

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

**PART I** Conditions of Service relate to the following categories of staff.

**PART II** Conditions of Service can be located by clicking on the relevant category

[Part II - Administrative & Professional Support Staff](#)

[Part II - Technician Staff](#)

[Part II - Customer Care Staff](#)

[Part II - Maintenance Staff](#)

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[Part II - Manual Workers, Library Shelters, Recreation Assistants](#)

Approved by the Board of Governors of  
London South Bank University

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## PART I - CONTENTS

RELEVANT ASSOCIATED DOCUMENTS, *listed below, can be accessed at the Human Resources web page [www1.lsbu.ac.uk/hr/newappointees.shtml](http://www1.lsbu.ac.uk/hr/newappointees.shtml)*

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## CONDITIONS OF SERVICE FOR SUPPORT STAFF

### 1. Authority

- 1.1 London South Bank University (the University) is the employer, and the Director of Human Resources of the University is empowered to make all appointments on behalf of the University in conformity with procedures laid down by the Board of Governors of London South Bank University (the Board).

### 2. Employee Rights

- 2.1 Nothing in these Conditions shall detract from, or be deemed to limit, the statutory rights of any employee under the Employment Protection Acts or any other relevant legislation or the right of any employee under the Memorandum and Articles of Association of the University.

### 3. Mobility

- 3.1 All appointments are made to the staff of the University and employees may be required to work in any of the premises in the occupation of the University. Normally, however, employees will not be moved either temporarily or permanently from one place to another unless the University considers that it is reasonably necessary to move the employee concerned, and then only after consultation with such employee and, if the employee so requests, his/her union representative.

### 4. Probation

- 4.1 All support staff appointments to Grades 2, 3, 4, 5, 6 and 7 are subject to a probationary period of twenty weeks' duration. An appraisal will be made after twelve weeks, or earlier if it is considered appropriate, and if the service of the employee is not then proving satisfactory then he/she will be so informed and advised of the action needed for improvement.
- 4.2 At the end of the twenty week probationary period the University will either confirm the appointment or extend the probationary period, as appropriate.
- 4.3 An employee appointed to grades listed in 4.1 (excepting Assistant Hall Managers and Hall Managers) may be dismissed after consultation with him/her at any time during the probationary period in accordance with paragraph 5.1 (paragraph 5.3 for Assistant Hall Managers and Hall Managers).
- 4.4 All support staff appointments to Grades 8, 9 and 10 are subject to a probationary period of one year's duration.
- An appraisal will be made after six months, or earlier if appropriate, and if the service if the employee is not then proving satisfactory then he/she will be so informed and advised of the action needed for improvement.
- 4.5 At the end of the one year probationary period the University will either confirm the appointment or extend the probationary period, as appropriate.

- 4.6 An employee appointed to any grade listed in paragraph 4.4 may be dismissed after consultation with him or her in accordance with paragraph 5.3 below.
- 4.7 For all support staff there is a right of appeal against dismissal during the probationary period.
- 4.8 After confirmation of appointment the probationary period will count as permanent service in respect of all purposes for support staff.
- 4.9 Details of the University's *Probationary Procedure for Support Staff* can be found on the Human Resources Department (HRD) web site - See [AnnexA](#) for link to document.

## 5. Notice

- 5.1 During the probationary period an appointment to a grade detailed in 5.2 below may be terminated by either party giving one week's notice in writing (excepting Hall and Assistant Hall Managers, see 5.3).
- 5.2 For support staff on Grades 2, 3, 4, 5, 6 and 7 (excepting Hall and Assistant Hall Managers, see 5.4 and 5.5) confirmed appointments are subject to the following periods of notice of termination of employment:

The University will give:

- At least one month's notice for continuous service of less than five years.
- At least one week's notice for each year of continuous service if service is continuous for five years or more, but less than twelve years.
- At least twelve weeks' notice for continuous service of twelve years or more.

An employee must give at least one month's notice.

- 5.3 During the probationary period an appointment to a grade detailed in paragraph 5.4 and 5.5 below may be terminated by either party giving one month's notice in writing.
- 5.4 For support staff on Grades 8, 9 and 10, and for Hall Managers, termination of a confirmed appointment is subject to either party giving three months' notice in writing.
- 5.5 For Assistant Hall Managers termination of a confirmed appointment is subject to the following notice in writing:

The University will give:

- At least two months' notice for continuous service of less than nine years.

- At least one week's notice for each year of continuous service if service is continuous for nine years or more but less than twelve years.
- At least twelve weeks' notice for continuous service of twelve years or more.

An employee must give at least two months' notice.

- 5.6 With effect from 6 April 2011, the University does not operate a compulsory retirement age for its employees. An employee who decides to retire should inform his/her line manager in writing, with a copy to the Human Resources Department, as far in advance as possible and, in any event, in accordance with the notice periods as set out in paragraphs 5.2, 5.4 and 5.5, as applicable. For further details, refer to the *Retirement Procedure* on the HRD web site - See [AnnexA](#) for link to document.

## 6. Pension

- 6.1 On joining the University all members of staff with a contract of three months or more are contractually enrolled into the Local Government Pension Scheme (LGPS), subject to scheme regulations. Where a contract of employment which is initially for less than three months' duration is extended so that its total duration is for 3 months or more, the employee will then be contractually enrolled into the LGPS.

An employee may opt out if he/she does not wish to join the pension scheme, following enrolment on appointment.

- 6.2 Details of the contribution rates and pay bands, together with further details of the LGPS scheme can be found at the London Pensions Fund Authority (LPFA) web site or in the document "**LGPS – A brief guide to the Local Government Pension Scheme (LGPS)**" - See [AnnexA](#) for hyperlinks.

## 7. Remuneration

- 7.1 Support staff, appointed on nationally negotiated pay scales, will receive payment of salary in accordance with agreed rates of pay, details of which will be issued to new staff with a letter of appointment.

These rates of pay will take account of national recommendations which have arisen from negotiations between UCEA and the trades unions recognised at national level insofar as they have been adopted by the Board of Governors.

- 7.2 Employees are paid monthly by credit transfer to the employee's bank account, to be in the employee's account no later than the 22<sup>nd</sup> day of each month. Normally, payments will be made in respect of work during that month.
- 7.3 A statement of all earnings and deductions is issued monthly to all employees, either in paper form or to view online, as appropriate.
- 7.4 A person employed on a part-time basis is paid at the same hourly rate as the equivalent full time post for that category of post, grade and spine point.

