

# **GP SPECIALTY TRAINEE HANDBOOK**

## **TERMS AND CONDITIONS OF SERVICE FOR GP SPECIALTY TRAINEES IN GP PRACTICE**

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## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

**These are the current terms and conditions of employment in operation for GP Specialty Trainees placed on the payroll of the HSC Shared Services Payroll administered by NIMDTA. This handbook should be used in conjunction with the Junior Doctors Terms and Conditions of service.**

GP Specialty Trainees must be on the register of the GMC, including whilst absent from training for whatever reason. This is because a doctor cannot be indemnified if not on the register. This includes indemnity for events prior to the period of absence from training.

GP Trainees must also be a member of the Northern Ireland Primary Medical Performers List of the Business Services Organisation.

### **1. REMUNERATION**

#### **1.1 Salary**

All salaries are paid via BACS on the third last banking day of each month into an account nominated to the Human Resources Department, NIMDTA. Payslips will be issued on pay day and will be fully itemised. The close down for the payroll is the **3<sup>rd</sup> working day of each month**, therefore any changes which need to be made to the payroll must be advised to NIMDTA Human Resources Department before this deadline.

As NIMDTA does not have access to the payroll system any queries in relation to **salary** must be brought to the attention of the Payroll Shared Services Centre by contacting **028 95362190**.

#### **1.2 Increments & Inflationary Rises**

GP Specialty Trainees will be placed on the M214 pay scale ranging from StR Point 01 to StR Point 10, which will also include a percentage supplement. The specific point that trainees are placed on will be dependent on previous service confirmed by receipt of a staff transfer form from the last employing Trust. An increment will be payable on the trainees incremental date and an annual inflationary increase will be paid if applicable.

### **1.3 Mileage Rates and Expenses**

Expenses raised in relation to training must be submitted to the GP Department NIMDTA on a monthly basis.

## **2. SUPERANNUATION**

All GP Specialty trainees will be auto enrolled in the HSC pension scheme. Deductions will be made from salary at the appropriate rate depending on salary as per the following:

<b>Annual Pensionable Pay (Full Time Equivalent)</b>	<b>Contribution</b>
<b>Up to £15,431.99</b>	<b>5 %</b>
<b>£15,432.00 - £21,387.99</b>	<b>5.6%</b>
<b>£21,388.00 - £26,823.99</b>	<b>7.1%</b>
<b>£26,824.00 - £49,472.99</b>	<b>9.3%</b>
<b>£49,473.00 - £70,630.99</b>	<b>12.5%</b>
<b>£70,631.00 - £111,376.99</b>	<b>13.5%</b>
<b>£111,377.00 and over</b>	<b>14.5%</b>

## **3. ABSENCE FROM TRAINING & ADDITIONAL TRAINING REQUIREMENTS**

Although a competency based system is now in place, for CCT in GP, the GMC still requires a full three years of training to be undertaken, and does not make any allowances for sickness absence, jury service or maternity and paternity leave. In addition, with training increasingly being made up of four month posts, an absence of more than 1 month within a post could be disruptive to the acquisition of the breadth and balance necessary for a generalist.

The RCGP will allow time off from the training programme for sickness absence, jury service, maternity leave or paternity leave. However, the sum of these absences must not exceed two weeks / 14 days over one calendar year. This could be made up of 2 weeks continuous absence or 14 individual occasions. Any sickness and/or jury service and/or maternity/paternity

leave taken in excess of this must be made up in full, but not necessarily in the specialty or post where the absence occurred.

It is RCGP and GMC guidance that training periods of less than 3 months in duration will not normally count towards a CCT. However, in cases where a GP Specialty trainee is making up lost time the RCGP may be able to request that GMC accept training periods of less than 3 months towards a CCT as long as a full 3 year training programme is completed. The final decision however rests with the GMC.

GP Specialty Trainees should confirm with the RCGP and NIMDTA to make up lost time to ensure that their programme of training conforms, on completion, with regulatory requirements.

GP Specialty Trainees, who have been on sick leave and are returning to training on reduced hours because of an occupational health recommendation, should meet with the Director or Associate Director of Postgraduate GP Education to ensure that they will be completing the required 3 years of training.

