

Item 09
For Approval and Endorsement

Glasgow Kelvin College

Finance and Resources Committee – 04 June 2024

Review of Policies and Procedures

Report by Vice Principal Operations, Director of People and Culture & Finance & Student Funding Manager

1.0 Introduction

Members will be aware that the College has developed, in partnership with representatives of its recognised Trade Unions, staff, management and external partners and students, where appropriate, a range of policies and procedures for Glasgow Kelvin College.

The purpose of this report is to apprise members of the outcome to the consultation of the policies and procedures due for review in accordance with the agreed Policy and Procedure Review Schedule. Members are requested, as indicated in the paper, to approve, note, or comment on the documents presented. The relevant Policies will be presented to the Board of Management for approval as indicated in the paper at the next scheduled meeting on 12 June 2024.

2.0 Policies and Procedures

The following section provides members with an update on the policies and procedures due for review. Members should note that EIS/FELA Trade Union representatives declined to participate in the review of these Policies and Procedures, with the exception of the No Smoking Policy, due to Action Short of Strike Action. The Policies and Procedures covered by this paper are detailed below:

- No Smoking Policy (**Appendix 1**)
- [Equality, Diversity and Inclusion \(Appendix 2\)](#)
- [Attendance Management and Support Policy \(Appendix 3\)](#)
- [Disciplinary Policy \(Appendix 4\)](#)
- [Grievance Policy \(Appendix 5\)](#)
- Family Friendly and Flexible Working Policy (**Appendix 6**)
- Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure
- Fees and Fee Waiver Policy (**Appendix 7**)

2.1 No Smoking Policy (Appendix 1) – For Approval

Feedback was received from both EIS-FELA and Unison Trade Union Health and Safety representatives, staff and management.

The College also consulted with several external organisations including ASH Scotland, North West Locality Health Improvement Team, Glasgow HSCP and other colleges within the Further Education Sector (Fife, Dundee and Angus, City of Glasgow and West Lothian) when reviewing the document.

Minor changes are recommended for this Policy, these changes include:

- The removal of the 'Smoke Free' reference from the Policy title and document. The College agreed at the time of the previous review that it would explore the possibility of making its campus grounds designated no smoking areas. After consultation, however, it has been agreed that each campus will have a designated smoking area.
- A reference to vapours from electronic cigarettes (e-cigarettes) and the use of e-cigarettes has been incorporated throughout.
- References to departmental names and links to resources have been updated.

Members are recommended to approve the revised No Smoking Policy. The next review date is 31 July 2027.

2.2 [Equality, Diversity and Inclusion Policy](#) (Appendix 2) – For Comment

After consultation, including a review undertaken by the College's Equality and Inclusion Lead, no changes are recommended for this document. This Policy currently complies with legislative requirements and meets the College's operational requirements. Members are invited to comment on the Policy.

Any comments received may be incorporated into the document. Members asked to note that if there are no suggested changes received by the Finance and Resources Committee it will be recommended to the Board of Management that the review date for this Policy is updated to 31 July 2027. Members should note that the document would be reviewed at an earlier date in light of any relevant legislative changes.

2.3 National Recognition and Procedures Agreement (NRPA)

Members will recall that several College policies now fall within the scope of the National Recognition and Procedures Agreement (NRPA). In accordance with the NRPA, specific policies will be negotiated with the Unions at the National Joint Negotiating Committee (NJNC). The College's policies that are due for review that fall within the scope of the NRPA are undernoted. These include:

2.3.1 [Attendance Management and Support Policy](#) (Appendix 3) – For Approval

Local consultation on this document has been postponed by the College pending the National process, which has yet to commence in relation to attendance management. This Policy currently complies with legislative requirements and meets operational requirements. Ownership for this Policy lies with the Finance and Resources Committee, it is therefore recommended to members that the review date of 31 July 2024 is extended until 31 July 2027.

Members are asked to approve an extension to the review date for this Policy. Members should note that the College will implement a National Policy for managing attendance should this be published before 31 July 2027. Members of the Finance and Resources Committee would be advised accordingly.

Members should note that the document would be reviewed at an earlier date in light of any relevant legislative changes.

2.3.2 Disciplinary Policy and Grievance Policy (Appendices 4 & 5) – For Noting

Similar to the Attendance Management and Support Policy, local consultation on these documents has been postponed by the College pending the National process. The National Disciplinary Policy is in the final stages of discussion, and it is anticipated that it will be launched in Academic Year (AY) 2024/25.

Both College Policies currently comply with legislative requirements and meet operational requirements. Ownership of these Policies lie with the Board of Management and members are asked to note that it will be recommended to the Board that the review date for both Policies is extended until 31 July 2027. The College will implement the National policies when published.

Members should note that a programme of refresher training is planned for managers in AY 2023/24 on managing discipline and grievance and on how to conduct investigations.

2.3.3 Family Friendly and Flexible Working Policy and Procedures (Appendix 6) – For Approval

Members may recall that the review date for the Family Friendly and Flexible Working Policy and Procedure, attached as Appendix 1 was extended in Academic Year 2022/23 to 31 July 2024 to take account of pending legislation, associated with paid leave for premature birth, which was due for implementation in 2024. The Neonatal Care (Leave and Pay) Act 2023 is a law that provides parents with a right to 12 weeks' leave and pay when their baby requires neonatal care. The law received Royal Assent on 24 May 2023 however it will not come into force until April 2025.

The Policy however has been amended to take account of other changes introduced by three new pieces of legislation. These came into effect on 6 April 2024, the changes are outlined below:

- Paternity Leave (Amendments) Regulations 2024
 - Provides the right for the employee to divide their statutory paternity paid leave into one-week blocks rather than take as a two-week period.
 - Leave may be taken any time during the first year after the birth, rather than within the first eight weeks.

- the notice period to request leave has been reduced from 15 weeks to 4 weeks.
- Carer's Leave Regulations 2024
 - Leave can be requested from the first date of employment, no service will need to be accrued.
 - Employee does not need to be the primary caregiver.
 - No need to provide evidence that they are a caregiver.
 - Leave can be postponed by the employer if there would be undue disruption to the business, conditions for postponement are outlined.
- Employment Relations (Flexible Working) Act 2023
 - Right to request flexible working from first day of employment
 - Employees can now make two flexible working request every 12 months, a change from the current single request.
 - Employers must deal with a request within two months reduced from three months.
 - Employers must consult with an employee before refusing a request.
 - the need for employees to explain or justify the impact of the proposed change to their working arrangements has been removed.

Several of the changes introduced by the new legislation were already in place with the remainder being incorporated into the College's Policy to ensure it is legally compliant.

In addition, ACAS has drafted a [new code of practice](#) on how employers should handle flexible working requests and this came into effect alongside the legislation in April. The College follows the ACAS code when dealing with flexible working requests.

Ownership of this Policy lies with the Finance and Resources Committee and members are recommended to approve the revised Family Friendly and Flexible Working Policy. The next scheduled review date will be 31 July 2027 or earlier in light of any relevant legislative changes.

2.4 Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure and Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks – Noting

Members will be aware that in August 2024, the College will move to a two Faculty Model, as agreed by the College Board of Management. As part of the transition to two Faculties, lead responsibility for Safeguarding will move to the Director of Student Experience and Business Development. Both the College's Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure and Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks are due for review and are intrinsically linked.

Ownership of these Policies lie with the Board of Management and members should note that it will be recommended to the Board on 12 June 2024 that the review date for both these policies is extended to 30 September 2024. This will provide sufficient time for both documents to be discussed and reviewed to take account of the change in management responsibilities and the College structure.

2.5 Fees & Fee Waiver Policy (Appendix 7) – For Approval

The Fees Policy for Academic Year 2024/25 is attached at Appendix 7 and sets out the fees and charges that will be applied during the academic year. This includes the scope and discretion that the College has to waive fees due for programmes of learning. The Finance and Resources Committee is required to approve the Policy prior to the start of each academic year.