7.5 A person employed part-time for the whole year is paid a direct proportion calculated on an hourly basis of the salary of a full-time employee of equivalent grade calculated as follows:

$$\frac{\text{Normal hours of work (excluding meal breaks) worked by the part-time employee each week}}{\text{Normal hours of work (excluding meal breaks) worked by the full-time employee of equivalent grade each week}} \times \text{Annual salary of full time employee}$$

7.6 The pay and annual leave entitlement of a person employed on a permanent basis for a limited number of weeks in the year (known as Term Time Only) are calculated as follows:

Salary:

$$\frac{\text{Weeks \& hours worked by the Term Time Only employee in the course of one year's employment}}{\text{Weeks \& hours of full time employee in the equivalent grade in the course of one year's employment}} \times \text{Annual salary of full time employee}$$

Annual Leave Entitlement:

$$\frac{\text{Weeks \& hours worked by the Term Time Only employee in the course of one year's employment}}{\text{Weeks \& hours of full time employee in the equivalent grade in the course of one year's employment}} \times \text{Annual Leave entitlement of full time employee}$$

This type of employee should normally take their annual leave entitlement outside of the University term times or the weeks of attendance for duty identified in their contract of employment. However, a request to take leave during those periods will not be unreasonably refused. If any annual leave is taken during the term time, compensatory hours should be worked during the vacation time.

## 8. Increments

8.1 Employees appointed on a salary scale are entitled to annual increments within the scale, providing their Dean/Director or Head of Department considers that they are carrying out their duties satisfactorily and that their conduct and general efficiency are satisfactory. In the event that an increment is withheld the employee will be advised of the reason and given the right to appeal.

8.2 The methods of calculating salaries for part-time employees ensure that part-time employees get an appropriate proportion of each increment.

8.3 Increments are awarded on and paid from the anniversary of the first day of the month during which the employee was appointed to his/her current grade.

## **9. Promotion**

9.1 Promotion within the University is subject to the University's recruitment and selection procedures which may involve internal advertisement only, or both internal and external advertisement in turn, or simultaneously.

9.2 On promotion a full-time employee who is promoted to a grade with a scale rate of pay normally will be placed on that grade scale at the lowest point of this scale, if that would give an immediate increase in salary of at least the difference between the salary at the lowest point on the scale and the salary at the first incremental point on that scale.

9.3 If the employee would not receive an increase of the size referred to in condition 9.2 if he/she were to be placed on the lowest point of the scale referred to in that condition, then he/she shall be placed on the next incremental point on the scale.

9.4 The salary of a part-time employee who is promoted will be increased immediately by applying the methods of calculation set out in section 7 to the salary which a full-time employee would be paid if promoted in the same circumstances.

## **10. Acting Appointments**

10.1 Should any of the following circumstances exist for one month or more, but not more than twelve months, an employee may be granted acting status on the recommendation of the Dean/Director or Head of Department.

(a) a vacancy in a higher grade;

(b) the absence from duty other than annual leave, of a member of staff at a higher grade;

(c) the imposition of new duties caused by re-arrangement of work.

10.2 An acting appointment is subject to review at three monthly intervals, but carries with it no claim or right to the position temporarily occupied.

10.3 An acting appointment will be treated for remuneration purposes as a temporary promotion and the acting salary will be calculated in accordance with the provisions laid out in paragraphs 9.2 and 9.3.

## **11. Overtime**

11.1 Notwithstanding paragraphs 11.2 to 11.4 agreed overtime is payable to support staff on Grades 2, 3, 4, 5 and 6. Overtime is not payable to support staff on

Grades 7, 8, 9 and 10, with the exception of those staff in technician roles that were formerly on University Technician Grades.

- 11.2 Full-time employees will only be paid for overtime work which has been undertaken with the prior authorisation of the appropriate Dean/Director or Head of Department. In such cases, overtime rates are as detailed in Part II of this document.
- 11.3 If a part-time employee works extra hours, in any one week he/she will receive pay at the normal hourly rate until he/she has completed the total number of hours worked by a full-time employee in a similar post. Thereafter he/she shall be entitled to be paid at the appropriate rates as detailed in Part II.
- 11.4 A part-time employee whose normal working week consists of at least fifty percent of the time being worked on days other than Saturday and Sunday shall be entitled to enhanced rates of pay for week-end work.
- 11.5 A part-time employee recruited to work more than fifty percent of his/her working week on Saturday or Sunday shall not be entitled to enhanced rates of pay for weekend work.

## **12. Expenses**

- 12.1 Payment of authorised expenses incurred by employees during the course of their duty is in accordance with scales laid down from time to time by the Finance Department. Details of the scales are given in the Financial Regulations.

## **13. Annual Leave**

Whenever an employee has entitlement to both contractual annual leave and statutory leave under the Working Time Directive and Regulations, the statutory leave entitlement shall be offset against the contractual leave entitlement.

- 13.1 The contractual annual leave entitlement for all support staff, except Manual Workers, Library Shelves and Recreation Assistants (i.e. staff in posts formerly on University Manual Worker Grades) is as detailed in paragraphs 13.1.1 to 13.1.6.
  - 13.1.1 The leave year commences on 1 August each year and ends on 31 July of the following year.
  - 13.1.2 The annual leave entitlement is 26.5 working days.
  - 13.1.3 Extra days are granted in respect of continuous long service as follows:

After five years' service	-	one day
After ten years' service	-	two days
After fifteen years' service	-	three and a half days
After twenty years' service	-	five days
After twenty five years' service	-	seven days



- 13.1.4 Long service leave entitlement operates from the beginning of the leave year during which eligibility is achieved.
- 13.1.5 Up to five days' contractual leave may be carried forward to the next year but must be taken by the end of the December. Special permission from the appropriate line manager is required if any more leave is to be carried forward.
- 13.1.6 A member of staff joining the University part way through the leave year is allowed the appropriate proportion of leave and, with permission, may take a reasonable proportion of their annual leave entitlement before having earned it.
- 13.2 The contractual annual leave entitlement for Manual Workers, Library Shelves and Recreation Assistants (i.e. staff in posts formerly on University Manual Worker Grades) is detailed in paragraphs 13.2.1 to 13.2.4:
  - 13.2.1 The leave year commences on 1<sup>st</sup> August and ends of 31<sup>st</sup> July of each year.
  - 13.2.2 Members of staff in these groups with up to five years' service are entitled to twenty days leave. Those with in excess of five years' service are entitled to twenty five days leave.
  - 13.2.3 Application for leave must be submitted on the appropriate form by 1<sup>st</sup> February. An employee will be informed of the decision as to whether or not leave may be taken by no later than 28<sup>th</sup> February of that year.
  - 13.2.4 Leave may not be carried forward from one year to another without the special permission of the Dean/Director or Head of Department (this applies equally to employees who have been on sick leave).
- 13.3 For all support staff, special application is required from staff wishing to take more than two weeks' holiday at one time.
- 13.4 For all staff, in each leave year, the entitlement to leave accrues on a daily basis, rounded up to the nearest half day.
- 13.5 Employees who leave the University's service having taken annual leave in excess of their entitlement will have salary deducted in respect of excess leave. Employees who leave the University's service not having taken their annual leave entitlement will receive salary in lieu.
- 13.6 Employees are required to obtain prior approval from their Dean/Director or Head of Department before taking leave. The timing of leave is granted subject to the operational needs of the service.
- 13.7 Employees' salaries include payment for the period of their annual leave and for such public holidays or days in lieu thereof as they shall be entitled to take.
- 13.8 An employee may request permission to carry forward annual leave from one year to the next so as to take long holidays abroad, or for any other personal reason. Such an application must be made at least six months prior to the first date of requested absence.

