

SPECIAL LEAVE POLICY

This document applies to all Council employees except:

- Employees on Teachers' Terms & Conditions

Notes:

- This policy should be read in conjunction with the relevant Service Order for fire employees on Grey & Gold Book Terms & Conditions

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

Last Review	September 2016
Next Scheduled Review	September 2020
Last Updated	September 2020

Temporary Changes to Policies During Covid 19

There are temporary changes to employment policies during the coronavirus pandemic Please refer to the FAQ's/guidance on George which refer to :-

- Those employees not defined as priority workers and who have child care responsibilities where possible, should arrange alternative childcare without impacting on their job. If it is at all possible for children to be at home then they should be.
- Employees will be expected to continue to be available for work as much as they possibly can, but will not be able to apply for discretionary or special leave.
- If the care arrangements have broken down, or have been hampered by COVID, and your caring responsibilities are now affecting your ability to do your role outside of the home, speak to your manager about taking a period of carers or annual leave.
- Looking after our own wellbeing is paramount and therefore working to ensure you don't exceed the usual flexi rules is important for you to stay well and achieve a work life balance. Please ensure that you are taking reasonable breaks and not exceeding your working hours as far as possible.

Please discuss any concerns about your working hours with your manager so that they can look at options to help you.

If you have any queries on the above please contact HR

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SPECIAL LEAVE

The Council recognises that enabling its employees to achieve an effective work life balance benefits them, the Council and the community it serves.

This policy describes the steps to be taken by which employees may apply for paid or unpaid Special Leave for family or personal reasons which covers periods of absence from work which are not covered by any other policy.

Entitlements to certain types of leave are covered by statutory obligations, whilst other forms of leave are discretionary and may be granted by line managers. In all circumstances, requests will be considered sympathetically but are subject to the demands of the service and individual circumstances.

In some cases, those operating under a flexible working hours scheme may be able to meet their needs under the terms of the flexible working scheme they are on. If this is not possible, then up to 10 working days paid Special Leave for full time employees, pro rata for part time employees, may be approved in any twelve month period, at manager discretion.

In exceptional circumstances additional paid leave may also be approved on a case by case basis.

When entering Special Leave in Business World On!, the following categories apply:

- Time off for Dependants
- Discretionary Leave Paid
- Discretionary Leave Unpaid

TIME OFF FOR DEPENDANTS

The provision for such paid leave is to allow the employee enough time off to make alternative arrangements and return to work, and is intended for short term emergencies only. Typically, this should mean that no more than 1 day's paid leave would be granted for each occasion.

These conditions supplement the statutory right to reasonable unpaid time off from work for dependants (spouse, child, parent, someone living in the same household or someone who reasonably relies on the employee), for caring responsibilities or where arrangements for care unexpectedly breakdown.

Situations time can be taken off for and are limited to:

Family Emergency

- Providing assistance when a dependant dies, falls ill, gives birth, is injured or assaulted

Specific Caring Responsibilities

- To attend to care of a dependant where no other care is immediately available and to make arrangements for alternative care
- Where arrangements for the care of a dependant have become unexpectedly disrupted or terminated

- Dealing with an incident which involves a child of the employee which occurs unexpectedly at a time when the child is in the care of an educational establishment which they attend

However, where exceptional circumstances apply, managers should use their discretion when considering granting further time off, which would normally include a mix of flexi time, annual leave, Discretionary Leave Paid and/ or Discretionary Leave Unpaid for the duration of the absence.

DISCRETIONARY LEAVE PAID

Discretionary Leave Paid may be approved for those occasions when Special Leave is needed for family or personal reasons.

This may be for:

Bereavement

Where paid Discretionary Leave is requested due to the death of a close relative or dependant, appropriate paid leave may be granted to make any necessary arrangements and to attend the funeral. Managers should use their discretion when granting such leave, taking into account the specific circumstances of the request.

When granting paid Discretionary Leave for bereavement, a close relative or dependant is defined as:

- own child
- next-of-kin or nominated next-of-kin
- spouse/partner, civil partner
- parent, grandparent, grandchild
- brother or sister
- parent of spouse/partner, civil partner

Other reasons

- Childcare issues e.g. unexpected school closure
- Dependant Assistance e.g. providing assistance when a dependant dies, falls ill, gives birth, is injured or assaulted.
- Dependant Care e.g. where arrangements for the care of a dependant have become unexpectedly disrupted or terminated.
- Domestic Emergency e.g. unforeseen serious property damage due to fire, flood, burglary etc.
- Personal reasons (includes a Domestic Abuse situation)

DISCRETIONARY LEAVE UNPAID

Managers may also approve reasonable periods of unpaid on a case by case basis.

EXCEPTIONS

Hospital/Consultant/Specialist Clinic appointments are considered authorised absence and covered by the [Absence Management Policy](#).

ADDITIONAL RELEVANT POLICIES

[Domestic Abuse Guidance for Employees and Managers](#)
[Flexible Working Policy](#)