Trade union time off

Dear Sir/Madam

As you will be aware, a member of your team has been appointed as a BMA Representative within the Trust. As part of this role, representatives will undertake trade union duties, for which they are legally entitled to paid time off. These will include training, representation, negotiations, and other BMA duties. Where possible, we will give advanced notice of dates requiring trade union leave and would appreciate your assistance in ensuring time off Is granted promptly.

**Time off for Training**

BMA representatives complete their initial training in 3 stages. The first is undertaking a mandatory online module which will take around 1 hour to complete. This is followed by a meeting with their local BMA officer which, may take around 30 minutes. Finally, representatives attend a 2-day residential training course for both Reps 1, and Reps 2. Further advanced and refresher training may also be necessary.

Please note that BMA representatives are entitled to **paid** time off for training under S168 (2) of the Trade Union and Labour Relations Act 1992. There should also be a local process in place for arranging either pay or TOIL for trade union duties and training undertaken outside of work time, this is particularly relevant for LTFT doctors and shift workers.

**Time off for carrying out Trade Union Duties**

Under S168(1) of the Trade Union and Labour Relations Act 1992, BMA representatives are entitled to **paid** time off, for carrying out Trade Union Duties. This includes all matters related to negotiations or consultations within local, regional or national NHS structures.

Examples of such duties may include, but are not limited to, meetings with members, supporting members in formal meetings, attending internal policy subgroups, meetings to discuss consultations, policies or negotiations, preparations for consultations or negotiations, attendance at JDF, LNC / JLNC meetings, BMA UK Branch of Practice meetings, attendance at other BMA Regional / National meetings or conferences related to consultations or negotiations.

If you require any further information, please do not hesitate to contact the local BMA Officer or your HR department. The local trust recognition and facilities agreement will also outline any enhanced local agreements for trade union time off and facilities. You may also find it helpful to refer to the ACAS Code of Practice on time off for trade union duties and activities.

Yours sincerely

**BMA Officer**