13.9 Part Time Employees

13.9.1 Part time employees who work five days per week throughout the year are entitled to the same holiday as full-time employees with equivalent length of service.

13.9.2 Other part time employees who work throughout the year (but who do not work five days per week) are allowed an appropriate proportion of annual leave, long service leave, such proportion to be calculated on the following formula:

$$\frac{\text{Normal hours of work (excluding meal breaks) worked by the part-time employee each week}}{\text{Normal hours of work (excluding meal breaks) worked by a full-time employee of equivalent grade each week}} \times \text{Number of hours' leave entitlement of full-time employee in equivalent grade and of equivalent length of service}$$

13.9.3 When the University is closed on public bank holidays, part-time employees who work throughout the year but do not work five days per week are allowed the same proportion of time off in respect of the public holiday as the full-time employee, e.g. in a week in which there is one public holiday, each employee should work four fifths of their normal weekly hours. Where the public holiday falls on one of their normal working days they are required to make up the appropriate proportion of working hours not worked; where the public holiday falls outside their normal working days they may take off the appropriate proportion of the public holiday hours on another day, such adjustments to be at a time arranged with the appropriate line managers

13.9.4 During a period of unpaid service, the employee does not accrue contractual annual leave.

**14. Absence other than for Annual Leave**

14.1 Employees absent for any reason (other than when taking annual leave) must notify their department as early as possible on the first day of absence.

**15. Medical Certification**

15.1 If an employee is unfit to work, a self-certification form must be submitted to the Human Resources Department from the first day of sickness for the first seven days (including Saturday and Sunday) of any absence.

15.2 If the employee continues to be unfit to work for more than seven days (including Saturdays and Sundays) a hospital or doctor's statement, or fit note, must be submitted to the Human Resources Department on the eighth day of sickness, and at continuous intervals thereafter.

15.3 After a period of sickness absence of more than seven days, a statement issued by the doctor should specify the last date on which the staff member will be unfit to work and confirm that no further assessment will be required thereafter.

- 15.4 Employees taking frequent absences may, after written notice, be required to submit a medical statement from the first day of subsequent absences.
- 15.5 The University reserves the right to require an employee who is sick or injured to undergo a medical examination by a doctor of the University's choice, either as a condition of allowing the employee to return to work or as a condition of paying sickness pay under section 16.
- 15.6 Procedural provisions/requirements are detailed in the document ***Sickness Leave entitlements & Procedure to be followed in the event of sickness***. See [AnnexA](#) for link to document on the Human Resources web pages.

**16. Occupational Sick Leave and Pay Entitlements**

16.1 During sick leave the full amount of the normal monthly salary is paid for the periods set out below under the heading 'Full Pay', according to length of service, and half the amount of normal monthly salary is paid from the end of those periods for the periods set out below under the heading 'Half Pay', according to length of service, subject in all cases to the relevant deductions being made therefrom.

16.2 Length of Service	Full Pay	Half Pay
During first year of service	1 month (21 days)	nil
and after completing four months' service	1 month (21 days)	2 months (43 days)
During second year of service	2 months (43 days)	2 months (43 days)
During third year of service	4 months (86 days)	4 months (86 days)
During fourth and fifth years of service	5 months (108 days)	5 months (108 days)
After completing five years' service	6 months (130 days)	6 months (130 days)

- 16.3 After these periods have expired the University has the discretion to extend them in individual cases.
- 16.4 The periods of service set out in paragraph 16.2 must have been completed before the first day of the sick leave in question to qualify for the relevant periods of entitlement. Earlier periods of paid sick leave during the twelve months immediately preceding the first day of absence will be deducted from the relevant periods of entitlement. No account is taken of any absence, which in accordance with paragraph 16.5, is not treated as sick leave.
- 16.5 The following periods of absence are not counted against sick leave entitlement, where agreed by the Director of Human Resources:
- (i) absence arising from an accident occurring to an employee in the course of his/her duty;

- (ii) absence due to an infection or industrial disease contracted by an employee while on duty.
- 16.6 An employee who falls sick during the course of his/her annual leave is regarded as being on sick leave from the date of the first medical statement provided by a doctor or hospital in respect of that sickness, and after return to work is entitled to take the balance of his/her holiday at a date convenient to the University within the same leave year.
- 16.7 Payments during the period of sick leave are calculated by reference to the normal salary of the employee, excluding overtime but including any enhanced rate for shift work, night work, split duty and work on Saturday and/or Sunday, which would have been worked as part of the normal working week. There will be deducted from such payments the full amount of:
- (a) Employment and Support Allowance (ESA) claimed from the Department for Work and Pensions if the employee, whilst on full pay, is excluded from Statutory Sick Pay.
  - (b) Industrial Injuries Benefits under Social Security Acts and as amended; and
  - (c) Compensation under the Workmen's Compensation Acts and/or Employer's Liability Acts.
- 16.8 A married woman paying reduced National Insurance contributions and in consequence not entitled to the full amount of Employment and Support Allowance (ESA) is for the purpose of sick leave payments deemed to be fully insured and an amount equivalent to that which a fully insured person would receive will be deducted from wages or salary whilst on full pay. This provision applies only to women who are excluded from their entitlement to Statutory Sick Pay. The amount so deducted will not be more than the normal wage or salary payment for the period of absence.
- 16.9 Statutory Sick Pay, where payable, will be offset against Occupational Sick Pay, where payable, so that the combined entitlements do not exceed normal full pay, or normal half pay, as appropriate.
- Where a member of staff receives Employment and Support Allowance (ESA) the amount of the ESA will be deducted from Occupational Sick Pay, so that the combined entitlements do not exceed normal full pay, or normal half pay, as appropriate.
- The employee is under an obligation to declare his/her entitlement to benefits defined in paragraph 16.7 and any subsequent alteration to circumstances affecting such entitlement.
- 16.10 The University reserves the right to ask successful job applicant to complete a medical questionnaire prior to appointment. Similarly, staff who have long periods of sickness absence or frequent short sickness absences may be asked to see the University's medical adviser, in line with the *Procedure for Dealing with Sickness Absence*, which can be found on the Human Resources Department web pages

within the document ***Sickness Leave entitlements & Procedure to be followed in the event of sickness***. See [AnnexA](#) for link to document.