The Policy, has been updated to reflect the revised reference date, changed guidance and clarification of College processes in relation to fee waiver. The changes are highlighted in yellow in the Appendix and main changes are noted below:

- Section 3 - “unless in exceptional circumstances” added to “Fees will not normally be waived for full time HE or commercial day or evening provision”;
- A new section 7.2 Cancellation due to Industrial Action was added;
- A new sentence re was added in section 11 relation to refunding fees and industrial action; and
- A new section 15 covering Fraud or Misrepresentation has been included in the Policy.

The Policy was endorsed by the College’s Senior Management Team on 28 May 2024.

3 Resource Implications

There are no resource implications identified as a result of this report.

4 Impact on Students

The Policies and Procedures contained within this report aim to provide interventions that support students and staff. Effective, supported and trained staff create a more positive learning environment to deliver a high quality of service to students.

5 Risk and Assurance

There are no risk implications identified as a result of this report.

6 Equality and Inclusion

There are no equality implications identified as a result of this report. Members should note that the Equality Impact Assessment has been reviewed and revised for each policy, these are available on the College website.

7 Data Protection

No data protection issues have been identified as a result of this report.

8 Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

9 Recommendations

Members of the Finance and Resources Committee are recommended to:

- i) approve the No Smoking Policy, the Attendance Management and Support Policy and the Family Friendly and Flexible Working Policy for immediate implementation and note that these documents will be reviewed by 31 July 2027 or earlier in light of legislative changes;
- ii) comment on the Equality, Diversity and Inclusion Policy, and note that this Policy will be presented to the Board of Management on 12 June 2024;
- iii) note the recommendation to the Board of Management for an extension to the review date for the Disciplinary Policy and Grievance Policy until 31 July 2027 pending the publication of the National Policies; and
- iv) note the recommendation to the Board of Management that the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks review date is extended to 30 September 2024;
- v) in respect of the Fees and Fee Waiver Policy 2024/25:
 - a. approve the Fees and Fee Waiver Policy as contained in Appendix 7: and
 - b. delegate authority to the Vice Principal Operations to amend the fee rates and eligibility criteria to align with SFC, SAAS and / or Scottish Government guidance/regulations in the event that these diverge from the proposed College rates for session 2023/24; and
- vi) note that a programme of refresher training is planned for managers in discipline and grievance and on how to conduct investigations.

10 Further Information

Further information on the content of this report and its appendices can be obtained from Jeanette Evans, Vice Principal Operations jevans@glasgowkelvin.ac.uk

Doreen Shiels, Director of People & Culture Services dshiels@glasgowkelvin.ac.uk,
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No Smoking Policy (Tobacco and E Cigarettes)

**Document Control Information****Approved by the Finance and Resources Committee:****04 June 2024****Date of Next Review:****31 July 2027 – TBC**

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. This Policy has been subject to an Equality Impact Assessment, which is published on our website: <https://www.glasgowkelvin.ac.uk/equality-diversity/>

Glasgow Kelvin College

No Smoking Policy (Tobacco and E Cigarettes)

Table of Contents

Section	No Smoking (Smoke Free) Policy	Page Number
1	Introduction	1
2	Scope	2
3	Principles	2
4	Electronic Cigarettes	3
5	Support for those who wish to stop smoking	3
6	Compliance	4
7	Visitors	5
8	Responsibilities	5
	Appendix 1 – Support Agencies	7

1. Introduction

This policy aims to protect staff, students, Members of the Board of Management, Contractors, consultants, agency workers, partnership organisations and visitors to the College from exposure to second hand smoke. Tobacco smoke has now been shown to cause serious damage to the health of both smokers and non-smokers.

The Smoking, Health and Social Care (Scotland) Act 2005 and Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 require workplaces and vehicles for business purposes to be smoke free. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.

Section 2(2)(e) of the Health and Safety at Work Act (1974) places a duty on employers to provide a working environment for employees that is:

- safe;
- without risk to health; and
- adequate as regards facilities and arrangements for their welfare at work.

The requirements of the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 and Safety and Health of Pregnant Workers Directive (92/85/EEC) place stringent requirements on employers to assess risks and ensure that non-smokers are protected from the dangers of tobacco smoke in work and rest areas, so far as is reasonably practical.

Smoking in any of Glasgow Kelvin premises and vehicles used for business purposes is strictly prohibited.

Each College building has rules in regard to smoking as detailed below:

Easterhouse Campus	Designated smoking area available in area to the front of the campus boiler house (smoking shelter): this will cease effective from 01 August 2022
East End Campus	Designated smoking area available at rear of campus along back wall facing car park: this will cease effective from 01 August 2022
Springburn Campus	Designated smoking area available on Flemington Street

2. Scope

This Policy seeks to guarantee the right to work and learn in an environment free from tobacco smoke **and vapours from electronic-cigarettes (“e-cigarettes”)**, whilst taking account of the needs of those who continue to wish to smoke **or use e-cigarettes.**

The Policy applies to all staff, students, Members of the Board of Management, Contractors, consultants, agency workers, partnership organisations and visitors to the College. The Policy applies to all College facilities, owned or leased, regardless of location including vehicles used for business purposes. This includes private vehicles that are being used for business purposes when carrying passengers.

3. Principles

- Smoking is **not** permitted in any of the buildings of Glasgow Kelvin College.
- Smoking is **not** permitted **at or near** the entrance to any of the College’s buildings.
- Smoking is **not** permitted in any Glasgow Kelvin College vehicles.
- Smoking is **only** permitted in the designated areas which are clearly indicated.
- Smoking is permitted during official breaks. Staff who wish to smoke or vape during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties. Work time lost to smoking or vaping breaks should be made up as necessary.
- The promotion and sale of tobacco or e-cigarette products is prohibited on College premises.
- The College will provide information and education for all staff and students by taking part in the annual No Smoking Day campaign, displaying posters and providing leaflets and other available appropriate information; and
- The College will provide encouragement and assistance to employees and students who wish to voluntarily stop smoking. Advice can be sought from the Health and Safety Manager or **People and Culture Services.**

Staff, students, visitors and contractors are reminded that it is a criminal offence to smoke in smoke-free areas and doing so may result in a fine.

4. Electronic Cigarettes

The College acknowledges that some individuals may wish to make use of electronic cigarettes (“e-cigarettes”) in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products containing liquid nicotine that release a visible vapour.

Although they fall outside the scope of smoke-free legislation, the use of e-cigarettes

are subject to the **same prohibitions and restrictions as other tobacco products** under this policy. The College's rationale for treating e-cigarettes in a similar manner to tobacco products is that:

- the existing regulatory framework is inadequate in ensuring that e- cigarettes are safe and effective as a nicotine replacement therapy. In light of these concerns the British Medical Association believes the existing smoke free legislation in place in the UK should be extended to include vapour from e-cigarettes and recommends employers implement organisation wide policies prohibiting the use of e-cigarettes in their workplaces.
- whilst e-cigarettes do not produce smoke, they produce a vapour that could provide an annoyance or health risk to other individuals; and
- some e-cigarette models can, particularly from a distance, look like a real cigarette, making a smoking ban difficult to police and creating an impression for others that it is acceptable to smoke.

Those wishing to use e-cigarettes should **NOT** use these within College buildings. The principles in section 3 apply.

5. Support for those who wish to stop smoking

The College recognises that smoking is a primary health concern. People who smoke may, therefore, desire help or treatment to stop or reduce smoking.

Periodic publicity campaigns will be undertaken by the College to encourage smokers to stop and to publicise the support available. Staff and students who wish to give up smoking are advised to seek assistance from their General Practitioner.

It should be noted that this Policy is not concerned with whether or not anyone smokes but that they are not permitted to smoke in premises used by the College. It is recognised that this policy may act as an incentive to smokers to give up or reduce smoking.

Staff who experience difficulty in coping with giving up smoking may receive assistance from the Employee Assistance Programme (EAP). Staff can arrange an appointment through the **People and Culture Services** or direct by calling **0808 1961441**. Alternatively, information about the EAP can be obtained from their website. The website address is [Employee Wellbeing \(glasgowkelvin.ac.uk\)](http://EmployeeWellbeing.glasgowkelvin.ac.uk). The EAP does not provide financial assistance to give up smoking.

