March.

9.2 Payment

9.2.1 You can choose to use the reimbursement to reduce the payments of an employee loan to make an additional voluntary contribution payment to your pension, or to receive payment in the next available salary run. For any leave traded in against a loan, the money will be credited against the balance of the loan and your repayments adjusted accordingly.

9.2.2 The value of your leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. Payments are subject to deductions for tax and national insurance.

Version	10
Date	May 2025
Next review date	May 2027
Author	People Function
Owned by (Department)	People Function

Issue no.	Description of change	Release Date
1	Original version.	April 2001
2	Updating to reflect statutory changes to flexible working; improvements to flexitime scheme; improvements to maternity, adoption and parental leave schemes; new sabbatical scheme; additions to time off for public duties; new recognition payments scheme; additional options for flexible benefits.	December 2002

3	Updating; references to Dignity at Work and HIV policies; expanded wording on Unison recognition; amendments to pay and grading incremental progression; expanded section on study and exam leave; addition to public duty leave – officiating at local/GLA elections.	November 2005
4	Minor updating; amendments to: flexi-time scheme, retirement age, pension contribution rate; volunteering, allowances/honoraria/recognition payments.	June 2008
5	Updating, including paternity leave to reflect statutory change.	October 2011
6	Updating following audit review, including to paternity leave, LGPS opting out, parental leave and HR system self-service.	2018
7	Root and branch review of all policies and procedures. Changes to style and format to make it clearer and to update. Cross referenced other policies and procedures. Updated to reflect policy reviews and change to work location.	April 2022
8	Minor updates to reflect People Function	October 2022
9	Changes to Leave and Flexible Benefits Scheme section to reflect changes made as part of the 2023/24 Annual Pay Review	March 2023
10	Changes to Sick Pay scheme section to reflect changes made as part of the 2025/26 Annual Pay Review	May 2025