## 17. Third Party Claims

17.1 An employee absent as a result of an accident which occurs otherwise than in the course of his/her duty for which damages may be recoverable from a third party, may not be entitled to Statutory Sick Pay. In this event the University shall pay his/her sickness allowance for the appropriate periods specified in paragraph 16.2, subject to the employee undertaking to refund to the University the amount equivalent to such deductions included in the amount of damages received. Any period of absence in a case where a refund is made in full will not be recorded as sick leave for sick pay purposes only, but will be recorded as sick leave for absence monitoring purposes.

## 18. Maternity Leave and Pay

### 18.1 Maternity Leave

Details of maternity leave entitlements can be found in the sections *Statutory Maternity Leave (SML)* and *Time Off for Antenatal Care* within the document, ***Maternity and Paternity Entitlements, Adoption Leave & Pay*** on the Human Resources Department web pages. See [AnnexA](#) for link to document.

All maternity leave (whether with or without pay) will count for incremental purposes in line with the proviso detailed in paragraph 8.1.

### 18.2.1 Maternity Pay

(a) Details of Statutory Maternity Pay can be found in the section *Statutory Maternity Pay (SMP)* within the document, ***Maternity and Paternity Entitlements, Adoption Leave & Pay*** on the Human Resources Department web pages. See [AnnexA](#) for link to document.

(b) Occupational Maternity Pay:

Employees who are pregnant or who have just given birth will be eligible to receive a total of 18 weeks' Occupational Maternity Pay (OMP) if:

- they have at least 1 year's continuous service prior to the expected date of childbirth
- they give the University at least 28 days' notice in writing of the date on which they wish to start receiving OMP (unless they have already done so when giving the notice required for Statutory Leave, which must be given no later than the end of the 15<sup>th</sup> week before the expected week of childbirth) – see ***Maternity and Paternity Entitlements, Adoption Leave & Pay, Section B, Statutory Maternity Leave***. See [AnnexA](#) for link to document.
- they provide medical evidence of the date their baby is due and, where appropriate, born. This will normally be a maternity certificate (form Mat B1),

which must be signed by the doctor or midwife no earlier than 20 weeks before the expected week of childbirth.

OMP is payable only when an employee is absent from work. This will normally be when an employee is on maternity leave or because she is absent from work for a pregnancy-related reason in the four weeks immediately preceding the expected week of childbirth.

#### 18.2.2 OMP is payable as follows:

- For the first 4 weeks - full pay
- For the next 2 weeks - 90% of full pay
- For the next 12 weeks - half pay

The final 4 weeks of OMP at half pay will be withheld and is payable only if the employee has returned to work and completed 3 months' service.

#### 18.2.3 Offsetting occupational maternity entitlements against statutory maternity entitlements

When an employee is eligible to receive both Occupational Maternity Pay (OMP) and Statutory Maternity Pay (SMP) or Statutory Maternity Allowance (SMA) the following will apply:

- a) (i) during the first 6 weeks OMP is offset against SMP, or
- (ii) during the first 6 weeks OMP will be reduced by the amount of SMA. You will be required to provide evidence from the Department of Works & Pensions confirming the amount of SMA you will receive.

The employee therefore receives no more than her occupational entitlement for this period.

- b) during the subsequent 12 weeks, when OMP is at half pay, SMP or SMA, as applicable, is payable in addition to OMP, unless the combined total exceeds full pay. In this event OMP is reduced by the excess amount so the employee receives a maximum of full pay.

#### 18.2.4 Stillbirths

In the event of a stillbirth occurring up to and including the twenty fourth week of pregnancy the University's sick pay provisions would apply. In the event of a stillbirth occurring after the start of the twenty fifth week of pregnancy, the normal maternity entitlements would apply.

#### 18.3 All payments made by the University to the employee under paragraph 18.2.2 shall go towards discharging any liability of the University under the Social Security Contributions and Benefits Act, 1992, to pay maternity pay.

In so far as the rights accorded to the employee under paragraph 18.2.2 exceed those accorded to the employee under the Act, the employee shall only be entitled to such additional rights if she complies with her obligations under paragraph 18.2.1.

## **19. Paternity Leave and Pay**

19.1 Employees are entitled to 1 week's<sup>1</sup> Occupational Paternity Leave (OPL) paid at full salary, regardless of length of service. Where an employee qualifies for Statutory Paternity Leave (SPL), this 1 week's paid leave will be incorporated into their statutory leave, thereby providing for 1 week of the paternity leave to be paid at full salary.

Any Statutory Paternity Pay (SPP) due to the employee during the OPL will be offset against Occupational Paternity Pay (OPP), so that the employee receives no more than full pay in this week.

19.2 Staff with 26 weeks' service, ending with the week immediately preceding the 14<sup>th</sup> week before the expected week of confinement, may be eligible for Statutory Paternity leave and pay, as detailed in the section *Paternity Leave & Pay* within the document ***Maternity and Paternity Entitlements, Adoption Leave & Pay*** on the Human Resources Department web pages. See [AnnexA](#) for link to document.

## **20. Adoption Leave and Pay**

20.1 Where a member of staff adopts a child aged under 5 years, i.e. up to 4 years and 364 days, at the date of placement, and is the primary carer of the child, eligibility and entitlement to adoption pay will be the same as the University's maternity scheme. They will be eligible to receive a total of 18 weeks' OAP if they:

- a) have at least 1 year's continuous service with the University ending with the week in which they were notified of being matched with a child for adoption,
- b) give the University at least 28 days' in writing of the date they wish to start receiving OAP (unless they have already done so when giving the notice required for leave),
- c) provide documentary evidence from their UK recognised adoption agency that they have been matched with a child for adoption (normally this will be a 'matching certificate').

Where the member of staff is also eligible for Statutory Adoption Pay, the two entitlements will be offset in the same manner as Occupational Maternity Pay and Statutory Maternity Pay.

