



## SPECIAL LEAVE POLICY (covering all employees)

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## **1. POLICY STATEMENT**

- 1.1 This Special Leave Policy sets out the Council's provisions for special leave, covering statutory entitlements and other forms of leave granted so that staff can deal with particular situations.
- 1.2 Staff have a statutory right to take a reasonable amount of time-off during working hours to deal with a number of situations including dependant-related **emergencies**.
- 1.3 The Policy also incorporates improvements to the statutory entitlements which have been agreed with the trades unions and reflects any terms contained in the various National Schemes of Pay and Conditions of Service which apply.
- 1.4 Therefore, this Policy also covers situations where staff may request time off and indicates, where granted, whether the leave is paid.

## **2. SCOPE**

- 2.1 This Policy applies to all Council employees.

## **3. APPLICATION**

- 4.1 The terms of the Policy will apply to employees on an individual basis unless otherwise stated. Part-time employees will have the leave entitlements applied pro-rata.#
- 4.2 It is an overriding principle that, in considering applications for leave under this Policy, the needs of the Council's services are properly considered. Employees should give as much notice of an application for leave as possible and be prepared to change appointment dates and times to help meet the needs of the service.
- 4.3 Employees can use annual leave and flexi leave, with their line manager's agreement, in place of any unpaid leave granted under the Policy. Service areas are expected to be supportive of applications for annual leave or flexi leave, which are requested at short notice for urgent family-care reasons.

## **4. DEFINITIONS**

- 4.1 Definitions covering all policy provisions can be found at [Appendix 1](#).

## STATUTORY LEAVE

### 5. UNPAID PARENTAL LEAVE

#### Statutory Entitlement

- 5.1 If you are a mother, a father, a guardian or an adoptive parent, you have a statutory right to take unpaid parental leave to care for a child in your care. The conditions for this are as follows:
- (i) you have 1 year's continuous service with the Council;
  - (ii) you are named on the child's birth certificate **or** you have or expect to have formal parental responsibilities for a child **and** can you provide evidence of that if you are asked for it;
  - (iii) your child must be under 5 or, in the case of adoptions, under 18 or have been placed with you less than 5 years ago, whichever is sooner;
  - (iv) your child qualifies for Disability Living Allowance and the leave is taken before their 18<sup>th</sup> birthday.
- 5.2 If you meet these conditions, you are entitled to a maximum of 18 weeks' unpaid leave for each child. The leave must be taken in blocks of whole weeks. The shortest amount of leave is one week, which can start on any day of the week i.e. if you start your parental leave on a Wednesday, you'll return to work the following Wednesday. The maximum leave you can take in any year is 4 weeks. You cannot take more than 13 blocks of leave in total.
- 5.3 If your child is entitled to Disability Living Allowance, you can take the leave in days rather than weeks. You can take up to 4 weeks in any year. There is no limit to the number of blocks of unpaid parental leave that you can take.
- 5.4 If you want to take unpaid parental leave, you will need to give your line manager a minimum of 21 days notice before the day you want your leave to start. If you do not give 21 days notice, your manager may not be able to agree that you can take your leave at that time, and it is at their discretion whether they allow the leave at that time or whether they postpone it.
- 5.5 Your manager **cannot postpone** unpaid parental leave if you are taking it immediately after maternity leave, adoption leave, maternity or adoption support leave, shared parental leave or at the time of an adoption.
- 5.6 If your leave will have too much of an impact on the workplace at the time you have requested it, your manager can postpone it. They can only do that once **and** only for up to six months.
- 5.7 If your leave is postponed, your line manager must do the following within 7 days from the date you gave them notice that you wanted to take your leave:
- (a) meet with you to discuss the postponement and confirm when the leave can be taken. This must be no later than 6 months after the original date you wanted the leave to start;

- (b) confirm in writing:
  - (i) the reason for the postponement; and
  - (ii) the new start and end dates of the equivalent period of unpaid parental leave that you and your line manager have agreed.

5.8 If you take unpaid parental leave, you generally have the right to return to the same job you were doing before you went on leave. This means on the same contract of employment and on terms no less favourable. "Job" also covers the nature of work you are employed to do and the capacity and place you are employed.

5.9 You cannot be dismissed or suffer any other detriment for asking or for taking unpaid parental leave.

5.10 Unpaid Parental Leave is separate and in addition to Shared Parental Leave.

## 6. LEAVE FOR THE CARE OF DEPENDANTS

### Statutory Entitlement

6.1 If you have dependants, you have a statutory right to take **reasonable unpaid leave** from work to deal with the following:

- (i) some **unexpected emergencies** affecting the care of a dependant; or
- (ii) to make arrangements for the care of a dependant (see [definitions - Appendix 1](#)).