GP Specialty Trainees require written confirmation from the Director of GP Education regarding the appropriateness of sitting examinations whilst off on statutory leave.

#### **4. ANNUAL LEAVE**

Annual leave entitlement is set out in the contract of employment. The leave year runs from August to July. The amount of annual leave that a GP Specialty Trainees is entitled to is dependant upon their position on the pay scale. Entitlements are as follows:

<b>Point on Scale</b>	<b>Annual leave entitlement</b>
StR Point 01 to StR Point 03	25 days
StR Point 04 and above	30 days

GP Specialty Trainees are also entitled to ten bank/public holidays per year. If a GP Specialty trainee is required to work on any of these days, he/she will be entitled to a day off in lieu. All requests for annual leave should be made 6 week's in advance to the GP Trainer.

**It is not possible to carry over annual leave from one GP practice to another GP practice or to a hospital post and therefore it is the responsibility of the GP Specialty Trainee to ensure that all leave has been used prior to starting the next rotation.**

## **5. SICK LEAVE**

### **GP Specialty Trainee Responsibilities**

- Ensure regular attendance at work.
- Notify their GP Trainer in accordance with the GP Practice notification procedure. Contact must be by telephone or in person. Texts or e-mails are not acceptable.
- Ensure that appropriate certificates are forwarded to NIMDTA GP Department within the timescales and that they cover the whole period of absence. **The Payroll Service cannot pay Statutory Sick Pay (SSP) or Occupational Sick Pay (OSP) if sick lines are not received on time.**
- Comply with requests to attend the Occupational Health Service. GP Specialty Trainees should attend appointments on time and if for some exceptional reason they cannot attend they must contact the Director of GP Education who will reschedule the appointment.
- Participate when requested in Case Conference Meetings and assist in the development of return to work and rehabilitation plans with the Director of GP Education and Trade Union representatives if requested.
- Refrain from any activity (social or sporting) which may be prejudicial to recovery or be likely to bring into question the reason for continued absence.
- Not work elsewhere in paid or unpaid employment whilst on sick leave. GP Specialty Trainees who are found to be working elsewhere and have not complied with the above requirements may be subject to disciplinary proceedings.

## 5.1 Notification

GP Specialty Trainees must advise their employer the GP Trainer on the first day of absence that they are unable to attend work due to illness. In addition a GP Specialty trainee must report their sickness absence to NIMDTA outlining the nature of the sickness absence and the likely duration of the absence. This communication must be by telephone as emails or text messages are not acceptable communication.

If a period of absence continues beyond three days, a self-certificate must be submitted to the GP Department NIMDTA. Absence beyond seven days must be covered by a medical certificate submitted to the GP Department NIMDTA. Failure to provide the appropriate documentation within the required timeframe may result in pay being stopped.

### Certification Procedures

Under the terms of the Occupational Sick Pay Scheme GP Specialty Trainees are required to submit the following certificates as appropriate to **NIMDTA GP Department:-**

#### Up to 7 days

- A Self Certificate from a GP Practice must be submitted by the GP Specialty Trainee within 7 calendar days of the first day of absence, dated from the first day of absence.

#### 8 days or more

- If a GP Specialty Trainee is off sick for more than seven calendar days, they are required to submit a Self-Certificate for the initial absence and a doctor's certificate (fit note) to cover from day eight. If a doctor's certificate is obtained from day 1 then a Self- Certificate will not be required.
- If an employee has been admitted to hospital, then a hospital certificate can be accepted from the first day of illness.

- It should be noted that failure to provide appropriate certification within seven calendar days of expiry of either a Self-Certificate or a Doctors Certificate (Fit Note) will result in pay being stopped by the Payroll Shared Services Centre.

### GP Fit Note

The sick line provided by a GP to cover periods of sickness absence is known as a GP Fit Note. The GP will advise the GP Specialty Trainee that they are either unfit for work or may be fit for work taking account of the following advice. This advice from the GP will be discussed by the GP Trainer and Director of GP Education with a view to rehabilitation of the GP Specialty Trainee into the workplace.

