

Live Active Leisure

OTHER EMPLOYMENT

We understand that Our People may need to seek additional employment opportunities for a number of reasons such as additional income to meet their lifestyle requirements; further personal development; additional contracts or relief worker arrangements within Live Active Leisure; or indeed other employment arrangements with other organisations.

The Company under such circumstances has to consider Our People's health and wellbeing and employment legislation and, in addition, certain other factors need to be considered when addressing the impact other employment may have on the employee and the Company. These include but are not limited to ; the impact of the Working Time Directive Legislation, any conflict of interest which might be related to the other employment and Live Active Leisure's remuneration benefits package such as Occupational Sick Pay.

With these factors in mind;

- You may not engage in other employment or business activity without prior approval. Should you wish to do so, you must complete the application form contained in this policy, and submit it to your Line Manager for approval.
- Requests to work in other Live Active Leisure facilities under a relief worker arrangement will not be unreasonably refused, providing that it does not impact your contractual arrangements with the Company.
- Requests to undertake work for other organisations or yourself will not be refused unless it is considered that such work would be to the detriment of your employment with the Company.
- Requests to work for an employer who is or may be in direct competition with any of the Company's services will be considered providing it does not impact your contractual arrangements with the Company.

Where a request has been authorised, permission may subsequently be withdrawn if any of the above applies.

Occupational Sick Pay

It is important that you note that should you sustain an injury as a result of engaging in other employment or business activity, you will be paid statutory sick pay only providing you are entitled to receive such payment. You will not be paid Occupational Sickness allowance payable under the Company's Sickness absence procedure.

Working Time Directive

If your other employment (including any additional relief worker agreements with the Company) increases your weekly working hours to over the 48 hours per week as set by the Working Time Regulations 1998 (as amended) you will be required to sign the opt-out agreement contained in this policy. If the opt out agreement is not signed and the Company becomes aware of you working over 48 hours per week on a regular basis, through additional relief worker agreements or external employment, the offer of additional hours within the Company will cease until your other employment status is reviewed.

Private Swimming Lessons / Personal Training / Fitness Class Delivery

There may be instances where employees provide private swimming lessons and or personal training within a Live Active Leisure facility, this is classed as other employment and approval must be granted in

accordance with this policy. In addition they must also meet the Company requirements and qualifying criteria and standards around delivery of personal private tuition within Company's facilities.

Where an employee delivers fitness classes for another Company or privately, this is classed as other employment and approval must be granted in accordance with this policy.

Reservists

There are two types of Reservist:

- 1 Volunteer Reservists, civilians recruited into any of the four Volunteer Reserve Forces (Royal Naval Reserves, Royal Marines Reserves, TA, and Royal Auxiliary Air Force)
- 2 Regular reservists, ex-regular servicemen who may retain a liability to be mobilised depending on how long has been served in the Armed Forces

Anyone who wishes to become a Reservist, or seeks to renew their commitment (re-engage), must seek approval in line with this policy.

The Company's obligations towards UK Regular, Fixed Term and Temporary employees who are members of the Reserve Forces is detailed in supporting documentation which can be obtained from Company Head Office. The Company values the advice from SaBRE (Supporting Britain's Reservists & Employers).

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APPLICATION FOR APPROVAL TO ENGAGE IN OTHER EMPLOYMENT

If you work for the Company and wish to engage in other employment, you must complete the following details and submit to your Line Manager for approval.

PERSONAL INFORMATION	
Name	Location/Centre
Job Title	Payroll Number
	Contracted Hours

DETAILS OF EMPLOYMENT / BUSINESS ACTIVITY
Name of Employer
Nature of Duties
.....
Proposed Start Date
Frequency / Hours of Employment per week

I confirm that the above information is correct. I also accept that, should I suffer an injury or fall as a result of engaging in this alternative employment which results in absence from work with the Company, I will only receive Statutory Sick Pay and not full Sickness Allowance.

Signed.....

Date

**IF ANY OF THE ABOVE DETAILS SHOULD CHANGE,
YOU MUST NOTIFY YOUR LINE MANAGER IMMEDIATELY**

For Official Use Only
Outcome: Granted / Refused (please delete as appropriate)
Signed
Facility Operations Manager
Date

Live Active Leisure
OPT- OUT AGREEMENT

I agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer one months notice in writing to end this agreement.

Signed.....

Dated.....

For Official Use Only

Signed
Facility Operations Manager

Date