Students who experience difficulty in coping with giving up smoking may receive assistance from external organisations and a selection of these is outlined in appendix

1. Assistance from local groups near the Campus may also be available and students should contact the Advice and Guidance Team for further information.

In an effort to help individuals stop or reduce smoking, assistance and information materials can be sought from:

- Your doctor or health professional who can provide self-help guides for giving up smoking; free or subsidised nicotine replacement therapy such as gum or patches; access to programmes for giving up smoking (the College will provide reasonable time off to attend such programmes).
- College's Health and Safety Manager.
- College's **People and Culture Services**; or
- Employee Assistance Programme (employees only).

This Policy now forms an integral part of the College's Health and Safety Policy.

6. Compliance

Smokers are required to comply with the terms of this Policy for their own and for their colleagues' well-being. However, the requirement of Health and Safety legislation place a much stricter emphasis on Smoking in the Workplace. Those who do not comply with the legislation on smoking are liable to a fixed penalty fine and possible criminal prosecution.

Where an employee fails or refuses to comply with the requirements of this Policy then disciplinary action may be considered under the College's Disciplinary Policy. A breach of the College's No Smoking Policy could be considered to be misconduct under the Disciplinary Procedure and may, therefore, lead to appropriate disciplinary action.

Students who fail or refuse to comply with the requirements of this Policy may be subject to appropriate disciplinary action. A breach of the College's No Smoking Policy will be dealt with under its Code of Student Code of Discipline.

Visitors and Contractors who fail or refuse to comply with the requirements of this Policy may be asked to leave College premises.

An employee or student who breaches this Policy may be given the opportunity of accepting advice and assistance from the appropriate agencies as an alternative to action being taken under the College's Disciplinary Procedure/Code of Discipline. Providing the individual undertakes to co-operate and successfully undertakes treatment, disciplinary action may be suspended in respect of the offence which led to the referral under the Disciplinary Procedure/Code of Discipline. The suspension of any action is, however, dependent on the seriousness of the conduct in question and

each instance will need to be assessed on an individual basis.

Employees may be granted, if necessary, subject to the exigencies of the service, time off with pay to attend any specialist or help group for advice and assistance.

Appropriate no smoking signs will be clearly posted at all entrances and throughout the workplace and in the vehicles hired for College activities. Copies of this Policy shall be made available for the information of students and on the College intranet.

There should be no discrimination against anyone exercising the rights afforded by this Policy. The success of this Policy will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees and students share in the responsibility for adhering to and enforcing this Policy.

7. Visitors

All visitors to the College are expected to abide by the terms of this Policy. Visitors will be made aware of the Policy by means of adequate sign posting and formal advice from appropriate staff in service areas.

8. Responsibilities

Overall responsibility for Policy implementation and review rests with the Principal and Chief Executive. All members of staff and students are obliged to adhere to and facilitate the implementation of this Policy.

All staff and students have a responsibility to comply with the terms of the policy and refrain from smoking anywhere on Glasgow Kelvin College premises or vehicles other than designated areas.

Staff are encouraged to assist the College by drawing attention to the 'No Smoking' signs should they see anyone smoking on College grounds or buildings. The No Smoking Policy ensures a safe environment for all staff, students, other service users, contractors and visitors.

Managers have a responsibility to enforce the Policy and to support staff or students who wish to stop or reduce smoking. Managers will receive information and training on how to carry out their responsibilities as part of the College's induction process, management training and annual welcome back event.

Campus/Facilities staff will ensure that:

1. No smoking/Smoke Free Zone notices are clearly displayed at all entrances to the College premises and other strategic areas throughout the college

buildings and vehicles.

2. All contractors and service providers will be informed of the policy requirements during the contracting process.

Copies of this Policy shall be made available to students and staff on the College intranet and information provided during the induction process.

Employee and student concerns with respect to this Policy should be directed to the Health and Safety Manager in the first instance.

Appendix 1

Support Agencies

1. Smokeline

Tel: 0800 84 84 84

Website: www.canstopsmoking.com

Scotland's national stop smoking helpline available from 8am to 10pm, 7 days per week.

2. ASH Scotland

8 Frederick Street
Edinburgh EH2 2HB

Email: ashscotland@ashscotland.org.uk

Tel: 0131 225 4725

Website: www.ashscotland.org.uk

Offers a free information and support service regarding the dangers of tobacco.

3. NHS Greater Glasgow and Clyde Smokefree Services

NHS Greater Glasgow and Clyde Smokefree Services are responsible for a wide range of tobacco projects aimed at reducing the damage from tobacco to people in and around Greater Glasgow and Clyde.

The Services offered in Greater Glasgow & Clyde to help you stop smoking come in many formats and using such a service can increase your chances of quitting successfully by up to four times. There is a service to suit everyone: group support in your local area, one to one support at a local pharmacy, one to one support for pregnant women, for patients in hospital and support for young people.

To find out about the stop smoking services and support in your area, what they offer and how to get in touch with them, visit:

www.nhsggc.org.uk/smokefreeservices

Staff Only

4. On-line Service

[MCL Medics \(Employee Assistance Programme\)](#)

Family Friendly and Flexible Working Policy



Document Control Information	
Approved by Finance and Resource Committee:	04 June 2024
Date of Next Review:	31 July 2027

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. This Policy has been subject to an Equality Impact Assessment, which is published on our website: <https://www.glasgowkelvin.ac.uk/equality-diversity/>

Contents

1. Introduction.....	4
2. Scope	4
3. Principles.....	4
4. Family Friendly and Flexible Working	5
4.1. Maternity Leave	6
4.1.1. Shared Parental Leave	7
4.2. Time Off for Antenatal Appointments.....	8
4.3. Time off for Fertility Treatment.....	8
4.4. Paternity Leave.....	9
4.4.1. Additional Paternity Leave	9
4.5. Adoption Leave	10
4.6. Surrogacy.....	10
4.7. Fostering/Kinship Caring	10
4.7.1. Fostering	10
4.7.2 Kinship Caring	11
4.8 Parental Leave.....	11
4.9 Dependant Leave/Carers Leave	12
4.9.1 Dependent/Carers Leave	12
4.9.2 Non-emergency Dependent/Carers Leave	12
4.10 Flexible working patterns and the right to request flexible working.....	13
4.11 Bereavement Leave	14
4.11.1 Parental Bereavement Leave	14
4.12 Compassionate Leave	14
4.13 Time off Work to Cope with Personal or Family Difficulties.....	15
4.14 Domestic Emergencies.....	15
4.15 Leave for Medical/Dental Treatment	15
4.16 Trade Union Duties and Activities	15
4.17 Service in Non-Regular Forces	15
4.18 Examination/Formal Assessment and Study Leave	16
4.19 Extreme Weather Conditions.....	16
4.20 Time off for Civic and Public Duties	16
4.21 Jury Duty	17
4.22 Moving House.....	17
4.23 Weddings	17
4.24 Religious and Cultural Observance.....	17
4.25 Career Breaks/Sabbatical Leave	18
4.25.1 Career Breaks	18
4.25.2 Sabbatical Leave	18

4.26	Time Off in Lieu	19
4.27	Citizenship Volunteering	19
4.28	Other Special Leave	20
5	Implementation	20
6	Monitoring of Policy	20
7	Supporting Policies and Procedures	20

1. Introduction

This is the approved Policy of the Board of Management of Glasgow Kelvin College produced in partnership with staff, management and Trade Unions. As part of its commitment to Equal Opportunities and family-friendly measures, Glasgow Kelvin College supports the principle of work-life balance. The College is also committed to developing a working environment for its staff in which they are enabled to fully contribute to the service while feeling valued and respected. The College recognises that employees may have family and home responsibilities and obligations in addition to the responsibilities that they have to the College. This Policy aims to provide an opportunity for staff, regardless of protected characteristics or any other personal factors, to adjust their working pattern so that they can find a pace that enables them more easily to combine work with their responsibilities for home, family and life.