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<sup>1</sup> A week is based on a member of staff's usual working pattern, so if, for example, they work Mondays and Tuesdays only, a week would be 2 days, and if they work Monday to Friday, a week would be 5 days.

- 20.2 Where both parents are employed by the University, only one parent may qualify for LSBU adoption leave and pay, whilst the other may qualify for Paternity Leave & Pay and Parental Leave.

This provision applies in the same manner where parents are in same sex relationships.

- 20.3 An employee who adopts a child aged 5 years or more years at the date of placement, may be eligible for statutory entitlements to adoption leave and pay and paternity leave, as well as for parental leave, details of which can be found on the Human Resources Department web pages in

the sections *Adoption Leave and Pay* and *Paternity Leave and Pay* within the document, ***Maternity and Paternity Entitlements, Adoption Leave & Pay***

and the document ***Parental Leave***. See [AnnexA](#) links to documents.

## 21. Family Leave

- 21.1 Details of ***Parental Leave, Emergency Leave for Dependants*** and ***Flexible Working*** can be found on the Human Resources Department web pages. See [AnnexA](#) for links to documents.

## 22. Leave of Absence on Religious or Compassionate Grounds, for Trade Union Activities or House Removal

- 22.1 Guidance Notes covering ***Discretionary and Special Leave Provisions*** and ***Adverse Travel Conditions*** can be found on the Human Resources web pages. See [AnnexA](#) for links to documents.

## 23. Development Training

- 23.1 The University may assist employees wishing to attend courses and conferences in connection with their posts and for the purpose of improving their ability to undertake their duties.
- 23.2 The ***Sponsored Study Policy*** can be found on the Human Resources Department, Organisational & Staff Development Team web pages. See [AnnexA](#) for link.

## 24. Redundancy

- 24.1 In the event of redundancy all reasonable efforts will be made to offer suitable alternative employment within the University.
- 24.2 An employee who becomes redundant will be eligible for the appropriate payment under the terms of the Employment Rights Act 1996 and the Employment Equality (Age) Regulations 2006 or as determined under the University's Redeployment and Redundancy Procedure.



24.3 As an employee of the University you are bound by the ***Redeployment and Redundancy Procedure for Support Staff*** details of which can be found on the Human Resources web pages. See [AnnexA](#) for link to document.

## **25. Discipline**

25.1 As an employee of the University you are bound by the terms of the ***Disciplinary Procedure for Staff*** details of which can be found on the Human Resources web pages. See [AnnexA](#) for link to document.

## **26. Grievance**

26.1 The *University Grievance Procedure* may be used to resolve a grievance held by a member of staff against the University as an employer or against another member of staff acting on behalf of the University.

26.2 As an employee of the University you are bound by the terms of the ***Grievance Procedure for Staff*** details of which can be found on the Human Resources web pages. See [AnnexA](#) for link to document.

## **27. Equality and Diversity**

27.1 The University is an equal opportunities employer. A copy of the ***Equality, Diversity and Inclusion Policy Statement*** can be found via the Equality and Diversity web page. See [AnnexA](#) for link.

## **28. Health and Safety**

28.1 The ***Health and Safety Policy Statement*** can be found via the Health and Safety web page. See [AnnexA](#) for link.

## **29. Collective Bargaining**

29.1 The Board of Governors of the University supports the system of collective bargaining and encourages all its employees to be in membership of a trade union or staff association recognised by the Board of Governors as the staff representation on its negotiating and consultative bodies.

## **30. Amendment to Conditions**

30.1 These Conditions of Service may be amended and added to by the Board of Governors of the University after consultation with staff through the Management/Union Joint Negotiating Committees. Updated versions will be made available on the Human Resources Department web pages.

30.2 Staff will be notified of any amendments and additions to the Conditions of Service and date from which they apply (such date to be no earlier than one month after the date of the notice given). As from that date, the amendments and additions shall become terms of the contracts of employment of the members of staff concerned.

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

### **PART II**

These conditions of service relate to the following categories of staff:

#### **Administrative & Professional Support Staff**

- Contents:
1. Hours of Work
  2. Overtime
  3. Amendments and Additions

**Approved by the Board of Governors of  
London South Bank University**

April 1995

Revised December 1996 and updated April 2007, August 2007, Feb 2013, May 2014

## CONDITIONS OF SERVICE FOR SUPPORT STAFF

These conditions, together with Part I shall apply to all categories of support staff listed on the front of this document who accept an offer of appointment to the service of London South Bank University (the University). A copy of these conditions shall be made available to each aforementioned member of staff of the University on offer of appointment, and such members of staff who accept appointment shall be deemed to have full notice of them.

### 1. Hours of Work

- 1.1 Full time members of staff will work thirty-five hours per week, exclusive of all meal breaks.
- 1.2 Normal hours of work are 9.00 am to 5.00 pm (with one unpaid hour for lunch) but may be varied to suit the needs of the Department, School or section. If it is found necessary to vary these hours after the date of appointment, this will be subject to consultation with the staff concerned. Some members of staff are required in their terms of contract to work in the evenings or on a shift basis. In these circumstances staff will not normally be expected to begin duty before 8.00 a.m. or finish after 10.00 p.m. and normally for not more than one evening a week in term time. In such cases they are allowed a compensating equivalent time off duty during normal working hours to be taken at a time agreed by management. When a member of staff works until 9.00 pm or later, a half hour break in working hours before 5.00 pm is allowed on the same day (and pro rata for shorter periods).
- 1.3 Computer staff hours of work are normally 9.00 am to 5.00 pm (with one hour lunch break). Where members of staff are required to work shifts, letters of appointment will state this and a special shift allowance is then payable.
- 1.4 Library & Learning Resources staff are normally required to work on a shift basis but are not expected to begin duty before 8.00 am or to finish after 10.00 pm.
  - (i) Each member of the full time staff is normally required to work one evening a week in term time but may also be required to work one evening a week during certain weeks in the vacation. Such evening work does not count as overtime and no extra or overtime payment will be made in respect thereof, but allowance for this time is made as follows:
    - (a) equivalent time off during the employee's normal hours of work to be taken at times agreed by management on site, after consultation with the member of staff concerned, and
    - (b) when a member of staff works until 9.00 pm a break of one hour before 5.00 pm is allowed on the same day (or pro rata for shorter periods).
- 1.5 Residential staff are required to work thirty-five hours per week, on a rota system, to cover weekends and Bank Holidays and this may involve a six-day working

week. Details of this will be specified in the letter of appointment. Where staff are required to work on a Bank Holiday time off in lieu will be granted.