In some cases it may be necessary to discuss the GP advice on the fit note with the Occupational Health service.

## **5.2. Payments**

Payments to trainees during sickness should be made on the basis of:

1. number of years' service in the HSC
2. number of months of sick leave

and shall be made in accordance with the table below:

1 year of service	1 months full pay and (after completing 4 months service), 2 months half pay
2 <sup>nd</sup> year of service	2 months full pay and 3 months half pay
3 <sup>rd</sup> year of service	4 months full pay and 4 months half pay
4 <sup>th</sup> & 5 <sup>th</sup> year of service	5 months full pay and 5 months half pay
6 <sup>th</sup> + year of service	6 months full pay and 6 months half pay

The sick leave provisions should apply to a GP Specialty Trainee from the date of the commencement of the contract and shall cease to apply on the termination of the contract for any reason provided that, where a GP Specialty Trainee is in receipt of sick leave payments at the time of the termination of the contract, those payments shall be paid up to the limit of the maximum entitlement to payments, pursuant to the provisions in the table above.



The rate of allowance and the period for which it is to be paid shall be ascertained by deducting from the period of benefit any days of paid sick leave during the twelve months immediately preceding the first day of absence.

### **Referral to Occupational Health Service**

NIMDTA is committed to supporting GP Specialty Trainees when ill and using interventions to assist the employee to remain in employment. The GP Specialty Trainee may be required to attend Occupational Health to manage their rehabilitation into the workplace after a period of long term absence of four weeks or more in duration or to provide support after periods of short term absence.

## **6. MATERNITY LEAVE**

GP Specialty Trainees who meet the qualifying criteria will be entitled to a total of 52 weeks maternity leave consisting of 39 weeks paid leave and 13 weeks unpaid leave. Paid leave will be made as follows:

- 8 weeks full pay
- 18 weeks half pay, plus Statutory Maternity Pay
- 13 weeks Statutory Maternity Pay only
- 13 weeks unpaid

There is a statutory period of compulsory maternity leave of two weeks starting with the date the baby is due / born.

### **6.1 Maternity Pay**

Maternity pay can have two components depending on eligibility. Occupational Maternity Pay (OMP) which depends on length of NHS service, and Statutory Maternity Pay (SMP) which depends on both length of service with one employer and continuity of employment. The qualifying criteria for each are different.

### **6.1.1 Occupational Maternity Pay (OMP)**

To qualify for occupational maternity leave the GP Specialty Trainee must meet the following conditions:

- have completed at least 12 months continuous service with one or more HSC employers immediately before the beginning of the 11<sup>th</sup> week before the expected week of confinement
- notifies her employer in writing before the end of the 15<sup>th</sup> week before the expected date of childbirth (or if this is not possible, as soon as is reasonably practicable), including:
  - her intention to take maternity leave
  - the date she wishes to start her maternity – this can be any date from the beginning of the 11<sup>th</sup> week before the baby is born
  - that she intends to return to work with the same or another HSC employer for a minimum period of 3 months after her maternity leave has ended
  - and provides a MATB1 form from her doctor giving the expected date of childbirth

If a GP Specialty Trainee completes her training before the beginning of the 11<sup>th</sup> week before the expected week of confinement, she will not be entitled to occupational maternity pay. Statutory maternity pay or allowance may be applicable.

### **6.1.2 Statutory Maternity Pay (SMP)**

To qualify for Statutory Maternity Pay (SMP), the GP Specialty Trainee must have been employed by the same employer for a continuous period of at least 26 weeks into the 15<sup>th</sup> week before EWC. She must also have average earnings of at least the Lower Earnings Limit for National Insurance purposes. If the GP Specialty Trainee satisfies the qualifying conditions, but leaves her employer (A) after the start of the 15<sup>th</sup> week before EWC she is still entitled to SMP by her original employer. If the GP Specialty Trainee subsequently starts work for a new employer (B) before the baby is born, she is still entitled to SMP from her first employer (A). SMP payments from Employer (A) will cease at the end of the 39 weeks of SMP entitlement or on the trainees return to work after the birth, whichever is sooner. Should the trainee return to

work before the end of her SMP entitlement, she should communicate the date of return to both Employer A and Employer B to ensure that overpayments of SMP do not occur.