Work-life balance is about people having a measure of control over when and how they work. The College will provide a range of entitlements, family friendly and flexible working practices, which will enable employees to fulfil their family responsibilities by allowing them to care for, and spend time with, their family, to improve the working lives of staff and enhance service delivery. The College seeks to balance the needs of its staff with the requirements of delivering a high quality service for students and the communities it serves. Good working practices, and the benefits derived from them are key to delivering effective services, increasing morale, commitment and improving recruitment and retention of skilled and experienced staff.

2. Scope

This policy and associated procedures applies to all employees of Glasgow Kelvin College. Entitlement **may** depend on qualifying service or conditions. Leave entitlements contained within the Policy and procedures is pro-rated for part-time staff unless otherwise specified.

The College recognise that operating family friendly policies and offering more flexible working arrangements may attract a wider range of candidates for vacancies, people of all ages, people wishing to work part-time and those with caring responsibilities who may need a pattern of working that is flexible enough to fit in with the needs of their families or caring responsibilities. People with disabilities or health problems can also gain improved access to work.

3. Principles

The benefits of family friendly policies and flexible working practices for the College include the recruitment and retention of staff in keeping with its overriding purpose to ensure the delivery of a high quality educational experience for all learners. To ensure that the best interests of the students are given full consideration at all times the College recognises that there needs to be an equitable balance between the core business requirements of the College and the welfare of staff. The College's approach to family friendly and flexible working practices should assist employees balance work and non-work commitments.

The College has clear supporting procedures for assisting staff to achieve a work-life balance. The Policy and procedures are applied equally to all staff.

Although there is no legal framework for many other requests for time off, the College is committed to considering reasonable requests for time off not covered by this Policy and to ensuring that there is a consistent approach to managing such requests.

The College will treat sympathetically any request for time off. Staff may be enabled to take the time they need away from work by using paid leave, annual leave, TOIL or unpaid leave (or a combination of these).

Confidentiality must be maintained as many requests may be of a very personal and sensitive nature. The College will handle the details provided by staff in support of their request sensitively and appropriately.

The entitlements within this policy are pro-rated for part-time staff. A “working week” means the number of hours that an individual member of staff is contracted to work. For example, the working week of a member of staff contracted to work 35 hours per week, is 35 hours, while the working week for a member of staff contracted to work 20 hours per week, is 20 hours.

4. Family Friendly and Flexible Working

The College’s Family Friendly and Flexible Working Policy cover the following areas:

- Maternity Leave
 - Additional Maternity Leave
 - Shared Parental Leave
- Time off for Antenatal Appointments
- Time off for Fertility Treatment
- Paternity Leave
 - Additional Paternity Leave
- Adoption Leave
- Fostering/Kinship Care
- Parental Leave
- Dependant Leave/Carers Leave
- Flexible Working Patterns and the Right to Request Flexible Working
- Bereavement Leave
- Compassionate Leave
- Time off Work to Cope with Personal or Family Difficulties
- Domestic Emergencies
- Leave for Medical/Dental Treatment
- Trade Union Duties and Activities
- Service in Non- Regular Forces
- Examination and Study Leave
- Extreme Weather Conditions
- Time off for Civic Duties
- Moving House
- Weddings
- Religious and Cultural Observance

- Career Breaks/Sabbatical Leave
- Other Special Leave

Each of the above is supported by a college procedure which can be accessed on the College intranet or are available from the Human Resource Department. A brief outline of each area is detailed below:

4.1. Maternity Leave

Maternity leave is available to female employees who become pregnant. They are entitled to:

- time off work for antenatal care;
- a risk assessment;
- reasonable adjustments to ensure working conditions allow for a safe pregnancy;
- maternity leave; and
- protection from detriment and dismissal for a reason related to pregnancy, childbirth or maternity leave.

Eligible employees can take up to 52 weeks' maternity leave. This leave is detailed in the table below:

Type of leave	Leave entitlement	Leave to begin
Ordinary maternity leave	26 weeks	no earlier than the beginning of the 11th week before the employee's expected week of childbirth (unless the employee gives birth prematurely, in which case her ordinary maternity leave begins on the day following the one on which childbirth occurred).
Additional maternity leave	26 weeks	the day following the last day of the employee's ordinary maternity leave period.

Employees do not have to take 52 weeks, but they must take 2 weeks' leave after the baby is born and the earliest the employee can stop is 11 weeks before the due date.

The College operates a tiered approach to its maternity scheme. The scheme is dependent on salary and is aimed at providing the best financial solution for the employee. The employee however may choose which scheme they wish to apply. The details of the Scheme are available from the People and Culture Services.

The Scheme on offer is:

- Option 1
 - 6 weeks at 90% pay (inclusive of Statutory Maternity Pay (SMP));
 - 12 weeks at 50% pay plus SMP; and
 - a further 21 weeks of SMP only.

or

- Option 2
 - 13 weeks full pay (inclusive of SMP); and
 - 26 weeks of SMP only.

Employees can choose when they want the SMP to start, this normally coincides with the period of Ordinary Maternity Leave. Unless the baby is born sooner, the earliest SMP can start is 11 weeks before the week the baby is due.

An employee who cannot get Statutory Maternity may be able to get Maternity Allowance instead. The College will provide the employee with a form SMP1 stating why it cannot pay the employee SMP.

4.1.1. Shared Parental Leave

Shared parental leave is designed to give parents more flexibility in how to share the care of their child in the first year following birth or adoption. Parents can share the leave allocation and can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.

Eligible parents can decide whether the benefits of Shared Parental Leave will work for them and how it could be used alongside, or instead of, traditional Maternity or Adoption leave.

In accordance with the legislation a mother must take at least two weeks' maternity leave following the birth of the child'. A Mother is defined as the woman who gives birth to a child or the adopter (the adopter means the person who is eligible for adoption leave and/or pay. They can be male or female). A partner is defined as the child's biological father or the partner of the mother/adopter. This can be a spouse, civil partner; or a partner who is living in an enduring relationship with the mother and the child.

Shared Parental Leave (SPL) can be taken as Continuous Leave or Discontinuous Leave. Continuous Leave is taken in one block for example four weeks' leave. Discontinuous Leave is a period of leave that is arranged around weeks where the employee will return to work for example an arrangement where an employee will work every other week for a period of three months.

To qualify, the mother or adopter must be entitled to some form of maternity or adoption entitlement, have given notice to curtail it and must share the main responsibility for caring for the child with the named partner. For a parent to be eligible to take Shared Parental Leave they must be an employee and they must pass the continuity of employment test. In turn, the other parent in the family must meet the employment and earnings test. If both parents are employees and both meet the qualifying requirements there will be a joint entitlement and the parents will have to determine how to divide the leave entitlement.

Shared parental leave may be taken at any time within the period which begins on the date the child is born/date of the placement and ends 52 weeks after that date. An employee is entitled to submit three separate notices to book leave. Leave must be taken in complete weeks and may be taken either in a continuous period, which the College cannot refuse, or in a discontinuous block, which the College would need to consider and agree to.

Shared Parental Pay

A mother, subject to certain criteria, will be entitled to statutory maternity pay/adoption pay/Maternity Allowance for up to 39 weeks. If the mother gives notice to reduce their entitlement before they have received it for 39 weeks, then any remaining weeks could become available as Shared Parental Pay.

If both parents qualify for Shared Parental Pay they must decide how it will be divided and they must each inform their respective employer of their entitlement.

For further advice or information please contact the People and Culture Services.

4.2. Time Off for Antenatal Appointments

Reasonable time off with pay will be granted for women to attend ante-natal care, parent craft, medical examinations and relaxation sessions/classes as advised by the midwife or medical practitioner. Requests for time off must be made in advance, it is not necessary for the employee to produce an appointment card on the first occasion, but on all subsequent appointments a card must be produced and shown to the line manager.

