



PUBLIC DUTIES POLICY

The following Public Duties Policy applies to Micklands Pre-School Staff:

We wish to enable you to perform certain public duties and services that you may be committed to undertake and so will give you reasonable time off to do so where it does not conflict with our operational needs.

- The amount of reasonable time off will be agreed between the employee and employer beforehand, based on:
 - what your duties are
 - how long the duties might take
 - the amount of time the employee has already had off for public duties
 - how the time off will affect the pre-school
- We can refuse a request for time off if we think it's unreasonable.
- We will always allow you to take time off for jury service.
- We are not obliged to pay you for time off to perform public duties. Any payment made shall be at the discretion of the pre-school committee.