SMP is paid at 90% of full pay for 6 weeks, and at £138.18 (from April 2014) for 33 weeks (39 weeks in total) and is liable for tax and national insurance contributions as it is treated as earnings.

### **6.1.3 Maternity Allowance**

If there is no entitlement to SMP the GP Specialty Trainee may be entitled to claim Maternity Allowance from the government. NIMDTA HR Department will provide the trainee with an SMP1 form which will state the reason why SMP cannot be paid and will return the MATB1 certificate to facilitate the claim. The trainee should use this form to claim Maternity Allowance through her local Social Security / Jobs and Benefits office.

Maternity Allowance is paid at £138.18 (from April 2014) for 39 weeks or 90% of the employee's average gross weekly earnings (before tax), whichever is smaller. Maternity Allowance is not liable for tax and national insurance contributions and Maternity Allowance is not included in the 8 weeks of full pay (if eligible for OMP) as it is claimed through the Jobs and Benefits office.

## **6.2 Notification**

The GP Specialty Trainee must inform their GP Trainer, NIMDTA GP Department and NIMDTA HR Department of her intention to take maternity leave. Upon receipt of this information a Form MA (1) will be sent to the trainee, which should be completed and returned to the HR Department. The GP Specialty Trainee must also submit a MATB1 certificate, which is usually received at approximately 20 weeks. This notification is made no later than 15 weeks before the expected date of confinement or if this is not possible, as soon as is reasonably practicable.

## **6.3 Commencement of Maternity Leave**

GP Specialty Trainees may begin their maternity leave at any time between the 11<sup>th</sup> week before EWC and the expected week of childbirth provided she gives the required notice.

## **6.4 End of Training or Fixed Term Contract**

If the GP Specialty Trainee is entitled to OMP and their contract of employment expires after the 11<sup>th</sup> week before EWC, the employer must extend the contract to allow them to remain employed during the period of maternity leave. In addition, the contract may be extended for any agreed training missed during a statutory leave period.

Notwithstanding the above, if all parties agree that it would be in the best interests of the GP Specialty Trainee to rotate (all parties being Employer A, Employer B and the GP Specialty Trainee) then she should have the option to rotate to their next placement. If the trainee's contract expires before the 11<sup>th</sup> week before her EWC and she rotates, then she will not meet the conditions for payment of OMP from Employer (A) and this will be payable by Employer (B). Employer A's liability will be solely for SMP, subject to the employee being entitled to that benefit.

If the trainee comes to the end of her training programme and her contract expires before the 11<sup>th</sup> week before EWC then she will not meet the conditions for payment of OMP. The employer's liability will be solely for SMP, subject to the employee being entitled to that benefit.

## **6.5 Changing the Maternity Dates**

If the GP Specialty Trainee subsequently wants to change the start or end date of her leave she should notify the Human Resources department at least 28 days beforehand (or, if this is not possible, as soon as is reasonably practicable beforehand).

## **6.6 Payments to the Trainee on Maternity Leave**

By prior agreement occupational maternity pay may be paid in different ways i.e. a combination of full pay and half pay or a fixed amount spread over the maternity leave period. Payments can only be spread over 26, 39 or 52 weeks. Payments will not be equally spread over the period as SMP payments cannot be spread, therefore trainees will still receive 90% of their earnings for the first 6 weeks. The remaining 10% OMP will be included in the spread payment from week 7 until the end of the maternity leave period.

## **6.7 Annual Leave**

Annual leave continues to accrue at the same rate during maternity leave; however it does not count towards training. GP Specialty Trainees therefore must either take a period of paid annual leave at the end of their maternity leave or after CCT is awarded.