The husband, civil partner, partner, father of the expected child, maternity support partner or parents of surrogacy will be entitled to paid time off to accompany the pregnant woman to a maximum of two antenatal clinics up to a maximum of half a day for each appointment.

An employee has a qualifying relationship with a pregnant woman or her expected child if he or she:

- is the husband or civil partner of the pregnant woman;
- lives with the pregnant woman in an enduring family relationship, although is not her parent, grandparent, sister, brother, aunt or uncle;
- is the father of the expected child; and
- is an intended parent in a surrogacy situation who meets certain conditions (for example, is a potential applicant for a parental order in respect of the expected child).

4.3. Time off for Fertility Treatment

It is recognised that infertility is a medical condition and it is also recognised that time off for fertility treatment may be required for same sex couples.

An employee may need to take some time off during their normal working hours for appointments. The amount of time an employee is away from work will depend on the nature of the tests and treatments as well as the distance between their clinic and place of work and the timing of their appointments.

Medical appointments, where possible, should be out with normal working hours to minimise the disruption to service delivery but where this is impracticable reasonable leave with pay will be granted.

The College recognises that fertility treatment is a stressful and emotionally demanding experience. Employees may need additional support during the process and reasonable adjustments to their duties and responsibilities.

An employee will be entitled to a maximum of 5 days (pro-rated for part-time staff) paid leave in any academic year for investigations or treatment. These days may be taken as a block of 5 days or separately as full or half days as necessary. Additional paid time off may be granted depending on the circumstances and each case will be considered on its own merits. To be eligible for leave for fertility treatment, staff must have been continuously employed by the College for at least 12 weeks.

This entitlement applies equally to an employee whose partner is undergoing fertility treatment. If the employee requires time off beyond the permitted number of days, the employee can take time off out of his/her annual leave entitlement for this purpose or they may apply for unpaid leave of absence.

Time off for fertility treatment up to the permitted number of days will be paid at the employee's normal rate of basic pay.

4.4. Paternity Leave

Paternity leave is available to employees who are the father, husband or partner of the mother (or adopter) or child's adopter. Paternity leave is a period of leave taken by an employee to take time off because their partner is having a baby or adopting a child.

The employee is entitled to a maximum of two weeks' leave where one week is paid at full pay, inclusive of Statutory Paternity Pay (SPP) and the other week at SPP only.

Statutory Paternity Leave can be divided into one week blocks, rather than taking the leave all at once and can be taken at any time during the first year after the baby is born.

An employee who wishes to apply for Paternity Leave must provide four weeks notice before the date when the leave begins. Requests for time off must be discussed and agreed with the line manager prior to submitting an application to People and Culture Services.

4.4.1. Additional Paternity Leave

Additional paternity leave allows employees who are eligible to take up to 26 weeks leave to care for their new baby.

Additional paternity leave is for a maximum of 26 weeks. Leave can be taken any time from 20 weeks after the child is born, but it must have finished by the child's first birthday. In the case of adoption it can start anytime between 20 weeks and 52 weeks after the child starts living with the adopter.

4.5. Adoption Leave

Adoption leave is available to employees who have been approved by the Adoption Agency or Social Services Department as an adoptive parent.

Employees have the right to take time off work to care for a child who has been newly placed with them for adoption. The period of available leave is up to 52 weeks, and the rules and procedures applicable to statutory adoption leave and statutory adoption pay are the same in many respects as those applicable to statutory maternity leave and pay.

4.6. Surrogacy

A member of staff who becomes a parent through surrogacy will be entitled to adoption leave if the following conditions are met:

- a) a surrogate mother gives birth to a child who of biologically the member of staff's child, the child of his or her spouse or partner, or the child of both;
- b) the member of staff expects to be given parental responsibility for the child under a parental order from the court, the child lives with them and a parental order is applied for within six months of the child's birth.

In advance of the legislation however the College will grant parents through surrogacy two ante-natal appointments during a pregnancy in accordance with section 4.2.

4.7. Fostering/Kinship Caring

4.7.1. Fostering

Where an employee fosters it is recognised that staff who take up fostering may require time off, for example, for appointments, training or settle the child into the home environment.

There are a number of different ways to foster:

- short-term fostering;
- long-term fostering;
- shared care and shared care plus;
- weekend care;
- caring for disabled children; and
- treatment fostering.

Staff are not entitled to adoption leave or the paternity/partner's leave or parental leave, other than in exceptional circumstances. The College may be willing to agree to a time off on a paid or unpaid basis and each case will be considered on its own merits. In the case of a request under these circumstances the employee should consult with the People and Culture Services for advice.

4.7.2 Kinship Caring

Kinship care means that relatives or friends look after children who cannot live with their parents.

Kinship care may include people who are not related to the child but who are still in the child's social network. For example someone the child knows well and trusts; a good neighbour, a parent of a school friend or a close family friend. Sometimes this type of care is called family and friends care because this more accurately describes what it is, and kinship foster carers are sometimes called connected persons.

Kinship care can be a private arrangement or formalised through a legal order. In the case of a request under these circumstances the employee should consult with the People and Culture Services for advice

4.8 Parental Leave

The legislative definition of Parental Leave is leave of absence to care for a child or make arrangements for the good of a child or children. The College is committed to assisting staff with family and parental responsibilities of children. Parental leave entitlement can be used between birth up until the child's 18th birthday.

The Policy uses the term 'parent' however the College recognises the broader definition of a parent to include all circumstances where an adult assumes the care of a child – natural parent, step-parent, adoptive parent or long-term foster parent (where a child is placed for a period of 12 months or more) and same sex partner, grandparent and legal guardian.

Under the Parental Leave Procedure an employee will be entitled to a maximum of 90 working days for each child. Part-time employees have the same entitlement on a pro-rata basis.

A maximum of 15 working days, of the 90 days entitlement, will be paid; and the remaining 75 days will be unpaid. The entitlement will be pro rata depending on the age of the child in accordance with the table below. In accordance with the legislation the entitlement is restricted to a maximum of 20 days (5 days paid and 15 days unpaid) per child, per employee, per annum.

An employee must have completed 13 weeks continuous service with the College before parental leave may be granted.

Age of Child	Entitlement Paid	Entitlement Unpaid	Total Entitlement
Birth - 13	15	75	90
14	15	65	80
15	15	45	60
16	10	30	40
17	5	15	20

A maximum of 20 days (5 paid and 15 unpaid) entitlement is permitted per year for each child. An employee whose child is 14 to 17 who commences employment during the academic year will be entitled to a proportion of the parental leave entitlement for that year for each child.

4.9 Dependant Leave/Carers Leave

4.9.1 Dependent/Carers Leave

Employees have the right to take time off to care for a dependant in cases where a dependant falls ill, is injured or assaulted, dies or gives birth or in certain other defined circumstances.

Time off work to care for a dependent applies to all employees of the College regardless of length of service or number of hours worked each week.

The definition of family member or dependant includes – spouse, partner, child, step child, foster child, parent (natural, step and foster) or relative, a dependant of the employee who lives in the same household as the employee (other than as their employee, tenant, lodger or boarder) or any person who reasonably relies on the employee to make such arrangements on their behalf.

Employees are entitled to a maximum of three days paid leave, regardless of working hours, in an academic year to deal with an unforeseen situation involving a dependent. **An additional 2 days unpaid leave is available if required.** Any further reasonable amount of additional time off with or without pay may be granted on request. The entitlement is intended to cover unforeseen matters and not those that can be planned for in advance. Time off in a non-emergency situation in the case of a disabled or elderly dependent is covered in section 4.9.2 below.

4.9.2 Non-emergency Dependent/Carers Leave

Short Term Leave

Employees may be provided with reasonable time off up to a maximum of three days (21 hours) dependent leave in a non-emergency situation to care for a dependent in an academic year. **An additional 2 days unpaid leave is available if required. Any further reasonable amount of additional time off with or without pay may be granted on request.**

Disabled or elderly dependent for the purposes of, for example, to:

- accompany a dependent to a planned medical or dental appointment and rehabilitation or assessment appointments;
- make arrangements for the dependent to enter a care home or hospital;
- attend an appointment to discuss the care of the dependent, for example social work or hospital consultant; or
- make arrangements or care for a dependent when they come out of hospital.

