



## **Special Leave Policy**

This document is to assist Council employees during times when they need short periods of time off work to deal with family and domestic situations.

The aim is to ensure consistent and fair treatment and to assist an employee who is experiencing difficulties.

This document applies to all employees. Appendix 1 and Appendix 2 defines the occasions where leave of absence with salary may be granted and the number of days or, time allowed, in each case.

There are 5 days maximum paid leave in any rolling year. This is pro rata for part time employees (Other than in cases where the Council has decided to exceed this amount or when certain types of special leave such as jury service will incur more extensive periods).

All applications for Leave of Absence MUST be authorised by the employee's Line Manager and submitted in writing as soon as possible.

There may be exceptional circumstances where Leave of Absence is appropriate but falls outside of the scope of Appendix 1. In these circumstances the Line Manager will need to seek the authority of either the Town Clerk or the Mayor.

Where the maximum allowance for Leave of Absence has been exhausted the Line Manager may consider awarding Leave of Absence without pay and/or the possibility of agreeing a variation to normal working time.

### **COMPASSIONATE LEAVE**

Following bereavement of a family member (see Appendix 1) Leave of Absence is granted from date of death until funeral, should the employee wish to take the full allowance. This leave is paid and allows for time to make funeral arrangements.

Employees will also be eligible to apply for Compassionate Leave where they are required to deal with serious family illness or sudden distress of a family nature.

When assessing the length of Compassionate Leave consideration should be given to availability of annual leave, Time off in lieu (TOIL) accrued and/or agreement of a variation to normal working time.

The Council will consider applications for Additional Compassionate Leave for family bereavements which necessitate a funeral abroad or in the case of caring for a terminally ill dependant. Each case will be determined on an individual basis.

## **APPEAL**

Complaints against refusal for Leave will be dealt with through the Council's Grievance Policy.

Written April 2025

Adopted XXX

Review date April 2026

### **Appendix 1 – Bereavement or Compassionate Leave**

<b>Reason for Leave</b>	<b>Further details</b>	<b>Days Allowed</b>	<b>Approval Required</b>
Bereavement	Family bereavement – mother, father, mother-in-law, father-in-law, children, brother, sister, grandparent	From date of death to funeral up to a maximum of 10 days	Line Manager or Town Clerk
	Where the employee is the sole relative and is required to organise funeral arrangements	As above	
	Funeral of other relatives and close friends	Half a day plus essential travelling time	
	Unborn children: Loss of baby after 24 weeks pregnancy	Entitled to paid leave under the Maternity / Paternity Policy	
	Loss of baby prior to 24 weeks pregnancy – both parents	Up to 3 days	

### **Appendix 2 – Leave of Absence Guide**

<b>Reason for Leave</b>	<b>Further Details</b>	<b>Days Allowed</b>	<b>Other Conditions</b>
Personal medical appointments	Attendance at appointments relating to physical and mental health: doctors, dentist, chiropractors, hospital, specialists		Where possible appointment should be made outside of working hours. Where not possible time allowed plus reasonable travelling time. A copy of the Appointment Card/letter MUST be

Fertility Treatments		3 days paid leave and a period of agreed unpaid special leave, in any rolling 12-month period.	attached to the leave request.  The request is to be supported by evidence, from the employee's GP or consultant/specialist.
To take a dependant to medical appointments	Attendance at doctors, dentist, chiropractors, hospital		Where possible appointment should be made outside of working hours. Where not possible time allowed plus reasonable travelling time. A copy of the Appointment Card/letter MUST be attached to the leave request.
Domestic and personal emergency	Leave in order to deal with unexpected emergencies which are immediate, severe or tragic and to make necessary long term arrangements e.g. care of a dependant, critical illness, fire, theft, flood, child care issues.		Dependant on circumstances but no more than 2 days paid leave for each circumstance. Each case being dealt with on its own merits
Attendance at Court	Compulsory attendance at Court as a Juror or Witness not connected with work, or as a Plaintiff or Defendant		Time to attend Court
Training	Approved examinations to improve qualifications		1 day per examination made up of half day for study leave and half day for examination

	Degree ceremonies (including those for partner, children)		Maximum of 1 day
	Prize Distribution (including those for partner, children)		Maximum half day
Sporting, Cultural or Religious events	To represent at national or international events  To attend religious festivals on recognised occasions		Maximum 5 days according to individual circumstances  Reasonable time off allowed
Public Duties	Justice of the Peace  Military Training which cannot be held outside of working hours		Maximum 18 days per year  Maximum 2 working weeks
Moving House	Moving from one house to another		1 day