**STRICTLY PRIVATE AND CONFIDENTIAL**

[Recipient’s name and address]

Dear <Title / Surname>

**Release agreement to undertake trade union or partnership duties**

I refer to ongoing discussions concerning your release to undertake trade union/partnership duties. I can confirm that an agreement has been reached allowing you to be released from your substantive role.

The following conditions are part of this agreement:

1. **Contractual position**

You remain employed by the Board during the release under your current terms and conditions of employment. Your period of continuous employment will remain unbroken.

You will continue to be paid at the level which you would be paid when carrying out your normal duties. However, trade union duties undertaken outside the agreed hours will not attract payment at plain times or enhanced rates.

1. **Period of release**

The period of release is from [DATE] and will continue until [DATE] unless terminated early in the circumstances summarised below.

The release will be ended:

* Upon the ending of your employment contract.
* If your accreditation is removed by your trade union or professional organisation.

Circumstances such as increased service pressure or adverse financial positions may lead to this agreement being ended early, subject to agreement by the relevant parties.

Should you choose to end the release early, you should discuss this with your current manager and the manager of the relevant department [NAME OF RELEVANT SERVICE MANAGER]. Depending on the circumstances, this may lead to you returning to your substantive post or to suitable alternative employment.

At the end of the release period, you may seek re-election or return to your substantive role.

1. **Hours of work**

You will be released for [HOURS] per week from your substantive role. Your hours will be split between:

Trade union duties X hours per week on average

Partnership duties X hours per week on average

1. **Reporting arrangements**

During the period of this agreement, you will remain an employee of the board and will have a designated contact for:

* line management
* annual leave approval and recording
* sickness absence notification and recording
* performance appraisal

You will be subject to procedures in operation within [Department] and will be responsible to [MANAGER].

As part of this agreement, you are required to maintain any professional registration or accreditation during this release period.

A copy of this letter is enclosed which I would be grateful if you would sign in acceptance and return to me.

Yours sincerely

Relevant manager or HR [NAME, JOB TITLE]

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**Form of acceptance**

**Employee**

I confirm my acceptance and release from my normal duties subject to the conditions detailed above.

Signed ……………………………………. Date .…………………………………..

**Releasing manager**

I confirm my acceptance to release [NAME] from their normal duties subject to the conditions detailed above.

Signed…………………………………….. Date…………………………………….

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