Spouse, partner, civil partner, child for the purpose of, for example, to:

- accompany to hospital for day treatment or surgery;
- attend child care clinics is to help with normal health checks for children e.g. inoculations; or
- make arrangements or care for a dependent when they come out of hospital.

Each request will be considered on its own merits in relation to a reasonable amount of time off. Time off for emergency and non-emergency time off will not exceed a total of 3 days (21 hours) in an academic year.

Where appropriate, a reasonable amount of additional time off with or without pay may be granted at the discretion of the Principal.

Local support for carers.

Crossroads Caring Scotland, 24 George Square G1 2EG, 0141 226 3793

Carers Trust - [About Us - Caring as a Young Carer | Carers Trust](#)

Glasgow North East Carers Centre, 51 Trondra Place, G31 9AX, 0141 781 0728

Long Term Leave

The right to request flexible working as detailed in section 4.10 below provides the possibility for employees to alter their contractual work pattern to enable their family life and work requirements to be balanced for an appropriate period. The procedure for flexible working and the right to request flexible working should be followed.

The definition of family member or dependant includes – spouse, partner, child, step child, foster child, parent (natural, step and foster) or relative, a dependant of the employee who lives in the same household as the employee (other than as their employee, tenant, lodger or boarder) or any person who reasonably relies on the employee to make such arrangements on their behalf.

4.10 Flexible working patterns and the right to request flexible working

The College recognise that it is not only working parents but others who may wish to obtain a better balance between work and their personal life. The College offer a range of options to staff. These include:

- part-time working;
- job-sharing;
- term-time working; and
- compressed hours.

All employees have a statutory right to ask for a change to their working hours with effect from their contractual start date with the College. An employee can make up to two statutory requests in any 12 month period.

The College will consider the request carefully looking at the benefits of the requested changes for the employee and the College and weighing these against the needs of the service and any impact of implementing the changes.

Employees are entitled to request flexible working and the College is obliged to give the request serious consideration. Should the request to work flexibly not be accepted, the College will provide the employee with the reasons behind the decision which must be valid and objective operational reasons and will be confirmed in writing to the employee. The employee will have the right of appeal.

The College is happy to consider an application from an employee made through the formal Procedure. An application form can be found at [add a link](#).

4.11 Bereavement Leave

Leave with pay shall be granted where the employee is an immediate family member or dependant of the deceased mother or father (natural, step, foster), brother, sister, child, step child, foster child, partner or spouse) and/or where the employee is responsible for making arrangements in connection with a death. Up to a maximum of five days bereavement leave may be granted.

4.11.1 Parental Bereavement Leave

Parents or carers are entitled to two weeks' paid leave following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.

Employees with 26 weeks' continuous service will receive two weeks paid leave. Employees may receive statutory parental bereavement pay, where the statutory criteria is met and this will be off set against the employee's full salary. The employee should notify the College of the dates when the leave is to be taken as soon as reasonably practicable.

Parental bereavement leave can either be taken in one block or in two separate blocks of one week. It can be taken within a 56 week window from the date of the child's death, to allow time for moments such as anniversaries. At least one weeks' notice is required to enable the College to plan for service delivery however the sensitivity of the matter is acknowledged and the College will seek to be flexible to allow leave to be taken without prior notice where possible.

Parents will not need to provide the College with a death certificate as evidence. The death of more than one child will entitle the employee to a period of parental bereavement leave in respect of each child.

4.12 Compassionate Leave

Compassionate leave (separate from bereavement leave) may be granted in circumstances where a close member of the employee's family becomes seriously ill or died.

The College may grant up to three days off with pay in an academic year. Additional paid or unpaid leave may be granted at the discretion of the Principal if required.

There may be other circumstances for which the College might consider granting compassionate leave such as an event in an employee's personal life that is causing severe distress.

4.13 Time off Work to Cope with Personal or Family Difficulties

The College will consider granting a reasonable amount of paid time off work to employees in a range of other situations. The College understand that such circumstances inevitably occur from time to time and that an employee may need support. Time off may be granted within reason at the Principal's discretion.

4.14 Domestic Emergencies

The College may grant up to a maximum of one day off with pay to assist staff who experience a domestic emergency. Time off may be granted in circumstances where an employee requires to make their home safe. Such circumstances may include:

- serious flooding;
- ensuring the safety of their home; and
- fire.

Additional time off with or without pay may be granted at the discretion of the Principal.

4.15 Leave for Medical/Dental Treatment

Employees requiring optical, dental, orthopaedic or other medical treatment should make arrangements to obtain such treatment out with normal working hours, but where this is impracticable, leave with pay will be granted.

An employee shall be entitled to reasonable time off with pay for the purposes of preventative medical examinations.

4.16 Trade Union Duties and Activities

a) Lecturers

Time off for Trade Union duties as per the Recognition and Procedures Agreement.

b) Support

Time off for Trade Union duties as per the Recognition and Procedures Agreement.

4.17 Service in Non-Regular Forces

An employee who is a member of the non-regular forces and attends an annual training camp for a period of not less than one week will be granted special leave with pay equal to the period which the employee actually attends the training camp but not exceeding a period of 15 days and subject to the deduction of service pay and allowances received for the period of special leave.

4.18 Examination/Formal Assessment and Study Leave

Leave with pay will be granted to employees for the purpose of studying, sitting appropriate examinations or formal assessments as follows:

- a) One additional day of study leave will be granted for each formal assessment or examination being sat.
- b) Leave with pay will only be granted on the day(s) of the formal assessment(s) or examination(s).

Time off for one resit of a formal assessments or examination may be granted. Each case will be dealt with on its own merits.

4.19 Extreme Weather Conditions

Where employees are unable to attend work due to extreme weather conditions, they must report, on their first day of absence, to the People and Culture Services. Each case will be dealt with on its own merits.

4.20 Time off for Civic and Public Duties

Where an employee holds a public office or public position, the College may grant a reasonable amount of time off work with pay so that the employee can perform the duties associated with that position.

Positions may include:

- a magistrate (also known as a justice of the peace);
- a local councillor;
- a member of any statutory tribunal (e.g. an employment tribunal);
- a member of the managing or governing body of an educational establishment;
- a member of a health authority;
- a member of a school council or board in Scotland;
- a member of the Environment Agency or the Scottish Environment Protection agency;
- a member of a board of prison visitors or visiting committees (Scotland);
- a member of Scottish Water or a Water Customer Consultation Panel; or
- a member of a children's panel.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties for the College, the College has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of his/her annual holiday entitlement for this purpose.

Employees should discuss with their line manager any dates on which they wish to take time off work for public duties and provide written notification of the dates to the People and Culture Services stating the expected length of their absence. This notification should be provided as far in advance as possible. An employee may continue to be paid at his/her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the duties performed, which the employee must declare.

4.21 Jury Duty

Time off for jury duty will be granted. You must give a copy of the letter confirming your jury service to the Payroll Officer, Human Resources Section.

If your absence will have a serious effect operational requirements the College may request a delay in your jury service.

The College does not have to pay you during your service however you shall not suffer loss of earnings. You are expected to claim for loss of earnings from the court and reimburse the College the amount you receive.

The College will fill out a Certificate of Loss of Earnings, which you get with the letter confirming your jury service. Send this as part of your claim for expenses once you have completed jury service.

4.22 Moving House

Leave required in connection with an employee moving home will be set against the employee's annual leave entitlement or the employee can apply for unpaid leave of absence by putting their request in writing to the Principal at least four weeks before the leave date.

4.23 Weddings

Leave for weddings, including an employee's own marriage, must be set against annual leave entitlement or the employee can apply for unpaid leave of absence by putting their request in writing to the Principal at least four weeks before the leave date.

4.24 Religious and Cultural Observance

There are some employees who have particular needs for time off in relation to religious and cultural observance. This may be on a daily or weekly basis for a small number of staff, but more often, will involve requests for time off for a particular religious or cultural occasion.

