

Summary of Camden leave and flexible working provisions

- Agile working: Flexible work from any location (where role allows)
- Working Abroad Scheme: this enables staff to work from abroad for a period of up to 6 weeks, (subject to risk assessment conditions being met) to facilitate staff reconnecting with family living abroad and the need to accommodate quarantine arrangements
- Annual leave: [from 1 September 2023] 27 days, increasing to 31 days after 5 years of service, with the option to purchase up to an additional 3 days
- Leave Banking Scheme: this enables staff to bank up to 10 annual leave days over a 5 year period which can be used to take an extended holiday
- Family leave and occupational pay available from day 1 of employment for:
 - Appointments related to pregnancy/adoption - all at full pay for Birth Parent/Main Adopter and 2 at full pay for Other Parent/Adopter
 - Staff taking Paternity leave - 2 weeks at full pay
 - Staff taking Maternity, Adoption, or Shared Parental leave - 6 months at full pay
 - Staff experiencing Pregnancy Loss - 10 days at full pay
 - Parents of premature babies - additional leave and pay between actual birth date and due date
 - Parents of full term but hospitalised babies - up to 4 weeks of additional leave at full pay
 - Staff who are Foster Carers, prospective Foster Carers and 'Special Guardians' - up to 5 days of additional leave at full pay
 - Staff who are Parents or Carers – up to 5 days of paid Dependency leave
- Disability Leave - up to 10 additional days of leave at full pay for our staff who have declared a disability to attend planned appointments related to their disability
- 10 days of additional leave at full pay for victims of domestic violence and abuse - to allow employees time to make practical arrangements, take a break from work commitments and facilitate leaving an abusive partner or family member
- Bereavement Leave – up to 10 days of paid leave
- Public Duties – up to 10 days' paid leave per year in total to undertake public duties where staff hold one or more of the following posts:
 - Justice of the Peace or Magistrate
 - Member of a local authority
 - Member of a statutory tribunal
 - Local authority Leader of Council

- Local authority Committee Chair
 - Member of governing body of educational establishment maintained by a LEA
 - Member of governing body of a grant maintained school
 - Member of the governing body of a higher education corporation
 - Member of the board of management of a college of further education
 - Member of national executive of a recognised trade union
 - Member of the reserve forces
 - Polling station duties in the London Borough of Camden
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- Jury Service – paid time off for the duration (there is no statutory entitlement to continue being paid whilst on Jury Service)
 - Volunteering – one day of paid leave to volunteer with an organisation based in Camden
 - Other types of paid and unpaid leave are also available such as sabbatical/employment break, and special leave to cover other exceptional circumstances.