### Council Enhancement

6.2 The Council has enhanced the statutory entitlement and may grant **paid leave** to employees who need to care for dependants in the following circumstances:

- (a) you are providing short-term, emergency assistance to a dependant who is ill or injured and is unable to look after themselves and no healthcare professional or other adult is available to provide that care;
- (b) you need to make arrangements for the provision of care for a dependant who is ill or injured; or
- (c) the care arrangements you have in place for a dependant are unexpectedly disrupted or brought to an end.

6.3 If your dependant is in hospital, you will not be entitled to paid leave to care for them because they are in the care of the hospital and there is no need for you to provide care.

6.4 Some children and adults have special care needs due to a medical condition or disability. Your line manager has discretion to approve paid or unpaid leave up to the maximum allowed, when they consider requests for leave to accompany a dependant for hospital treatment or appointments.

- 6.5 If you want to apply for paid leave for the care of a dependant, you must call your line manager as early as possible on the first day of absence and explain the reason for your absence, the relationship that you have with the dependant and how long you expect to be absent from work. If the absence lasts longer than one day, you must call your manager again on the second day and say how long you expect to be off and agree how often you will be in touch with work while the absence continues. Your manager will say whether they feel the circumstances meet the test for paid leave or whether it should be unpaid.
- 6.6 If your circumstances meet the criteria in 5.12 to 5.15 above, then you may be granted:
- (a) up to 5 working days' paid leave (pro rata for part-time employees) in any rolling 12-month period in the first instance; and
  - (b) reasonable unpaid leave.
- 6.7 All special leave for the care of dependents is granted at managers' discretion.
- 6.8 See also [extended unpaid leave for the care of dependents](#), below.

## **7. BREAKDOWN OF CARE FOR DEPENDENTS (INCLUDING INCIDENTS INVOLVING A CHILD AT SCHOOL)**

### **Statutory Entitlement**

- 7.1 There is a statutory entitlement to reasonable unpaid leave to deal with incidents involving children when they are at school and also when care arrangements for other dependents are unexpectedly disrupted or ended.

### **Council Enhancement**

- 7.2 If the care arrangements for your children or for any other dependant break down, you can have up to 1 working day's **paid** leave in any 12-month period, to give you time to make new arrangements. You may also get reasonable **unpaid** leave.
- 7.3 These provisions also apply if you have to respond to an unexpected incident involving a child during school hours e.g. an unexpected school closure or where a child has an accident at school.
- 7.4 All special leave relating to the care of dependents is granted at managers' discretion.

## **8. BEREAVEMENT LEAVE**

### **Statutory Entitlement**

- 8.1 There is a statutory entitlement to reasonable unpaid leave to cover normal working hours as a consequence of the death of a dependent.

## **Council Enhancement**

- 8.2 If a family member dies (see [definitions](#) at [Appendix 1](#)), your line manager has the discretion to grant **up to 5** working days' **paid** leave. Your line manager will consider the following:
- (a) whether the circumstances justify paid or unpaid leave to attend the funeral;
  - (b) whether you need to make funeral arrangements and/or deal with financial or legal issues which occur immediately around the time of the death; and/or
  - (c) the distance you will need to travel for the funeral (if you need to travel outside the UK, the absence may be part paid and part unpaid).
- 8.3 If a close friend dies, your line manager also has the discretion to grant **up to 5** working days' paid leave. In considering requests, line managers will take into account the points noted at 5.24 (a)-(c) above.
- 8.4 If there are special circumstances, additional **unpaid** leave may be granted for longer than 5 working days. Your line manager will consider these on a case-by-case basis, judging each on its own merits.
- 8.5 Bereavement leave is granted at managers' discretion.

## **9. JURY SERVICE**

### **Statutory Entitlement**

- 9.1 If employees are called for jury service, they have a statutory right to unpaid leave to cover the time they have been summoned to attend.

### **Council Enhancement**

- 9.2 If you are called for jury service you will get **paid** leave to cover the time you are in court.
- 9.3 While on jury service, you will get an attendance allowance. We will continue to pay you but your pay will be offset against the attendance allowance. This makes sure that you do not suffer a loss of earnings and that we recover our costs. Details on the process to follow in order to be paid can be found [on the Orb](#).
- 9.4 Granting leave for jury service is **not** at managers' discretion.

## **10. LEAVE FOR PUBLIC DUTIES**

- 10.1 The Council acknowledges the positive contribution that employees can make towards the functioning of public bodies and recognises that they may require time off work in order to perform these duties.

10.2 Examples of positions we consider to be public duties are:

- a justice of the peace;
- a member of a local authority other than the City of Edinburgh Council;
- a member of any statutory tribunal (e.g. Employment Tribunal, Children's Panel etc);
- a member of a health board;
- a member of a NHS trust;
- a member of a school or college council or body of a central institution or college of education;
- a member of a school board

### **Statutory Entitlement**

10.3 Employees who are required to carry out public duties as noted above are entitled to reasonable unpaid leave to cover the time they need to perform those duties, subject to service requirements.