The College requires responsible Heads of Section to reasonably accommodate the religious needs of employees within the employees existing leave provisions. Employees are not entitled to additional leave to accommodate time off for religious and cultural observance.

Absences from work for the purpose of observance of religious or cultural holidays which do not coincide with designated official College or statutory holidays shall be off set against accrued leave, approved absence without pay, accrued time off in lieu, or accommodated by an alternate work schedule approved in advance by the appropriate member of senior management.

All employees who have needs for time off for religious or cultural observance may request the following:

- flexibility in the arrangement of rotas and working hours generally; and
- annual leave, flexi-days, TOIL or unpaid leave.

Employees may not be discriminated against because of their religious or cultural belief or practice, or absence of religious belief. Heads of Section must make a reasonable attempt to accommodate individual religious or cultural practices. Refusal to accommodate an employee's request for time off from work to observe religious or cultural occasions is justified only when College's operations would suffer unduly because of the employee's absence.

4.25 Career Breaks/Sabbatical Leave

4.25.1 Career Breaks

The College may, at its discretion and subject to certain conditions being satisfied, allow employees to take a career break and return to work afterwards at the same grade as the position they left. The conditions are as follows:

- A career break may be any period of time between four weeks and one year;
- Career breaks will be available to employees with a minimum of two year's continuous service with the College;
- The career break scheme will be open to all employees with the requisite service, including part-time employees;
- During the period of any career break, the employee will be required to keep in touch with the College at regular intervals;
- The employee will not be permitted to take up any other paid employment during a career break;
- Career breaks will be unpaid;
- The granting of a career break and the length of the break will be entirely at the Principal's discretion and will depend on the needs of the College at the time in question.

A career break can be used for a variety of purposes, for example:

- time off on account of childcare or other family responsibilities;
- time off to allow an employee to pursue a personal interest or undertake a personal project;
- overseas travel, for example for the purpose of visiting family; or
- any other purpose agreed with the College.

Employees who are granted an unpaid career break should be aware that their continuity of employment will be broken by the career break and that (after they return to work) this will have an effect on any statutory rights and contractual benefits that are linked to length of service.

4.25.2 Sabbatical Leave

The College encourages and supports the development and training of staff to meet both its and the employees current and future needs. It is the aim of the College to provide and support sabbatical opportunities in line with its strategic and operational objectives.

Sabbatical leave provides a facility where an employee can undergo specialist training/further education or seek work experience that enhances their skill/knowledge base.

All employees with at least two years' service with the College can apply for sabbatical leave.

Sabbatical leave aims to:

- provide staff with opportunities for personal development to maximise their effectiveness and meet the College's requirements, in line with its strategic and operational objective;
- help effective employee development enhancing experience, improving technical expertise and/or gaining an understanding of the College and its objectives in order to build confidence and develop competence;
- assist in the management of change, and support developments in either the College's structure or in service provision;
- provide staff with the chance to develop new skills and increase their potential by experiencing alternative career opportunities;
- help staff and managers to identify transferrable skills and competencies in the light of redeployment or redundancy situations.

4.26 Time Off in Lieu

On occasions staff will be needed to work outside recognised working hours. However, the College also acknowledges its duty to protect the health and safety of its staff by ensuring that they do not work excessive hours, and that any additional hours are agreed in advance and monitored appropriately. It is a line managers' responsibility to oversee their staffs' workload so that the work is done within the normal working week.

TOIL is time off which staff are allowed to take in lieu of overtime pay, for hours worked beyond the normal working day. TOIL should be taken as soon as practicably possible after it has been accrued. Up to a maximum 7 hours in one month may be accrued. If this is not possible it must be taken within 2 months of accrual.

TOIL accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered. TOIL not taken within 2 months of accrual will be lost, unless under exceptional circumstances and in agreement with the line manager. An appropriate timescale will be agreed by the line manager.

4.27 Citizenship Volunteering

Requests for time off to carry out voluntary work with or without pay may be authorised at the discretion of the Principal. All requests must be put in writing to the Principal allowing sufficient time to enable full consideration of the request prior to the date the leave is required.

4.28 Other Special Leave

Special leave with or without pay may be authorised at the discretion of the Principal. All requests must be put in writing to the Principal allowing sufficient time to enable full consideration of the request prior to the date the leave is required.

5 Implementation

In order to implement this policy, the College will ensure that:

- the policy is communicated to all employees, through induction training, management training, team briefings, displayed on notice boards, contained in the staff handbook, accessible through the College Intranet, referred to in the College Newsletter on a regular basis and made known to job applicants;
- managers will monitor and report on the impact of the Policy and associated Procedures on their team and the service their team deliver through their Self Evaluation Report;
- managers and supervisors are aware of their responsibilities through appropriate and regular training;
- consultation will take place with management, staff, recognised Trades Unions on the implementation of this Policy and any amendments to the supporting procedures and working practice; and
- reasonable resources are made available to fulfil the aims of this Policy.

6 Monitoring of Policy

The College will monitor and report on the use of this Policy and associated Procedures in terms of applications received and those approved.

The content, effectiveness and operation of the Family Friendly and Flexible Working Policy and associated Procedures will be reviewed, at least, on an annual basis at the end of each academic session by the Equal Opportunities Committee and Human Resources Committee. The Policy and associated procedures will be updated in partnership with management, Trades Unions and staff. Account will also be taken of any developments in legislation and case law.

The College's Mainstreaming Report shall report on employee use of the Family Friendly and Flexible Working Policy and associated Procedures to the College's Joint Consultative Committee, Human Resources Committee and the Board of Management.

The abuse of this Policy and associated procedures by any members of staff obtaining leave under false pretences will be considered serious and could result in the matter being considered under the College's Disciplinary Policy and Procedure.

7 Supporting Policies and Procedures

- Equality, Diversity and Inclusion Policy
- Health and Safety Policy
- Dignity and Respect Policy and Procedure

- Recruitment and Selection Policy and Procedure
- Grievance Policy and Procedure
- Disciplinary Policy and Procedure
- Commendations and Complaints Procedure
- Menopause Policy

Fees Policy

2024-25



Document Control Information	
Approved by the Finance and Resources Committee:	4 June 2024
Date of Next Review:	June 2025

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. **This Policy has been subject to an Equality Impact Assessment this can be accessed on: <https://www.glasgowkelvin.ac.uk/equality-diversity/>**

1. Introduction

The Fees Policy sets out the fees and charges that will be applied during the academic year. This includes the scope and discretion that the College has to waive fees due for programmes of learning. The Finance and Resources Committee is required to approve the fee policy prior to the start of each academic year, unless there are material or substantial changes, when the Board of Management would be required to approve the Policy.

2. Fees Structure

The College fees structure is based on the notional fee levels indicated by the Scottish Government and Scottish Funding Council (SFC). It should be noted that, at the time of writing, the SFC have not published their Fee policy for session 2024/25. It is possible, although unlikely that the SFC will change the longstanding fee rates.

This report requests the Finance and Resources Committee to delegate authority to the Vice Principal Operations to re-align fees to the SFC rates in advance of the new term in the event that the fee rates or eligibility rules are changed by the SFC, Student Awards Agency Scotland (SAAS) or the Scottish Government.

A copy of the 2024/25 fees structure is included as Annex 1 to this policy. The fee structure applies to all student activity that qualifies for funding by grant-in-aid from the SFC or is part-funded by European Structural funds.

The College reserves the right to levy additional fees/charges for particular programmes of study which generate disproportionate costs for materials, trips or additional property charges. The Vice Principal Operations has delegated authority to set fee rates for specific programmes, these will normally be based on the rates outlined in the fee policy.

Commercial, some international provision, flexible workforce development fund projects and consultancy charges are not covered by the Fees Policy. The Director of Business Development has discretion to set prices for these types of activity. Normally, this activity will not contribute to the College funded teaching activity target but will be expected to generate a contribution to the overhead costs of the College.

