

Wellbeing Training Session Attendance Management Process

The Trust has launched a number of wellbeing initiatives to promote the health and wellbeing of our teams, with the secondary benefit of staff performance, attendance and retention.

The department is keen to enable team members to attend sessions and training in a fair and consistent way.

The Trust provide several avenues to delivering wellbeing opportunities:

- Discrete courses managed through MLE: Mindfulness; sleep coaching; Food and Mood
- Drop in sessions: Tai Chi; Mindfulness
- Self-guided activities: Lunchtime walks, evening Yoga

Where an individual wishes to be released from their work to attend a course within their working week this management process should be followed

Accessing Wellbeing courses, managed through MLE:

When an individual, or their line manager, identifies that a team member would, potentially, benefit from attending a wellbeing course an application via the 'Leave tracker' should be submitted, selecting "training" as the leave type and entering a description in the comments section of the type of wellbeing course you are applying for.

The approver will review the application and consider the appropriateness of the course for both the individual but also any impact on the team and study delivery. Once approved, the individual can then proceed to book the requested wellbeing course through MLE.

Accessing Wellbeing courses, not managed through MLE

When an individual, or their line manager, identifies that a team member would, potentially, benefit from attending a wellbeing course an application via the 'Leave tracker' should be submitted, selecting "training" as the leave type, and entering a description in the comments of the type of wellbeing course you are applying for.

The approver will review the application and consider the appropriateness of the course for both the individual but also any impact on the team and study delivery. The manager will agree how many drop in sessions will be 'approved', and document this (up to a maximum of 6 wellbeing sessions within any 12 month period).

N.B where the manager feels additional sessions would benefit the individual an application can be submitted to R&I senior team for approval for additional sessions with appropriate explanations, this should be requested through the usual training application process. Any additional sessions approved will be updated on to your Training record in the leave tracker.

There is an expectation that after the “approved” number of wellbeing sessions have been attended any further ‘top up’ sessions would be taken in the individuals own time and appropriate arrangements made with their line manager on the feasibility of this.

The six sessions need not be consecutive but can be booked at the frequency to meet the individuals’ needs, eg weekly; monthly or at intervals throughout the year.

Accessing Wellbeing activities outside working hours:

No application through Leave tracker is required.