1.6 Hours worked in excess of thirty-five hours per week will be paid as overtime in accordance with paragraph 2.

## 2. **Overtime**

2.1 Overtime may be worked only at the request of management. Payment for overtime will be calculated on the basis of a normal working week of thirty five hours per week but excluding all payments which are not consolidated into the normal hourly rates. Compensation will be made, after consultation with the employee, and at the discretion of the Dean/Director or Head of Department, in one of the following ways:

### (i) **Monday to Friday**

- (a) payment at time and a half for each hour or part of an hour worked outside of normal hours, **or**
- (b) equivalent time off during normal working hours and half pay for each extra hour or part of an hour worked, **or**
- (c) for every extra hour worked one and a half hours off in lieu during normal working hours and pro rata for parts of extra hours worked.

### (ii) **Saturday and Sunday**

- (a) payment at double time for each hour or part of an hour worked outside of normal hours, **or**
- (b) equivalent time off during normal working hours and normal pay for each extra hour or part of an hour worked, **or**
- (c) for every extra hour worked two hours off in lieu during normal working hours and pro rata for parts of extra hours worked.

### (iii) **Bank Holidays**

- (a) payment at double time for each hour or part of an hour worked and time off in lieu for hours worked, **or**
- (b) for each extra hour worked, two hours off in lieu during normal working hours plus payment for normal time (pro rata for parts of extra hours worked).

2.2 Claims for payment must be authorised by the appropriate manager and processed in accordance with the University's *Overtime for Support Staff – Authorisation Procedure*. They will be paid one month in arrears.

2.3 Support staff on Grades 7, 8, 9 and 10 are not eligible to claim payments at enhanced rates for overtime work

- 2.4 In respect of those staff not eligible to overtime payments, however, the following claims may be made:-
- (a) for more than two hours overtime on any one day an occasional overtime payment for that day,
  - (b) if required to return to the University after the end of the normal working hours, or to attend meetings outside normal hours, an attendance payment for each attendance plus travelling expenses in returning to the University (if money in advance for an annual season ticket has not already been claimed).

Such payments will be determined from time to time by the University. All claims for these payments must be approved by the Dean/Director or Head of Department and signed off by the Director or Deputy Director of Human Resources

### 3. **Amendments and Additions**

- 3.1 These Conditions of Service may be amended or added to by the University after consultation through the Management/Union Joint Negotiating Committee. Updated versions will be made available on the Human Resources Department web pages.
- 3.2 Staff will be notified of any amendments and additions to the Conditions of Service and the date from which the amendments and additions are to apply (such date to be no earlier than one month after the date of the notice). As from that date, the amendments and additions shall become terms of the Contracts of Employment of the members of staff concerned.

[Return to Part I](#)

**CONDITIONS OF SERVICE  
FOR SUPPORT STAFF**

**PART II**

**For Technician Staff**

- Contents:
1. Hours of Duty and Overtime
  2. Protective Clothing
  3. Health, Hazards and Safety
  4. Personal Lockers
  5. Amendments and Additions

**Approved by the Board of Governors of  
London South Bank University**

April 1995

Updated April 2007; August 2007; May 2014

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

These conditions, together with Part I, shall apply to all staff employed as technicians who accept an offer of appointment to the service of London South Bank University (the University). A copy of these conditions shall be made available to each aforementioned member of staff of the University on offer of appointment, and such members of staff who accept appointment shall be deemed to have full notice of them.

### **1. Hours of Duty and Overtime**

- 1.1 The normal working week shall consist of thirty five hours, exclusive of meal breaks.
- 1.2 Normal duties shall not commence before 8.00 am nor finish later than 6.00 pm and will be worked between Monday and Friday each week. A technician post may require the holder to work beyond 6.00 pm up to two evenings per week during term time for which he/she will be entitled to overtime payment of time off in lieu.

Overtime is not payable to support staff on Grades 7, 8, 9 and 10, with the exception of those staff in technician roles that were formerly on University Technician Grades.

The number of hours worked for which no overtime payment is allowed is accrued and equivalent compensatory time off is allowed as additional leave. Such leave shall not normally be taken in term time but always taken at times mutually agreed between the technician and the

Dean/Technical Services Manager/Faculty Manager/Director or Head of Department and will normally be cleared by the end of each term to avoid excessive accumulation of leave.

- 1.3 Overtime payments are only made for hours worked in excess of  $36\frac{3}{4}$  hours in any week. The working of overtime is by mutual arrangement between the technician and the Dean/Technical Services Manager/Faculty Manager/Director or Head of Department and should not normally be more than two evenings per week.
- 1.4 Where overtime payments are made they are at the rate of time and a third for all work on weekdays. Time and a half is paid for work done on Saturdays, and double time is paid for Sunday work.

### **2. Protective Clothing**

Where appropriate, the University provides, free of charge, protective clothing for technicians. The type of clothing provided depends on the circumstances of the work involved, but complies with regulations made under the Health and Safety at Work Act and other applicable legislation. All such protective clothing must be

returned to the School/Department when an employee leaves the service of the University.

**3. Health, Hazards and Safety**

Technicians are required to familiarise themselves with and to abide by all University regulations published and displayed in respect of the health and safety of the University's employees and persons using its premises. In addition, technicians must ensure that such regulations are brought to the notice of other staff working in an area or using equipment for which they have any responsibility.

**4. Personal Lockers**

Where appropriate, the University may provide staff in technician roles with the use of personal lockers.

**5. Amendments and Additions**

5.1 These Conditions of Service may be amended or added to by the University after consultation through the Management/Union Joint Negotiating Committee. Updated versions will be made available on the Human Resources Department web pages.

5.2 Staff will be notified of any amendments and additions to the Conditions of Service and the date from which the amendments and additions are to apply (such date to be no earlier than one month after the date of the notice). As from that date, the amendments and additions shall become terms of the Contracts of Employment of the members of staff concerned.

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**CONDITIONS OF SERVICE  
FOR SUPPORT STAFF**

**PART II**

**Customer Care Supervisor  
Customer Care Team Leader  
Customer Care Officer**

- Contents:
1. Hours of Duty
  2. Overtime Arrangements
  3. Amendments and Additions

**Approved by the Board of Governors of  
London South Bank University**

April 1995; Updated 10/97, 04/07,08/07, May 2014

## CONDITIONS OF SERVICE FOR SUPPORT STAFF

These conditions, together with Part I General Conditions of Service, shall apply to all Customer Care staff who accept an offer of appointment to the service of London South Bank University (the University). A copy of these conditions shall be made available to each aforementioned member of staff of the University on offer of appointment, and such members of staff who accept appointment shall be deemed to have full notice of them.