3. Fee Waiver Policy

The SFC publishes a National Fee Waiver Policy annually. This provides the basis on which colleges are required to waive fees for certain groups of learners. Glasgow Kelvin College will comply with and operate the National Fee Waiver Policy.

The College will not accept Fee Waiver for commercial provision except where this activity is specifically funded by partner organisations.

It is the policy of the Board that the Principal retains discretion to waive fees for students who do not meet the national fee waiver scheme criteria. This is applied only when the student can demonstrate financial hardship and where waiving the fee is consistent with the College ethos.

It may also apply to some community-based provision which is delivered in partnership with local partners. Fees will not normally be waived for full time HE or commercial day or evening provision **unless in exceptional circumstances.**

4. Approval of Non-Standard Fees

Non-standard Fees or deviations from approved rates will normally be referred to the Senior Management Team (**SMT**) for consultation prior to approval. These are likely to relate to Training Agencies, **day release**, block release and bespoke courses. Fee rates for such provision are formally approved by the Curriculum Directors or a Vice Principal.

5. School Pupils

The College notes that the fee waiver policy applies to school pupils for programmes that they undertake in colleges as part of their school-based curriculum. The College will not seek to charge school pupils a fee for any activity they undertake at College.

6. Home, Rest of UK and Overseas Student Status

To qualify for home student status a potential student must meet the eligibility criteria given in the Education (Access Funds) (Scotland) Determination 2024. The College checks eligibility through the Student Enrolment form and the Fee Waiver Application form. Potential students who do not meet the residency criteria will be asked to finance their own study at the overseas rate.

The Education (Fees) (Scotland) Regulations 2011 applies to Higher Education (HE) level fees (Higher National Certificate (HNC) and above). These regulations were designed to allow Further Education (FE) and HE institutions to charge fees to students from within the UK but out with Scotland (Rest of UK Students). The College will therefore charge HE students a higher fee rate as such activity will not contribute to the student activity target. FE students are charged the home rate.

The College does not hold a Tier 4 license and therefore is unable to recruit international students, this now includes EU students residing outwith the UK.

7. Cancellation of Programmes and Classes

7.1 – Cancellation due to insufficient student numbers

The College reserves the right to cancel any programme or class should there be insufficient numbers of students enrolled. Where the College cancels a programme or class, any fee paid in respect of the cancelled programme will be returned provided the student has paid the fees themselves or had fees paid by others on their behalf.

7.2 – Cancellation due to Industrial Action

The College recognises the impact industrial action has on its learners and are committed to supporting students complete their qualifications and may provide additional learning time to facilitate this.

The College would not normally offer a fee reduction in these circumstances. However, cases will be considered on a case-by-case basis.

8. Payment of Fees

Fees are payable on enrolment and students are normally expected to pay the full fee for any programme of study prior to the commencement of the programme. In certain circumstances payment by instalment may be agreed by the College. The College reserves the right to vary instalment methods and demand outstanding payments in full should circumstances dictate. There is no minimum amount for a payment plan, and the college will use discretion with individual students depending on their circumstances.

However, any fee under £100 would be expected to be paid in full prior to the start date of the course.

Payment plans should be arranged within 2 weeks of the start date of the course and course fees must be paid in full by the end of the current academic session. Commercial and evening class fees will normally be paid for in advance of enrolment.

9. Complaints/Investigations

In the event that a student has submitted a complaint to the College, payment of fees must be maintained pending the outcome of the complaint. Any decision to waive or refund fees will be actioned as soon as is practicable after completion of the complaints process.

10. Withdrawal from Course

Should a student withdraw within three weeks of commencement of the programme consideration will be given to waiving fees. This recognises that student circumstances change and that the programme selected may not always be an appropriate choice.

Should a student withdraw after three weeks of the commencement of any block the full fees for the block will be charged.

11. Refund of Fees

The College will not normally refund fees paid by a student to attend a programme of study at the College. Should a student withdraw from a programme before the start, or within three weeks of commencement, of the programme consideration will be given to refunding fees. This recognises that student circumstances change and that the programme selected may not always be an appropriate choice.

Refunds will only be considered on the basis of a written request with an explanation of the reasons for withdrawing from the programme. Any refund granted will be subject to the deduction of a £40.00 administration fee. Refunds will not normally be granted if the student has attended three weeks after the commencement of the programme or class. Refunds will be repaid to the person or company who made the initial payment and by the same payment method as the original payment. Refunds will not normally be offered in respect of evening class or commercial provision.

The College would not normally offer a fee reduction for requests related to Industrial Action where the College has committed to providing additional learning time to help students complete their qualification. However, cases will be considered on a case-by-case basis.

The following staff have delegated authority to approve the refund of fees:

- Vice Principal Operations
- Director of Faculty
- Director of Student Experience and Enterprise
- Head of Finance
- Finance and Student Funding Manager
- Accountant

12. Method of Payment of Fees

The College will accept cash, credit/debit card or cheque as payment of fees. The College will also invoice a sponsor where a student can provide a letter at enrolment indicating who will take responsibility for the fee and to whom the invoice should be sent. Dishonoured cheques and direct debit payments will be subject to £30.00 surcharge.

13. Non-Payment of Fees

The College is expected to collect a fee for every student enrolled, except in circumstances where the National Fee Waiver Policy applies. The College will pursue students who fail to pay the agreed fee. The College will not certificate students who do not pay the fee due. The College will also withdraw access to ICT facilities in cases where the terms of payment plans are not being met by the student and, with the exception of students who are under 18, the debt will be referred to the College Debt Collection Agency and legal action may be taken. The student may be removed from their course of study as a result of non-payment of fees.

14. Outstanding Debt

Students wishing to enrol who have previous outstanding debts to the college will be subject to the following conditions:

- Debts less than £100 – to be paid in full prior to enrolment;
- Debts more than £100 – 50% to be paid up-front with the balance to be paid by end of block 1. A direct debit payment plan will be arranged with individual students.

15. Fraud or Misrepresentation

Fraud is defined in this policy as "any act of willful dishonesty to gain individual or collective advantage." It is taken to include the alteration of financial or other records or any unauthorised act which results directly or indirectly in financial gain to the perpetrator or to any third party.

This may involve:

- Falsification or alteration of financial records or other documents; and
- False accounting and/or making fraudulent statements with a view to personal gain.

If fraud is suspected, then individuals should bring this to the attention of the Vice Principal – Operations – JEvans@glasgowkelvin.ac.uk or any member of the Principal or Vice Principals.

If identified instances of fraud are investigated and proven, the college reserves the right to:

- request payment in full for any outstanding fees;
- withhold, stop or demand refunds for student support funding awards;
- remove a student from their course of study;
- report the individual to the appropriate authority.

16. Marginal Cost Pricing

The College may be requested to provide education or training which has not been included within its budgeted academic plan. The provision of education or training will incur additional costs. Heads of Faculty and the Director of Student Experience and Enterprise will ensure that the College recovers the additional costs of such activity.

17. Further Information

For further information on this policy please contact: the Sales Team on 0141 630 5022 or email finance@glasgowkelvin.ac.uk.

Glasgow Kelvin College
Fees Structure 2024 / 2025

Type of Fee	Cost
Full-Time	
Higher Education - Self Financing Students	£1,285
Higher Education – (Degree) Self Financing Students	£1,820
Further Education - Self Financing Students	£1,008
Full Time - Overseas Students – Higher Education	£6,200
Full Time – Overseas Students – Further Education	£4,800
Full Time – Rest of UK Students – Higher Education	£6,200
Full Time – Rest of UK Students – Further Education	£1,008
Part Time	
Higher Education - Each Unit (including SQA registration)	£100(d) / £135(e)
Further Education - Each Unit (including SQA registration)	£95(d) / £135(e)
Overseas HE - Each Unit (including SQA registration)	£410 (per credit)
Overseas FE - Each Unit (including SQA registration)	£320 (per credit)
Highers (Home rate)	£350
Marginal Cost - per class hour	Price on Request
Hourly Rate – per contact hour	Price on Request