## **6.8 Keeping in Touch Days (KIT days)**

- All requests for KIT days must be made to NIMDTA on the KIT Leave Request Form in advance of commencing maternity leave and following a discussion with the GP Trainer.
- An application for KIT days must be made to the Deanery prior to commencing maternity leave and at least 6 weeks in advance of the first proposed date. Days and dates once agreed cannot be changed.
- A GP Specialty Trainee may work up to a maximum of 10 KIT days without bringing her maternity leave to an end. A KIT day refers to any period of time during a day e.g. half a day is counted as a whole day.
- A GP Specialty Trainee may not work during the two weeks compulsory maternity leave immediately after the birth of her baby.
- KIT days do not normally count towards training under the RCGP guidance.
- KIT days therefore cannot offset periods of training eg. a training shortfall in a post.
- KIT days will not extend the maternity leave period.
- The work can be consecutive days or not and may be used for attendance at the formal training programme or clinical work in the Trust or in the GP practice.
- Where KIT days are used to attend training events the trainee will provide a day in clinical practice for those training days previously attended as KIT days. On return to the programme there can be no duplication of attendance at a training event e.g. CPR.
- It is the trainee's responsibility to ensure they have appropriate indemnity cover if completing KIT days.

## **6.9 Sickness Prior to Childbirth**

If a GP Specialty Trainee is off work ill, or becomes ill, with a pregnancy related illness during the last 4 weeks before the EWC, maternity leave will normally commence at the beginning of the 4<sup>th</sup> week before the EWC or the beginning of the next week after the GP Specialty Trainee last worked, whichever is later.

Absence prior to the last 4 weeks before the EWC, supported by a medical statement of incapacity for work, or a self-certificate, shall be treated as sick leave in accordance with normal leave provisions.

Odd days of pregnancy related illness during this period may be disregarded if the GP Specialty Trainee wishes to continue to work until the maternity leave start date previously notified to NIMDTA.

### **6.10 Pre-term Birth**

Where a GP Specialty Trainee's baby is born alive prematurely she will be entitled to the same amount of maternity leave and pay as if her baby was born at full term. Where the baby is born before the 11<sup>th</sup> week before the EWC and the GP Specialty Trainee has worked during the actual week of childbirth, maternity leave will start on the 1<sup>st</sup> day of absence.

Where a baby is born before the 11<sup>th</sup> week before EWC and the GP Specialty Trainee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start the day after the day of birth.

Where a GP Specialty Trainee's baby is born before the 11<sup>th</sup> week before EWC and the baby is in hospital the GP Specialty Trainee may split her maternity leave entitlement, taking a minimum period of 2 weeks' leave immediately after childbirth and the rest of her leave following her baby's discharge from hospital.

### **6.11 Still Birth**

Where a GP Specialty Trainee's baby is born dead after the 24<sup>th</sup> week of pregnancy the GP Specialty Trainee will be entitled to the same amount of maternity leave and pay as if her baby was born alive.

### **6.12 Miscarriage**

Where a GP Specialty Trainee has a miscarriage before the 25<sup>th</sup> week of pregnancy normal sick leave provisions will apply as necessary.

### **6.13 Return to Work**

A GP Specialty Trainee who intends to return to work at the end of her full maternity leave will not be required to give any further notification to NIMDTA, although if she wishes to return early she must give at least 28 days' notice of an early return to facilitate the identification of a training placement.

### **6.14 Sickness Following the End of Maternity Leave**

In the event of illness following the date the GP Specialty Trainee was due to return to work normal sick leave provisions will apply as necessary.

### **6.15 Failure to Return to Work**

If a GP Specialty Trainee, who has notified NIMDTA that she intends to return to work, fails to do so within 15 months of the beginning of her maternity leave, she will be liable to refund the whole of her maternity pay, less any Statutory Maternity Pay received. In cases where the employer considers that to enforce this provision would cause undue hardship or distress the employer will have the discretion to waive their rights to recovery.

### **6.16 Returning to Training Contracts**

NIMDTA will endeavour to place a trainee within the same area group upon return to training although this will be subject to the availability of a suitable post at the time of return.

In such circumstances the trainee's contract will be extended to enable her to complete the agreed programme of training.

## **7. PATERNITY LEAVE**

Paternity leave is available to:

- A biological father or adoptive father;
- A partner / husband that is not the baby's biological father;
- A female partner in a same sex couple;
- A nominated carer;

Any other situation will be considered by NIMDTA.

