



## Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at [www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment](http://www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment)

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

<p><b>A. Policy/Practice (name or brief description):</b> <b>Special Leave Policy</b> <b>Purpose:</b> This policy provides guidance on making and considering requests for occasions when staff need time off for reasons that do not fall within the scope of other leave policies.</p>
<p><b>B. Reason for Equality Impact Assessment (Mark <b>yes</b> against the applicable reason):</b></p> <ul style="list-style-type: none"><li>• <del>Proposed new policy/practice</del></li><li>• <del>Proposed change to an existing policy/practice</del></li><li>• Undertaking a review of an existing policy/practice <b>YES</b></li><li>• <del>Other (please state):</del></li></ul>
<p><b>C. Person responsible for the policy area or practice:</b></p> <p>Name: <b>Natasha Macdonald</b></p> <p>Job title: <b>SEP Partner – Employment Policy</b></p> <p>School/service/unit: <b>HR</b></p>
<p><b>D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:</b></p> <ul style="list-style-type: none"><li>• affects primary or high level functions of the University</li><li>• is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? <b>YES</b></li><li>• It is one which interested parties could reasonably expect the University to have carried out an EqIA? <b>YES</b></li></ul>
<p><b>E. Equality Groups</b></p> <p>To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)</p> <ul style="list-style-type: none"><li>• Age</li><li>• Disability</li><li>• race (including ethnicity and nationality)</li><li>• religion or belief</li><li>• sex</li></ul>

- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership<sup>1</sup>

**All employees are entitled to apply for Special Leave and the policy will be useful to address specific reasons for time off that fall outwith other leave policies.**

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: **current data collection is insufficient and we are unable to properly assess the number of cases and duration of leave taken under each category. This will improve following updates to the policy and procedure with further improvements coming once the new HR system is in place.**
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>:
- If there is an opportunity in applying this policy/practice to foster good relations:
- If the policy/practice create any barriers for any other groups?
- How the communication of the policy/practice is made accessible to all groups, if relevant?
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:

**This policy applies to all employees. It has been written to recognise the various reasons a member of staff may need other time off from work. We have taken into account different groups within our workforce and feel the benefits of the policy will foster good relations. All employees have access to the policy and all equality groups were considered when looking at leave types.**

**Upcoming legislation for two weeks of paid parental bereavement leave was added to the policy but has been extended to all employees.**

**The policy supports those who may have elective surgery for gender reassignment or other non-urgent reasons. Surgery that effects appearance may enhance mental well-being and therefore is supported by the policy.**

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<sup>1</sup> Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

**Time off and support for those undergoing fertility treatment, and for those whose partner is undergoing treatment, is also detailed in the policy.**

**We have not identified any negative impacts as a result of the policy. It will be communicated through a variety of channels to ensure that all employees are aware of the policy.**

**Different members of staff were consulted during the draft process to review the contents of the policy.**

#### **F. Equality Impact Assessment Outcome**

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

**Option 1: No change required – the assessment is that the policy/practice is/will be robust.**

**Option 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

**Option 3:** Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified

**Option 4:** Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.

#### **G. Action and Monitoring**

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

**With the release of the policy we will ask that all requests are logged into the current HR system. The current system allows for basic reporting. A new system will be introduced in 2020 which will improve data collection and allow us to properly monitor and evaluate the use of the policy and as such highlight and equality concerns.**

2. When will the policy/practice next be reviewed?

**2022, unless legislation is introduced before then that would require amendments.**

#### **H. Publication of EqIA**

Can this EqIA be published in full, now? **Yes**

If No – please specify when it may be published or indicate restrictions that apply:

#### **I. Sign-off**

EqIA undertaken by (name(s) and job title(s)): Natasha Macdonald, HR Partner Service Excellence  
Caroline Wallace, Senior Partner, Equality, Diversity and Inclusion

Accepted by (name): Linda Criggie, Deputy Director HR - Employee Relations, Employment Policy, Equality & Diversity.

Date: December 2018

Retain a copy of this form for your own records and send a copy to [equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)