

Guidance on Time Off for OU Club Committee Members

1. Introduction

The University is committed to the principle of allowing staff a reasonable and appropriate amount of paid time off to be involved in the running of the OU Club through elected committee membership. Line managers are responsible for ensuring awareness of this commitment and encouraging involvement as appropriate within their Unit.

2. Time off

There is an expectation that staff will undertake some of the committee work outside of their normal working hours (i.e. in lunch breaks or other free time).

Where further time is required, the maximum amounts of paid time off detailed below will be granted for those elected to the relevant position.

Ordinary OU Club Committee Member	Up to 3 days a year
OU Club Treasurer	Up to 9 days a year
OU Club Chair	Up to 9 days a year
OU Club Entertainments Chair	Up to 8 days a year (in addition to attendance at events, which would usually take place outside of working hours)

3. Conditions

The amounts specified above are:

- pro rata for part-time staff;
- inclusive of time off to attend committee meetings as well as any associated or follow up work (with the exception of the Entertainments Chair whose attendance at events is in addition to the specified amount).

4. Procedure

Members of staff wishing to stand for election on the OU Club committee should inform their line manager prior to nomination.

Elected committee members are required to consult their line manager to request time off within the specified maximum, giving as much notice as possible. Agreement to time off will not be unreasonably withheld, but the operational needs of the Unit will be taken into account when considering requests. Individual dates may be refused, or have to be rescheduled, for operational reasons.

A record of time off should be kept within the Unit.

5. Useful references

Public Commitments Policy