### 1. Hours of Duty

- 1.1 Full time hours of work are thirty five hours per week.
- 1.2 The actual hours of duty covered each day, Monday to Friday in any working week, will be dependent upon the operational requirements of the University but will normally be based on the following shift pattern:

	<b>Shift 1</b>	<b>Shift 2</b>
Monday to Friday	8.00 am –4.00 pm	9.00 am –5.00 pm

Shifts will normally be on a four week rotation basis.

- 1.3 A one hour unpaid lunch break should be taken each day.
- 1.4 On those occasions when the operational needs of the University require a variation in hours to these Monday to Friday shift patterns, Customer Care staff will not be expected to start before 6.30 am or finish after 10.00 pm and, unless overtime is agreed, will not work more than a total of thirty five hours per week, as appropriate. Such occasions will also be subject to reasonable prior notice from management to be given to the individual concerned.

### 2. Overtime Arrangements

- 2.1 An enhanced payment or time off in lieu will be granted for hours work in excess of the basic working week Monday to Friday and for Saturday, Sunday and Bank Holiday working.
- 2.2 Compensation will be made after consultation with the employee and at the discretion of the authorising Manager, as follows:
  - (i) **Monday to Friday, and Saturday**
    - (a) payment at time and a half, **or**
    - (b) time off equivalent to the actual overtime hours worked.
  - (ii) **Sundays**
    - (a) Payment at double time, **or**
    - (b) time off equivalent to the actual overtime hours worked.

(iii) **Bank Holidays**

- (a) payment at double time, **plus**
- (b) time off equivalent to the actual overtime hours worked.

3. **Amendments and Additions**

- 3.1 These Conditions of Service may be amended or added to by the University after consultation through the Management/Union Joint Negotiating Committee. Updated versions will be made available on the Human Resources Department web pages.
- 3.2 Staff will be notified of any amendments and additions to the Conditions of Service and the date from which the amendments and additions are to apply (such date to be no earlier than one month after the date of the notice). As from that date, the amendments and additions shall become terms of the Contracts of Employment of the members of staff concerned.

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**CONDITIONS OF SERVICE  
FOR SUPPORT STAFF**

**PART II**

**For Maintenance Staff**

- Contents:
1. Hours of Duty
  2. Overtime Arrangements
  3. Amendments and Additions

**Approved by the Board of Governors of  
London South Bank University**

April 1995

Updated October 1997, April 2007, August 2007, February 2013, May 2014

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

These conditions, together with Part I General Conditions of Service, shall apply to maintenance staff who accept an offer of appointment to the service of London South Bank University (the University). A copy of these conditions shall be made available to each aforementioned member of staff of the University on offer of appointment, and such members of staff who accept appointment shall be deemed to have full notice of them.

### **1. Hours of Duty**

- 1.1 Full time hours of work are thirty five hours per week.
- 1.2 The actual hours of duty covered each day Monday to Friday in any working week, will be dependent upon the operational requirements of the University but will normally be based on 8.00am to 4.00pm.
- 1.3 A one hour unpaid lunch break should be taken each day.

### **2. Overtime Arrangements**

- 2.1 An enhanced payment or time off in lieu will be granted for hours work in excess of the basic 35 hour working week Monday to Friday, and for Saturday, Sunday and Bank Holiday working.
- 2.2 Compensation will be made after consultation with the employee and at the discretion of the authorising Manager, as follows:
  - (i) **Monday to Friday, and Saturday**
    - (a) payment at time and a half, **or**
    - (b) time off equivalent to the actual overtime hours worked.
  - (ii) **Sundays**
    - (a) Payment at double time, **or**
    - (b) time off equivalent to the actual overtime hours worked.
  - (iii) **Bank Holidays**
    - (a) payment at double time, **plus**
    - (b) time off equivalent to the actual overtime hours worked.

### **3. Amendments and Additions**

- 3.1 These Conditions of Service may be amended or added to by the University after consultation through the Management/Union Joint Negotiating Committee. Updated versions will be made available on the Human Resources Department web pages.
- 3.2 Staff will be notified of any amendments and additions to the Conditions of Service and the date from which the amendments and additions are to apply (such date to be

no earlier than one month after the date of the notice). As from that date, the amendments and additions shall become terms of the Contracts of Employment of the members of staff concerned.

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**CONDITIONS OF SERVICE  
FOR SUPPORT STAFF**

**PART II**

**For Technical Support Staff**

- Contents:
1. Hours of Duty
  2. Overtime Arrangements
  3. Amendments and Additions

**Approved by the Board of Governors of  
London South Bank University**

July 1996  
Updated April 2007, August 2007, May 2014

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

These conditions, together with Part I General Conditions of Service, shall apply to technical support staff who accept an offer of appointment to the service of London South Bank University (the University). A copy of these conditions shall be made available to each aforementioned member of staff of the University on offer of appointment, and such members of staff who accept appointment shall be deemed to have full notice of them.

### **1.1 Hours of Duty**

- 1.1 Full time hours of work are thirty five hours per week.
- 1.2 A thirty minute unpaid lunch break should be taken each day by staff who are employed for four or more hours per day. A one hour unpaid lunch break should be taken each day by staff who are employed for seven or more hour per day.
- 1.3 The actual hours of duty covered in any working week will be dependent upon the operational requirements of the University and will be notified to staff by their line management.

### **2. Overtime Arrangements**

- 2.1 An enhanced payment or time off in lieu will be granted for hours work in excess of the 35 hour basic working week Monday to Friday and for Saturday, Sunday and Bank Holiday working.
- 2.2 Compensation will be made after consultation with the employee and at the discretion of management as follows:
  - (i) **Monday to Friday, and Saturday**
    - (a) payment at time and a half, **or**
    - (b) time off equivalent to the actual overtime hours worked.
  - (ii) **Sundays**
    - (a) Payment at double time, **or**
    - (b) time off equivalent to the actual overtime hours worked.
  - (iii) **Bank Holidays**
    - (a) payment at double time, **plus**
    - (b) time off equivalent to the actual overtime hours worked.

### **3. Amendments and Additions**

- 3.1 These Conditions of Service may be amended or added to by the University after consultation through the Management/Union Joint Negotiating Committee. Updated versions will be made available on the Human Resources Department web pages.
- 3.2 Staff will be notified of any amendments and additions to the Conditions of Service and the date from which the amendments and additions are to apply (such date to be



no earlier than one month after the date of the notice). As from that date, the amendments and additions shall become terms of the Contracts of Employment of the members of staff concerned.