### **7.1 Entitlement**

Entitlement will be paid at the following rate:

- 2 weeks full pay, where the trainee has 12 months continuous service at the beginning of the week in which the baby is due.
- 2 weeks Statutory Paternity Pay where the trainee has been continuously employed for at least 26 weeks ending with the 15<sup>th</sup> week before the expected date of birth.
- 2 weeks unpaid leave where the trainee has less than 26 weeks continuous service at the 15<sup>th</sup> week before the expected date of birth.
- Leave must be taken within 56 days of the child's birth or adoption.

### **7.2 Additional Paternity Leave**

In addition to the above, the Work and Families Act 2006 has now included scope to give employed fathers, partners or civil partners of new mothers a right to up to 26 weeks additional paternity leave once the mother has returned to work. The leave may be paid if taken during the mothers Statutory Maternity / Adoption Pay period. Leave taken after this period has ended will be unpaid.



### **7.3 Applying for Paternity Leave**

The trainee must complete a form PL(1) at least 28 days before they wish the paternity leave to start. This should be forwarded to the HR Department at NIMDTA, along with a photocopy of the MATB1 certificate.

### **7.4 Antenatal Appointments**

The GP Specialty Trainee is entitled to attend antenatal appointments if agreed in advance with her GP Trainer.

## **8. ADOPTION LEAVE**

GP Specialty Trainees who have primary carer responsibilities for an adopted child are entitled to 52 weeks adoption leave. Eligibility for occupational adoption pay will be 12 months continuous service ending with the week in which they are notified of being matched with the child for adoption. This will cover the circumstances where GP Specialty Trainees are newly matched with the child by an adoption agency.

If there is an established relationship with the child, such as fostering prior to the adoption, or when a step-parent is adopting a partner's children, the decision in regard to leave in addition to time off for official meetings will be at the discretion of the GP Trainer.

GP Specialty Trainees who are not entitled to occupational adoption pay, may still be entitled to Statutory Adoption Pay subject to qualifying conditions.

## **9. MARRIAGE LEAVE**

GP Specialty Trainees are entitled to 3 days paid marriage leave. This leave should be agreed in advance with the GP Trainer.

## **10. CARER'S LEAVE**

Carer's leave is short-term leave to respond to immediate needs of carers arising from unplanned and unforeseen circumstances including:

- Illness of a child / close relative;
- Breakdown of normal carer arrangements;
- Making arrangements to cope with longer term care problem;
- Illness of an elderly dependent.

Trainees are entitled to a half day to 12 days per year, with no period exceeding three days. To apply for carers leave trainees should advise their GP Trainer and NIMDTA GP Department immediately of any difficulty in care arrangements. Failure to apply for carers leave in advance will mean that this provision will not be granted.

Annual leave must be used for non-emergency scenarios.

## **11. PARENTAL LEAVE**

Parental leave is a right for parents to take time off work to look after a child or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments. The policy is to apply the statutory provisions for parental leave.

### **11.1 Eligibility**

Parental leave is available to trainees who have, or expect to have, parental responsibility for a child. To be eligible, GP Specialty Trainees have to have one year's continuous service with their current employer.

### **11.2 Entitlement**

Gp Specialty Trainees who meet the eligibility criteria are entitled to 13 weeks in total for each child, increased to 18 weeks for children with a disability. For the purposes of parental leave a "disabled child" is one for whom an award of Disability Living Allowance has been made.

A GP Specialty Trainee can take leave in blocks of one week or more, up to a maximum of 4 weeks in a year for each child.

### **11.3 Notification**

A GP Specialty Trainee needs to give at least 21 days notice to the GP Trainer and NIMDTA GP Department, giving the dates when the leave is to start and finish.

If the GP Trainer considers that a GP Specialty Trainee's absence would unduly disrupt the business, the GP Trainer can postpone the leave for no longer than 6 months after the beginning of the original period of leave. The GP Trainer will discuss the postponement with the trainee and give notice of the postponement in writing, no later than 7 working days after the request was received. The notice should detail reasons for the postponement and set out new dates of an equivalent length to the original request. Justified reasons for postponement may be when work is at a seasonal peak; where a significant proportion of the workforce applies for parental leave at the same time; or when the trainee's role is such that his or her absence at a particular time would have a detrimental impact on the traineeship or the business.

