

REDUNDANCY, SHORT TIME WORKING AND LAY OFF POLICY



This policy is in respect of paid employees of Anglia Care Trust only.

It is Anglia Care Trust's intention to develop and expand its business and to provide security of employment for its employees. However, circumstances may arise when changes in the market, funding, technology, organisational requirements and similar development will lead to the need for reductions in employees.

Where a redundancy situation arises, Anglia Care Trust will give consideration to alternative options, which may include:

- Imposing a restriction on recruitment
- Restricting the use of temporary and casual employees
- Implementing a period of temporary lay off or short time working where this is appropriate: or
- Considering applications for voluntary redundancy.

Where, after consideration of these and any other alternative, management considers that the need for redundancies still remains, consultation will normally take place, after which point a decision will be made.

Anglia Care Trust reserves the right to introduce a short time working or a period of temporary lay off without pay (with the exception of any statutory entitlements) where this is necessary to avoid redundancies or where there is a shortage of work.

If at any time a job role(s) becomes subject to consideration for redundancy Anglia Care Trust will provide the employees concerned with full written details of the process to be undertaken.

Selection Criteria

Selection for redundancy will be based on criteria drawn up at the time and may include but may not necessarily be limited to, some or all of the following:

- Suitability for remaining work
- Experience/qualifications
- Conduct
- Attendance

These criteria may be weighted differently depending on the circumstances, but will be assessed in an objective manner and are subject to Anglia Care Trust's requirement to retain specific knowledge, skills and a balanced workforce at all times.

Redundancy payments

Any redundancy payment will be calculated in accordance with employee's statutory entitlement.

Alternative employment

Anglia Care Trust will always see if there is suitable alternative employment for anyone likely to be made redundant.

Employees may not receive a redundancy payment if they unreasonably refuse an offer of suitable alternative employment, providing the following conditions exist:

- The offer is made before the termination date.
- There is negligible change in:
 - fares, or travelling time to and from work;
 - rate of pay;
 - hours of work
- Alternative employment starts immediately or no more than four weeks after end of original employment.
- The alternative employment is suitable in relation to employee skills, aptitude and experience.
- The employee must have acted unreasonably in refusing the offer.

Where an offer of alternative employment is made, both the employee and Anglia Care Trust have a four week trial period in which to decide if the offer of alternative employment is mutually acceptable. Should Anglia Care Trust or the employee wish to end the new contract within the four weeks for a reason connected with the new job, the employee will preserve the right to a redundancy payment under the old contract. If the dismissal was due to a reason unconnected with redundancy, such as misconduct, they may lose that entitlement.

Alternative employment outside the Company

If an employee is given notice of redundancy, they will be allowed reasonable paid time off to look for alternative employment outside of Anglia Care Trust.

Payment on termination

If employment is terminated, an employee will receive the following (less any deductions such as holiday taken but not accrued):

- All outstanding wages and holiday pay up to the date of leaving
- Pay in lieu of notice, if applicable
- A statutory redundancy payment if they qualify

Appeal

If an employee wishes to appeal against the decision to dismiss them, they must put their appeal in writing to the Director of Business Support within five working days of being served notice of termination.

Date of next review – October 2019