**Time off for trade union duties and activities**

1. The Trust wishes to support employees with time off for trade union activities.
2. Trade union representatives are entitled to reasonable paid time off to carry out trade union duties and activities, to undergo training and to accompany a worker to a grievance or disciplinary hearing. A trade union representative means an officer of the union or an employee elected or appointed in accordance with the union's rules to be a representative of union members in the workplace.
3. Union learning representatives have a right to reasonable paid time off to perform their duties and undergo training.
4. Union members have a right to reasonable unpaid time off when taking part in trade union activities.
5. Employees should be aware that there will be occasions where, for operational reasons, or where the Academy believe the time off to not be reasonable, requests can be declined. Each application for time off will be assessed on its merits and the determination will ultimately depend on the needs of the Academy at the time of the request and consideration will be given to:

5.1 the nature and timing of the request;

5.2 the amount of time off previously granted or planned for the future;

5.3 the number of representatives or members seeking time off within a given period; and

5.4 the legitimate need of the union representative or union l earning representative to discharge their functions.

1. If a union representative, union l earning representative or union member is aggrieved by a decision to refuse time off to undertake their duties, training or activities, they should raise the matter i n accordance with Trust’s grievance procedure.

**Time off for union representatives - duties**

1. Employees who are representatives of an independent trade union recognised by the Trust for collective bargaining are permitted reasonable paid time off to:

1.1 carry out their duties in connection with:

(a) negotiations in relation to collective bargaining

(b) the performance of other permitted functions related to collective bargaining;

(c) information and consultation over collective redundancies or TUPE transfers; and

(d) agreeing new terms for the workforce following a TUPE transfer in an insolvency situation;

1.2 undergo training in aspects of industrial relations relevant to those duties which has been approved by the Trades Union Congress or by the trade union;

1.3 accompany a fellow worker to a disciplinary or grievance hearing.

**Time off for union members - activities and learning**

1. An employee who is a member of an independent trade union recognised by the Trust in relation to their position is permitted reasonable unpaid time off to take part in a trade union activity or to consult a union l earning representative. Examples of trade union activities include voting in union elections and attending relevant workplace union meetings, but not participating in industrial action.

**Time off for union learning representatives**

1. Employees who are members of an independent trade union recognised by the Trust can take reasonable time off to perform duties as a union learning representative, providing that the union has given the Trust notice in writing that the employee is a learning representative of the trade union and that the representative is, or will be, sufficiently trained to carry out the l earning representative duties. The purpose of a learning representative includes arranging training, promoting the value of training and analysing training needs

**Requesting time off - trade union representatives and learning representatives**

1. Employees that are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the Trust.
2. The Head Teacher or Principal will meet with the employee to discuss their union role and the amount of time and facilities that the Academy/Trust believes to be reasonable to enable the employee to carry out their union duties.
3. When making a request for time off the employee should provide as much notice as possible and give further details, such as the location, timing, duration and purpose of the time off. The Head Teacher or Principal will look at each request and the circumstances before deciding what is reasonable.
4. Both parties accept the need to be flexible within this process and recognise their duties and obligations to the Trust. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and l earning at the Academy. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.

**Requesting time off - trade union members**

1. Employees who want to request time off for trade union activities during working hours should make a request to the Head Teacher or Principal giving as much notice as possible and provide further details, such as the location, timing, duration and purpose of the time off. The Head Teacher or Principal will look at each request and the circumstances before deciding what i s reasonable.