When a trainee applies to take parental leave immediately after the birth or adoption of a child, the employer cannot postpone the leave. The trainee needs to give 21 days notice before the beginning of the expected week of childbirth. In the case of adoption, the trainee needs to give 21 days notice of the expected week of placement. In rare cases where this is not possible, an adoptive parent should give the notice as soon as is reasonably practicable. Provided that the appropriate notice has been given, parental leave will start on the day on which the child is born, regardless of whether the child is born early or late.

Women who have given birth are entitled to maternity leave after the birth of their child, so whether they are able to take parental leave immediately after maternity leave would be subject to the normal arrangements for postponement and would depend on whether their absence would unduly disrupt the business.

## **11. Absence from Training**

You may be required to extend your training period to complete your training. The decision, in regard to the length of training required will be made by the Director of Postgraduate GP Education after consultation with your GP Trainer.

## **12. TIME OFF FOR MEDICAL AND/OR DENTAL APPOINTMENTS**

GP Specialty Trainees will be permitted to have reasonable paid time off to attend medical or dental appointments if agreed in advance with the GP Trainer.

## **13. UNDERTAKING TRADE UNION DUTIES / TRAINING**

### **13.1 Leave of Absence**

Absence from work on an hourly basis (normally appropriate for absence up to half a day) may be allowed for industrial relations activities with the agreement the Director of GP Education, who shall not unreasonably withhold permission. Pay and allowances relating to pay will not be affected by such absence from work, but overtime rates will not be paid for absence during overtime periods.

### **13.2 Paid Special Leave**

Where local leave of absence is not sufficient, paid special leave can be allowed for attendance:-

- at joint meetings, between unions and management; and
- at joint meetings on individual grievance, discipline (including dismissal) and premature retirement questions where the representative is assisting a member.

Full normal pay will be granted but overtime payment shall not be made for the period of special leave.

Paid special leave of up to two weeks leave in any period of 12 months shall be granted to accredited representatives or delegates of staff organizations to enable them to participate in recognised staff organisation activities such as attendance at Executive Council meeting or National or Regional Conferences arranged by those organizations. Members of staff organizations who are National Executive/Council representatives of these organizations may however be granted up to 25 days paid special leave in any period of 12 months for this purpose. In exceptional circumstances only, unpaid special leave can be allowed for absence in excess of the above provisions.

#### **14. TRAINING FOR RESERVE AND CADET FORCES**

GP Specialty trainees who, with the consent of NIMDTA volunteer for service with the Reserve Cadet Forces or who, at the time of their appointment declare the fact of their membership of a Reserve Cadet Force, should be granted three week's additional paid leave for attendance at annual camp in accordance with circular HSC (GEN) 1/2013.

Additional unpaid leave or annual leave from the GP Specialty Trainees normal annual allocation of up to 3 days will be granted for short periods of training provided adequate notice is given and where such training cannot be undertaken in off duty time. Attendance at weekend camps which cannot be undertaken during off-duty will be subject to the same arrangements.

These provisions apply to Employees who are members of the following Reserve / Cadet Forces:

- Maritime Reserves Royal Naval Reserves (RNR) and Royal Marines Reserves (RMR), Territorial Army (TA) and Royal Auxiliary Air Force.

## **15. TRAINING & STUDY LEAVE**

Responsibility for any course fees, travelling and subsistence expenses will be determined by NIMDTA on each occasion study leave is requested. NIMDTA will not however accept responsibility for examination fees. Requests for study leave and reimbursement of associated expenses should be made to NIMDTA GP Department.

Trainees will be required to participate in relevant training programmes organised within the GP Practice.

## **16. LEAVING EMPLOYMENT**

If a trainee wishes to terminate employment, he/she must give notice of the intention to leave according to the period specified in the contract of employment. Outstanding salary will be paid upon leaving or forwarded subsequently within a month, together with a P45.

