

# **ADDITIONAL LEAVE POLICY**

*(includes procedure and guidance)*



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# GENERAL

## 1. INTRODUCTION

### 1.1. Aim

The Council has a variety of flexible working arrangements for employees to use if they need time off work for reasons unconnected to work.

The Council's policy is to assist employees at times when they require special leave to deal with domestic emergencies at home in relation to caring for a dependent or child at short notice, or attending the funeral of a dependent or relative. or to make longer term arrangements.

The Council also recognises that there are times when employees are required to take leave relating to examinations, or to carry out public service functions. The Council wishes to have in place a procedure and guidance so that employees can request leave and understand their entitlements.

There are separate procedures relating to forms of statutory leave, such as [maternity](#), [adoption](#), [paternity](#), [parental](#), [shared parental](#), as well as for [requests for flexible working resulting in a permanent change to an employee's contract](#) and [annual leave](#).

### 1.2. Scope

This policy applies to all Council employees, except employees in locally managed schools and colleges and centrally employed teachers. This policy does not form part of any employee's contract of employment and may be amended from time to time in consultation with the Employee Side and recognised Trade Unions.

This policy does not form part of any employee's contract of employment (except for deduction from an employees' salary in relation to unclaimed Court fees – see Guidance, section 8.2) and may be amended at any time.

## 2. IMPLEMENTATION OF THIS POLICY

The Council has overall responsibility for the effective operation of this policy and the Additional Leave Procedure and for ensuring compliance with any relevant statutory framework or national guidelines.

Managers have a specific responsibility to ensure the fair and consistent application of this policy and the Additional Leave Procedure and all members of staff are responsible for supporting colleagues and ensuring its success.

The Additional Leave Procedure will be reviewed from time to time to ensure that it is meeting its objectives and continues to be legally compliant.

## PROCEDURE

### **3. APPLYING FOR ADDITIONAL LEAVE**

An employee can request additional leave through self service on iTrent. The request can be supported by a completed application form, which is appended to this procedure, if necessary. The employee should provide as much information as possible.

Employees should give as much notice as possible of their request for additional leave. However, due to the circumstances in which additional leave can be requested, the Council recognises that this is not always possible.

### **4. CONSIDERATION OF APPLICATIONS**

In deciding whether to grant additional leave (where this is subject to appreciation - ie excluding cases of emergency, premature birth, or bereavement), the manager will consider the specific circumstances of the case (which may include the nature of the illness or emergency, whether the employee is the sole carer etc).

In some circumstances it may be appropriate for the employee to work at home, for part of the absence.

If an application for additional leave is made and refused, there is no formal right of appeal.

### **5. RECORDING ADDITIONAL LEAVE**

Following discussion with their manager, an employee who is granted and takes additional leave must complete their leave request on iTrent which automatically sends the request electronically to the line manager.

### **6. MISUSE OF ADDITIONAL LEAVE**

Any deliberate misuse of this procedure or the leave granted under it will be dealt with under the Council's Disciplinary Procedure.

## GUIDANCE

The basis for additional leave is a combination of statutory, national and local provisions. Where the entitlement is statutory, it is usually unpaid, except where the Council has a local arrangement to pay for the leave.

Additional leave is intended to cover unplanned and unforeseen care related circumstances. It is based on a 12 month period, except where specifically stated otherwise. All entitlements for additional leave are pro rata to the employee's contracted hours of work, and extra leave may be granted, paid or unpaid, depending on the circumstances.

When considering whether or not to grant additional leave (where this is subject to appreciation - ie excluding cases of emergency, premature birth, or bereavement), the manager will take into account the amount of annual leave the employee has, and the time in the leave year that the request falls in.

Employees will not be subjected to any detriment because they have exercised their right to request and/or take dependant care leave.

### **7. DEPENDANT / CARE RELATED ADDITIONAL LEAVE**

#### **7.1 Dependant's illness / medical / care arrangements**

Up to 5 days' paid leave (pro rata) in a year unless otherwise stated (plus any reasonable unpaid leave) is available to:

- Care for a dependant, which includes any person who reasonably relies on the employee and who has a disability, illness or who is frail, or who is injured or assaulted;
- Accompany a dependant with a disability, illness or who is frail to an appointment with their GP, dentist, clinic or hospital;
- Make longer-term care arrangements for a mental or physically sick or injured dependant. This could include settling a relative into a care home, or attending hospital with a child for a planned operation;
- Attend pre-adoption proceedings, including attending court for the adoption hearing.

#### **7.2. Care breakdown**

Up to 3 days' paid leave (plus any reasonable unpaid leave) is available to care for a child or a dependant who has a disability, illness or who is frail, because of the emergency breakdown of normal care arrangements, giving rise to serious domestic difficulties.

#### **7.3. Compassionate Leave**

Up to 1 days' paid leave is available following the death of a dependant or relative or partner (father, mother, husband, wife, co-habitee, natural or adoptive child, foster parent, brother, sister, aunt, uncle, relative-in-law, grandparent, grandchild or person in loco parentis to the employee or to whom the employee so stands), to attend the funeral.

If the employee had primary caring responsibility for the person or has the main responsibility for making the funeral arrangements, this paid leave can be up to 5 days to attend the funeral and deal with other arrangements. This leave is not per 12 month period.

#### **7.4. Emergency Leave**

In line with [statutory provisions](#), reasonable unpaid leave is available to care for children or adult dependants, in emergency, unplanned situations, including involving a child where the school has responsibility for them.

#### **7.5 Premature baby leave**

The partner of the mother or adopter of a baby born before 37 weeks' pregnancy may be granted two weeks paid leave if needed to be with their baby in hospital. Additional unpaid leave may also be granted if required. Please note that specific provisions apply separately for the mother of a premature baby who has to be in hospital - see [Summary of maternity leave and pay entitlement](#).

### **8. OTHER LEAVE**

There are other categories of leave which include those arising from national conditions of service. There is no minimum service requirement for additional leave. All amounts quoted are those which may be granted in any rolling 12 month period.

#### **8.1 Examination Leave**

Paid leave is available for sitting Council-approved examinations, with half a day for revision and half a day for the actual exam.

#### **8.2 Public Service Leave**

Paid leave is available for jury service (see note below), serving on public bodies or undertaking public duties(e.g.magistrate, school governor –this is not an exhaustive list). Up to 13 days per annum is available for magistrate or school governor duties, with any more to be taken from flexi leave.

**Note:** Normal salary payments will be made to the employee during their attendance at court. Any monies paid to them by the Court will be deducted from their salary on their return. The employee needs to claim for loss of earnings through the Court.If the employee does not claim, the Council reserves the right to deduct from the employee's salary, any monies paid at the standard rate for loss of earnings.

#### **8.3 Cancer Screening**

Paid leave is available for cancer screening.

#### **8.4 Summer Camp**

Up to 2 weeks' paid leave is available to attend summer camp in non-regular armed forces.