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**CONDITIONS OF SERVICE  
FOR SUPPORT STAFF**

**PART II**

**For Manual Workers, Library Shelves and  
Recreation Assistants**

- Contents:
1. Hours of Duty
  2. Overtime
  3. Protective Clothing
  4. Personal Lockers
  5. Amendments and Additions

**Approved by the Board of Governors of  
London South Bank University**

April 1995  
Updated April 2007, August 2007, May 2014

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

These conditions, together with Part I, shall apply to Manual Workers, Library Shelves and Recreation Assistants who accept an offer of appointment to the service of London South Bank University (the University). A copy of these conditions shall be made available to each aforementioned member of staff of the University on offer of appointment, and such members of staff who accept appointment shall be deemed to have full notice of them.

### **1. Hours of Duty**

- 1.1 The normal working week for a full-time employee shall consist of thirty-five hours, exclusive of meal breaks.
- 1.2 Part-time employees are required to work a set proportion of thirty-five hours each week, as detailed in individual letters of appointment.
- 1.3 Normal duties for full-time staff shall not commence before 7.00 am nor finish later than 6.00 pm and will be worked between Monday and Friday each week.

### **2. Overtime**

- 2.1 Overtime payments are only made for hours worked in excess of thirty-five hours in any week. The working of overtime is by mutual arrangement between the employee and his/her line manager.
- 2.2 Where overtime payments are made they are at the rate of time and a half for all work on weekdays. Time and a half is paid for work on Saturdays, and double time is paid for Sunday work and for public holidays.

### **3. Protective Clothing**

Where appropriate, the University provides, free of charge, protective clothing for manual workers. The type of clothing provided depends on the circumstances of the work involved, but complies with regulations made under the Health and Safety at Work Act and other applicable legislation. All such protective clothing must be returned to the department when an employee leaves the service of the University.

### **4. Personal Lockers**

Where appropriate, the University may provide staff with the use of personal lockers.

### **5. Amendments and Additions**

- 5.1 These Conditions of Service may be amended or added to by the University after consultation through the Management/Union Joint Negotiating Committee. Updated versions will be made available on the Human Resources Department web pages.
- 5.2 Staff will be notified of any amendments and additions to the Conditions of Service and the date from which the amendments and additions are to apply (such date to be no earlier than one month after the date of the notice). As from that date, the amendments and additions shall become terms of the Contracts of Employment of the members of staff concerned.

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These Support Staff Conditions of Service were approved by the Board of Governors, 1995 & 2008.

The parties given below agree to this document; it replaces and is in substitution of any previous Agreements between the parties.

This agreement may be varied with the agreement of both parties.

**SIGNATORIES**

**UNISON and GMB**

**LONDON SOUTH BANK UNIVERSITY**

**Associated Documents - hyperlinks**

***HR Business Partners and Advisers***

[http://www1.lsbu.ac.uk/hr/docs/hr\\_advisers.doc](http://www1.lsbu.ac.uk/hr/docs/hr_advisers.doc)

Return to: [Footnote 1](#)

Return to: [Footnote 2](#)

***Adverse Travel Conditions***

<http://www1.lsbu.ac.uk/hr/docs/adverse-travel-conditions.doc>

Return to: [PART1 - 22. Leave of Absence](#)

***Disciplinary Procedure for Staff***

<http://www1.lsbu.ac.uk/hr/docs/disciplinary-procedures-updated-apr-2012.doc>

Return to: [PART1 - 25. Discipline](#)

***Discretionary & Special Leave Provisions***

<http://www1.lsbu.ac.uk/hr/docs/discretionary-and-special-leave-provisions.doc>

Return to: [PART1 - 22. Leave of Absence](#)

***Emergency Leave for Dependants***

<http://www1.lsbu.ac.uk/hr/docs/emergency-leave-for-dependants.doc>

Return to: [Part1 - 21. Family Leave](#)

***Equality & Diversity***

<http://www.lsbu.ac.uk/about-us/policies-and-initiatives/equality-and-diversity>

Return to: [Part1 - 27. Equality and Diversity](#)

***Flexible Working***

<http://www1.lsbu.ac.uk/hr/docs/flexible-working.doc>

Return to: [Part1 - 21. Family Leave](#)

***Grievance Procedure for Staff***

<http://www1.lsbu.ac.uk/hr/docs/grievance-procedure.doc>

Return to: [PART1 - 26. Grievance](#)

***Health and Safety***

<http://www.lsbu.ac.uk/faculties-and-departments/professional-departments/health-and-safety>

Return to: [PART1 - 28. Health and Safety](#)

***Maternity and Paternity Entitlements, Adoption Leave & Pay***

<http://www1.lsbu.ac.uk/hr/docs/maternitypaternity-entitlements-adoption-leavepay-maternity-cover.doc>

Return to: [PART1 - 18. Maternity Leave and Pay](#)

Return to: [PART1 - 19. Paternity Leave and Pay](#)

Return to: [PART1 - 20. Adoption Leave and Pay](#)

***Parental Leave***

<http://www1.lsbu.ac.uk/hr/docs/parental-leave.doc>

Return to: [Part1 - 21. Family Leave](#)

**Probationary Procedure for Support Staff:**

<http://www1.lsbu.ac.uk/hr/docs/support-probationary-proc.doc>

Return to [PART1 - 4. Probation](#)

**Redeployment & Redundancy Procedure – Support Staff**

<http://www1.lsbu.ac.uk/hr/docs/support-redeployment-redundancy-procedure.doc>

Return to: [PART1 - 24. Redundancy](#)

**Retirement Procedure:**

[http://extranet.lsbu.ac.uk/hr/Policies\\_Procedures\\_Forms/Retirement\\_Procedure.doc](http://extranet.lsbu.ac.uk/hr/Policies_Procedures_Forms/Retirement_Procedure.doc)

Return to: [PART1 - 5.6 Notice - Retirement](#)

**Sickness Leave Entitlements & Procedure to be followed in the event of sickness:**

<http://www1.lsbu.ac.uk/hr/docs/sickness-reporting-procedure-leavepay-cover-monitoring.doc>

Return to: [PART1 - 16. Occupational Sick Leave and Pay](#)

**Sponsored Study**

<http://www1.lsbu.ac.uk/osdt/sponsored/index.html>

Return to: [PART1 - 23. Development Training](#)

**External hyperlinks**

**LGPS - A brief guide to the Local Government Pension Scheme**

<http://www.yourpension.org.uk/Files/Files/In%20The%20Scheme/2014%20publications/BriefGuidev1.pdf>

**London Pensions Fund Authority (LPFA)**

<http://www.yourpension.org.uk/LPFA/Home.aspx>

Return to [PART1 - Pension](#)

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