

Wellbeing Day Policy

Document Ownership	
Policy owned by:	HR
Policy written by:	Patsy Crocker
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Version Control Table			
Version	Date	Author	Changes
1.0	01/07/2024	P Crocker	Initial policy creation
1.1	28/01/2025	P Crocker	Clarification re Saturday availability if WBD on Friday
1.2	14/02/2025	P Crocker	WBD applicable after probation; CPD records requirement
1.3	26/08/2025	P Crocker	Right of recall clarification; day release provisions
2.0	01/02/2026	S Gilmore	Major revision: restructured, added definitions, responsibilities, clearer guidelines

1. Purpose

Hybrid Training Centre (HTC) values the health and wellbeing of its employees and recognises the intensity and demands placed on tutors in delivering high-quality training to apprentices, Skills Bootcamp delegates, and commercial learners. In recognition of this, HTC provides eligible full-time tutors with a weekly Wellbeing Day.

The Wellbeing Day is designed to support tutors' physical and mental health by providing dedicated time for personal rejuvenation, self-care, and activities that contribute positively to overall wellbeing. This policy sets out the eligibility criteria, guidelines, and conditions under which the Wellbeing Day operates.

2. Scope

This policy applies to full-time tutors employed by HTC and NWTC who have successfully completed their six-month probationary period. The policy does not apply to part-time staff, administrative staff, management, or other non-teaching roles unless specifically agreed in their contract of employment.

3. Definitions

- **Wellbeing Day (WBD):** A designated day each week during which eligible tutors are not required to attend work or undertake work-related activities, provided for the purpose of personal wellbeing.
- **Off-Timetable Day:** A day allocated to tutors during their probationary period during which they are not scheduled to teach but are expected to work on-site for CPD activities.
- **Right of Recall:** HTC's contractual right to require a tutor to work on their allocated Wellbeing Day when business needs require.
- **Day Release:** Time allocated for a tutor to attend external training or education, such as a teaching qualification at college.

4. Key Principles

The following principles underpin the Wellbeing Day provision:

- The Wellbeing Day is a privilege offered by HTC, not a contractual entitlement or additional annual leave.
- The Wellbeing Day forms part of the tutor's paid working week; tutors are paid for five days including the Wellbeing Day.
- The purpose of the Wellbeing Day is to support personal health and wellbeing, not to provide time for other work commitments.
- HTC reserves the right to allocate the specific day of the week for each tutor's Wellbeing Day based on timetable and business requirements.
- HTC reserves the right to recall tutors to work on their Wellbeing Day when business needs require.

5. Eligibility

5.1 Qualifying Criteria

To be eligible for a Wellbeing Day, tutors must:

- Be employed on a full-time permanent or fixed-term contract in a teaching role

- Have successfully completed their six-month probationary period
- Not be subject to any current performance improvement plan or disciplinary sanction

5.2 During Probation

During the first six months of employment, tutors will be allocated an Off-Timetable Day rather than a Wellbeing Day. On this day, tutors are expected to work on-site undertaking Continuing Professional Development activities, which may include shadowing experienced tutors, being mentored by their line manager, completing mandatory training, and other activities that support their professional development. All such activities must be recorded in the tutor's CPD record and will be reviewed during performance reviews.

6. Guidelines for Use

6.1 Permitted Use

The Wellbeing Day is intended solely for activities that promote personal health and wellbeing. Tutors are encouraged to use this time for activities such as:

- Rest and relaxation
- Physical exercise and fitness activities
- Spending quality time with family and friends
- Pursuing hobbies and personal interests
- Attending medical or healthcare appointments
- Any other activity that contributes positively to physical or mental wellbeing

6.2 Prohibited Use

The Wellbeing Day must not be used for:

- Any HTC work-related tasks or responsibilities
- Other paid employment or self-employment activities
- Unpaid work commitments that are not related to personal wellbeing

7. Allocation and Scheduling

7.1 Day Allocation

The specific day allocated as each tutor's Wellbeing Day will be determined by their line manager based on timetable requirements and business needs. Tutors do not have a choice over which day is allocated. Where a tutor's Wellbeing Day is allocated as a Friday, there is an expectation that the tutor will be available to work on a Saturday if required to cover teaching shortfalls such as staff sickness.

7.2 Interaction with Annual Leave

As the Wellbeing Day forms part of the paid working week, the following rules apply when booking annual leave:

- **Full week of leave:** Tutors must book five days of annual leave to take a full week off. The Wellbeing Day cannot be used to reduce the annual leave requirement.
- **Partial week of leave:** If a tutor books annual leave for part of the working week (for example, two or three days), they will be expected to work on-site on their Wellbeing Day for that week.

7.3 Day Release for Training

Where a tutor is approved for training and development that requires attendance at college on a day release basis (for example, to study for PTLLS or a Certificate in Education), the tutor's Wellbeing Day will be used for the purposes of this day release for the duration of the course. Upon completion of their studies, the tutor will revert to a Wellbeing Day allocation that suits business needs.

8. Right of Recall

8.1 Emergency Cover

There may be circumstances where the business requires a tutor to work at short notice to cover unexpected staff shortages. In such cases, the tutor may be asked to work on their allocated Wellbeing Day. Tutors will not be paid overtime for this as they are already paid for this day as part of their working week.

8.2 Other Business Needs

Tutors may also be asked to attend work on their Wellbeing Day for other business needs, including CPD seminars, to support backlogs of internal verification work, to attend team meetings, or for other operational requirements. While HTC expects these requests to be infrequent, the business reserves the right to require attendance. HTC will always endeavour to provide reasonable advance notification.

8.3 No Time Off in Lieu

If a tutor is recalled to work on their Wellbeing Day, they will not be entitled to time off in lieu (TOIL) for that day. The Group CEO reserves the discretion to gift a day at a later date in recognition of the inconvenience, but this is not an entitlement.

9. Responsibilities

9.1 Tutors

- Use the Wellbeing Day in accordance with this policy

- Remain contactable in case of emergency recall requirements
- Maintain accurate CPD records during probationary Off-Timetable Days
- Comply with requests to work on the Wellbeing Day when business needs require

9.2 Line Managers

- Allocate Wellbeing Days in accordance with timetable and business requirements
- Minimise disruption to tutors' Wellbeing Days wherever possible
- Provide reasonable notice when recall is required
- Monitor compliance with this policy

9.3 HR

- Advise managers and tutors on the application of this policy
- Maintain records of Wellbeing Day allocations
- Review this policy annually

10. Monitoring and Review

This policy will be reviewed annually by HR and updated as required. The effectiveness of the Wellbeing Day provision will be monitored through staff surveys and feedback during performance reviews. Any concerns about the operation of this policy should be raised with HR in the first instance.

11. Related Policies

- Annual Leave Policy
- Personal Development Policy
- Flexible Working Policy
- Sickness Absence Policy

Acceptance of Terms

By signing below, I acknowledge that I have read and understood the Wellbeing Day Policy. I agree to abide by the guidelines and conditions set out in this policy. I understand that the Wellbeing Day is a privilege and not a contractual entitlement, and that HTC reserves the right to require me to attend work on this day when business needs arise.

Employee Name: _____

Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____

Sophie Gilmore

Group CEO

Date: _____