

## SPECIAL LEAVE PROCEDURE

Additional leave, with or without pay, may be granted in special circumstances, for a limited period of time for example bereavement or other compassionate grounds or for jury service. Payment for such leave will be made at the discretion of the line manager and in consultation with the HR Department. Employees should always let their line manager know if they need to take special leave so that each individual situation can be considered fairly and consistently.

As a guide the following can apply;

- Death of immediate family member can be up to 5 paid days, which includes the funeral day. Additional time may be given where appropriate; this must be authorised by the relevant Director.

We recognise that the impact of a death is not limited to immediately family members, if you are in a position where you require special leave as a result of a death please discuss with your line manager the special leave that would be appropriate under the circumstances.

*Immediate family member includes:*

Spouse/Partner

Father/Mother including in-laws and step parents

Brother/Sister/Step Brother/Sister including in-laws

Son/Daughter/Step Son/Daughter including in-laws

Grandparents or Grandchildren

*We recognise it is not just the death of close family members that can impact people, if you have suffered a bereavement please discuss the situation with your line manager in the first instance and/or HR if needed.*

### **Other special leave**

- Serious domestic instances – one day's paid leave will be given in such cases e.g. house fire, flood or burglary. More than one day can be agreed up to a maximum of 5 days with approval from the Manager and HR.
- Sporting events – up to 5 days' paid leave may be granted where an employee is participating in a national or international event as a representative of their country. Additional leave may be taken as annual leave or unpaid leave.
- Jury service – paid leave will be granted to an employee called for Jury Service, unless exemption is secured. An allowance for loss of earnings is payable by the court which the employee must claim. The court will send the employee a loss of earnings certificate and this should be provided to HR who will arrange for the amount of the allowance to be deducted from their pay.
- Acting as witness -
  - (a) In the case of an employee attending as a witness on behalf of the Council, leave with pay will be granted, on the understanding that witness fees received (excluding travel and subsistence expenses) are paid to the Council.
  - (b) In the case of an employee called by the Court as a witness leave with pay will be granted provided the employee applies to the court for loss of earnings which

must be paid back to the Council. Employees should inform their managers as soon as they are informed that they are required to attend and should provide their manager with a copy of the notification.

- (c) In all other cases where the employee is called to attend court as a witness, leave without pay will be granted. Employees can claim from the person citing them, the relevant amount in respect of loss of earnings.
- Reserve Forces – Employees who are a member of the Reserve Forces should advise their line manager at the earliest opportunity. An extra 10 days' paid leave each year to enable Reservists to undertake their commitment to Defence will be granted in any one leave year. Details of training dates should be provided to the line manager.
  - Religious Holidays – Any leave required for specific religious holidays may be taken through the usual annual leave or flexitime request.
  - Fertility treatment – Up to 5 days' unpaid leave will be granted in any one year for an employee to undergo fertility treatment.
  - Medical appointments – reasonable time off will be granted to attend medical/dental appointments. It is expected that employees will arrange their appointments outside of working hours where possible, however, we appreciate that most health services operate during the working week. Please refer to our agile working policy for guidance on managing time within the working day.
  - Corporate social responsibility- we offer 1 day in any one year to be used within our District to volunteer, this can be discussed and arranged with the relevant teams and must be in agreement with your Manager. The communities team can help arrange this if needed.
  - Any other leave – any leave required not specified in this procedure must be discussed with the line manager and HR team.
  - Career Break - Employees must have 52 weeks or more continuous service before any request for a career break can be made. A career break may be any period of time of 3 months or more.

The career break scheme will be open to all employees with the requisite service, including part-time employees. Career Breaks will be unpaid. The granting of a career break and the length of the break will be entirely at the organisation's discretion and will depend on the needs of the business at the time in question having regard to any other issue, use of other special leave. Employees are not permitted to carry out paid work during a career break, unless in exceptional circumstances, after having been agreed by a Chief Officer/Deputy Chief Officer.

An employee **will normally be ineligible** if they are currently:

- subject to disciplinary action, investigation or an active warning
- subject to a performance improvement plan;
- subject to an investigation following a complaint or grievance, the resolution of which would be unreasonably delayed due to a career break;
- subject to formal action under the managing attendance procedure;

- subject to a service review, or;
- within 2 years of returning to work following a previous career break

Workers not directly employed by the council are not eligible to apply.