



# **Medway Council**

## **Special Leave Policy**

Issued: November 2018

Review Date: November 2020

Lead Officer: Tim Silver, Acting Head of HR Services



## Table of contents

1.0	Justices of the Peace.....	3
2.0	Local Authority Members.....	3
3.0	Members of a Committee, Tribunal, Panel, Board of Prison Visitors or similar bodies or public duties.....	3
4.0	School Governors.....	3
5.0	Retained Fire-fighters.....	3
6.0	Lifeboat Personnel.....	3
7.0	Election Duties.....	4
8.0	Training for visually impaired employees.....	4
9.0	Interviews.....	4
10.0	Leave for examinations.....	4
11.0	Study Leave.....	4
12.0	Service in the Non-regular forces.....	4
13.0	Reserved Armed forces.....	4
14.0	Special Constabulary Service.....	4
15.0	Medical Screening.....	5
16.0	Unpaid Leave.....	5
17.0	Subpoenaed Witnesses and Jurors.....	5
18.0	Compassionate Leave.....	5
19.0	Leave for cultural/religious festivals.....	6

## **1.0 Justices of the Peace**

1.1 Employees are allowed a maximum of 18 days paid leave of absence within any 12 month period. Approval of time off is to be authorised by the Director.

## **2.0 Local Authority Members**

2.1 Employees are allowed a maximum of 18 days paid leave of absence within any 12 month period. Approval of time off is to be authorised by the Director.

## **3.0 Members of a Committee, Tribunal, Panel, Board of Prison Visitors or similar bodies or public duties**

3.1 - Employees are allowed a maximum of 18 days paid leave of absence within any 12 month period. This also includes civic duties to cover roles such as members of probation boards, members of court boards, and youth offender panel members. Speak to HR Services if you are in any doubt.

Approval of time off is to be authorised by the Director

## **4.0 School Governors**

4.1 Employees are allowed a maximum of 18 days paid leave of absence within any 12 month period. Approval of time off is to be authorised by the Director.

## **5.0 Retained Fire fighters**

5.1 Employees are allowed paid leave of absence in order to attend fire duties during normal working hours. Up to 2 weeks paid leave is allowed for the employee to attend recognised courses if their annual leave entitlement is 4 weeks or less and a minimum of 2 weeks paid leave if their annual leave entitlement is more than 4 weeks.

## **6.0 Lifeboat Personnel**

4.1 Employees are allowed paid leave of absence in order to attend Lifeboat call-outs duties during normal working hours. Up to 2 weeks paid leave is allowed for the employee to attend recognized courses if their annual leave entitlement is 4 weeks or less and a minimum of 2 weeks paid leave if their annual leave entitlement is more than 4 weeks.

## **7.0 Election duties**

7.1 Directors are to approve paid leave of absence for employees engaged in duties pertaining Parliament, County or District Council Elections

## **8.0 Training for visually impaired employees**

8.1 Paid leave of absence is to be granted for the duration of any training with guide dogs

## **9.0 Interviews**

9.1 Paid leave of absence is to be granted as necessary for employees to attend interviews within local government.

## **10.0 Leave for examinations**

10.1 Paid leave of absence is to be granted as necessary for employees to sit examinations applicable to local government service.

## **11.0 Study Leave**

11.1 Paid leave of absence is to be granted to those employees who are taking examinations applicable to local government service for the first time, the criteria being as follows:-

- Total of 3 days paid leave of absence where the course is of one year or less in duration.
- Total of 5 days paid leave of absence where the course is longer than one year in duration. Up to 3 additional days may be granted prior to intermediate examinations.

## **12.0 Service in Non-Regular Forces**

12.1 Up to two weeks paid leave of absence for employees to attend summer camp.

## **13.0 Reserved Armed Forces**

13.1 Paid leave of absence is granted as governed by the Reserves Forces Act 1996. Employees must advise their Service Manager of their reservist category and seek agreement as necessary.

## **14.0 Special Constabulary Service**

14.1 Up to a total of 10 days paid leave of absence is granted for employees to attend court, or carry out other duties in connection with their service in the Special Constabulary.

## **15.0 Medical Screening**

15.1 Paid leave of absence will be granted for the purpose of cancer and other medical screening.

## **16.0 Unpaid Leave**

- Unpaid leave can be approved by the Service Manager dependent upon the employees individual circumstances. This will normally apply where the employee requests a period of absence which cannot be managed within the annual leave provisions
- Service Managers can authorise unlimited unpaid leave of absence for non-pensionable employees and up to one month for pensionable employees. If the leave is in excess of 30 days this may affect your pension and you are advised to contact your Payroll Officer.
- Employees may take a reasonable amount of unpaid leave to deal with incidents involving a dependant.
- Employees will be entitled to accrue Statutory annual leave only during periods of Unpaid Leave.

## **17.0 Subpoenaed Witnesses and Jurors**

17.1 Employees should inform their manager who will grant leave. Allowances should be claimed by the employee, these will then be deducted from pay.

17.2 The above provision does not apply when attending court in a professional capacity as an employee of Medway Council

## **18.0 Compassionate Leave**

18.1 The following guidelines set out the types of circumstances in which paid compassionate leave may be granted:

- Up to a maximum of 10 days will normally be allowed in any one year following the death of an immediate relative, i.e. spouse/partner (including same sex partner), parent or child (including a step parent or step child).

18.2 Up to a maximum of 5 days will normally be allowed in any one year in the following circumstances:

- Death of a close relative, including where the employee is the nearest relative responsible for dealing with the estate;
- Serious illness and/or hospitalisation of a spouse, partner (including same sex partner), parent or child or other close relative (including a step parent or step child)
- Other domestic crisis, e.g. relationship break-down, fire, flood etc.

18.3 In exceptional circumstances, where the particular requirements of the situation cannot be satisfactorily managed within this timescale (including taking into account any remaining annual leave), Director's will have the discretion to extend the period of paid leave for up to a further 5 days per annum. The number of additional days will depend on the individual circumstances of each case.

## **19.0 Leave for cultural/religious festivals**

19.1 Employees are entitled to paid holiday in respect of statutory public or bank holidays. Although some of these holidays are linked to Christian festivals paid leave is given in recognition of the public holiday and not because of any religious connection. Any employee who wishes to celebrate a religious or cultural festival not falling on a nationally recognised public holiday is required to agree this in advance as annual leave.

19.2 In accordance with the principles of the council's Equal Opportunities Policy, managers should consider the following points when they receive such a request:

- If an employee makes a request to take annual leave or flexi-leave for a religious/cultural festival, this should be considered sympathetically and wherever possible granted.
- Where a request conflicts with other requests for annual/flexi leave such leave should be regarded as having priority.

19.3 Where it is not possible to grant such leave due to other leave/work conflicts, the reasons should be fully explained to the employee.