## **17. TRADE UNION MEMBERSHIP**

Trainees are free to become a member of a Trade Union, however it is not a condition of employment to do so.

**Maternity Leave Request Form (MAT 1)**

**Entitlement (subject to conditions): 8 wks full pay, 18 wks half pay & SMP, 13 wks SMP**

<b>Name:</b>			
<b>Job Title:</b>			
<b>My expected week of confinement is:</b>			
<b>Maternity Leave Start Date:</b>		<b>Maternity Leave End Date:</b>	
<b>Annual leave accrued during maternity leave must be taken as a block at the end of maternity leave or after CCT. Please specify when you wish to use this (please circle):</b>			
<b>At the end of maternity leave</b>	<b>After CCT</b>	Please note: The exact amount of leave accrued will be confirmed in due course.	
<b>I confirm that I will be returning to work with the same / another HSC employer for a min of 3 months following maternity:</b>			<b>YES / NO</b>
<b>I expect to return to work on:</b>			
<b>Maternity Leave Payments can be spread over <u>26, 39 or 52 weeks only</u>.</b> Please note that SMP cannot be spread during the first 6 weeks, therefore your payments will decrease from week 7 onwards.			
<b>I wish to have my maternity leave payments spread: YES / NO _____ weeks</b>			
<b>Current working hours / days:</b> _____ <small>*If you currently working Less Than Full Time, please specify the percentage and the days you work.</small>			
<b>No of days annual leave used prior to maternity:</b> _____ * Please note that you must use the annual leave accrued from your rotation start date to the start date of your maternity leave before you go off on maternity. You cannot use above this entitlement before you start maternity.			
<b>Practice Manager Email address:</b> _____			

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If you wish to discuss your maternity leave, please contact Gillian Dennison, HR Officer on 028 9040 0024. Trainees must complete this form and return it to the Human Resources Department before the end of the 15<sup>th</sup> week before the EDC. Twenty-eight day's notice must be given of any change to these dates.**

**A MATB1 form available from your GP must also be forwarded to the HR department ALONG WITH A COPY OF YOUR MARRIAGE CERTIFICATE IF YOU PRACTICE IN YOUR MAIDEN NAME**

**NORTHERN IRELAND MEDICAL AND DENTAL TRAINING AGENCY**

**Paternity Leave Request Form (PL1)**

<b>Name:</b>	
<b>Department:</b>	
<b>National Insurance Number:</b>	
<b>The baby is due on:</b>	
<b>If the baby has been born, please enter the actual date of birth and also give the date the baby was due in the above box.</b>	
<b>Date of commencement of Paternity Leave:</b>	
<b>I wish to take the following leave:</b>	<b>one / two weeks</b>
<b>Date of return to work:</b>	

You must be able to tick all three boxes below to get Paternity Pay and Paternity Leave:

I declare that:

- I am 
  - the baby's biological / adoptive father
  - married to or in a civil partnership with the mother
  - living with the mother in an enduring family relationship, but am not an immediate relative
  
- I have responsibility for the child's upbringing
  
- I will take time off work to support the mother or care for the child

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Agency provides 2 weeks full pay for Paternity Leave.**

**You are required to submit this form, along with a copy of the MATB1 certificate at least 28 days before you wish the paternity leave to start.**



**APPLICATION FOR ADOPTION LEAVE (AL1)**

<b>SECTION 1: TO BE COMPLETED BY EMPLOYEE</b>	
<b>Name:</b>	
<b>Department:</b>	
<b>Date of commencement of Adoptive Leave requested:</b>	
<b>Date of return to work:</b>	

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Where the child is below the age of 18, adoption leave and pay will be in line with the maternity leave and pay provisions.**

## GP SPECIALTY TRAINEE HANDBOOK - AMENDMENT FORM

Amendment No	Date	Pages	Details of Amendment
1	28.10.11	3 & 5	Pay scale point labels renamed re pay circular HSC (TC8) 3/2011
2	04.10.12	20	ML request form updated re spread payments
3	03.02.15		Changes to process for sick and maternity leave
4	04.10.16	13	Update to KIT day request procedure