### **Council Enhancement**

10.4 Council employees are entitled to up to 208 hours of **paid** leave per year to carry out public duties. This will be pro rata for part-time staff. Any earnings, successful claims for loss of earnings or expenses claimed from the statutory body will be offset against your salary.

10.5 If employees have used their allowance of paid leave for public duties, there is an entitlement to reasonable **unpaid** time off.

10.6 If you are thinking about undertaking public duties, you should speak to your manager about this. If you are appointed, you should confirm this to your manager together with an indication of amount of time off you are likely to ask for. You will also need to provide evidence that you have been appointed by providing your appointment letter. All requests for time off should be made with as much advance notice as possible.

## **NON-STATUTORY LEAVE**

### **11. EXTENDED UNPAID LEAVE FOR THE CARE OF DEPENDANTS**

#### **Council Agreed Enhancement**

11.1 The Council have agreed that employees who have exhausted their entitlement to leave for the care of dependents may take up to a year's unpaid leave. Employees may also agree temporarily revised working arrangements for up to one year. Both options are at managers' discretion.

#### **Extended Unpaid Leave**

11.2 If a dependant (see [definitions](#) - [Appendix 1](#)) is seriously ill, and you have already exhausted your entitlement to [leave for the care of dependants](#), you can take up to a year's unpaid leave, if agreed with your manager. You can take up to 2 periods of extended unpaid leave under this provision provided there is at least 3 years service between the first and second period of leave. Normally, you will only get 2 periods of leave under this provision, even if each period of leave is less than a year.

11.3 If you apply for an extended period of unpaid leave under this provision, you will need to include a statement from your dependant's doctor saying how long you will need to look after your dependant. If you have to pay for the doctor's report, then you will have to meet that cost yourself.

11.4 If you are granted unpaid leave under this provision, you will have to agree to contact your manager on at least a monthly basis. Your line manager will keep you informed of any changes in your workplace during your absence.

11.5 If there is a change in your circumstances, then you might want to return to work earlier than you had agreed. If you do, then you will have to give your manager at least 21 days' notice. Your manager may allow you to return without that length of notice but that is a matter for them to decide.

11.6 When you return to work, you have the right to return to the same job you were doing before you went on leave. This means on the same contract of employment and on terms no less favourable. "Job" also covers the nature of work you are employed to do and the capacity and place you are employed.

#### **Temporary Change to Working Hours**

11.7 If you do not want to take a long period of unpaid leave to care for your dependant, you can ask to temporarily reduce or re—arrange your hours. Changes agreed under this provision cannot go on for longer than 1 year. All requests will be considered sympathetically but decisions will be made on the needs of the service. If your hours are reduced, your salary will be adjusted accordingly.



## 12. PLANNED HEALTHCARE FOR A CHILD UNDER 5

12.1 If you are a parent (see [definitions - Appendix 1](#)), you may be required to accompany your child to childcare clinics or to doctors' appointments for developmental check-ups and inoculations in the first 5 years of the child's life.

### **Council Agreed Enhancement**

- (a) up to 5 working days' **paid** leave before your child's 5<sup>th</sup> birthday; and
- (b) up to 5 working days' **unpaid** leave before your child's 5<sup>th</sup> birthday.

12.2 You should only ask to take this leave if no-one else is able to take the child to the appointment for you. Leave will only be granted if it does not impact negatively on the needs of the service. You will also have to provide evidence that the appointments are taking place.

12.3 This leave is granted at managers' discretion.

## 13. FOSTER CARER LEAVE

### **Prospective Foster Carer – Council Agreed Enhancement**

13.1 Up to a **maximum** of 3 working days' **paid** leave to cover the preparation and assessment process to be registered as foster carers.

13.2 You must give reasonable notice when you want to take the leave and provide your manager with evidence that the meetings and appointments are taking place.

### **Accepted Foster Carer – Council Agreed Enhancement**

13.3 Up to 1 working day's **paid leave** and up to 4 working days' **unpaid leave** in any 12-month period.

13.4 This time is to be used to attend urgent meetings about the placement of a child. Your line manager can agree to more unpaid leave to care for a placed child, at their discretion.

13.5 All foster carer leave is granted at managers' discretion.

## 14 LEAVE FOR RESERVISTS

14.1 Leave for reservists covers leave for members of the Royal Naval Reserve, the Royal Marines Reserve, the Territorial Army or the Royal Auxiliary Air Force and, for ex-regular service personnel, the Royal Fleet Reserve, the Army Reserve or the Air Force Reserve. Collectively, this group is known as reservists.

14.2 If you are a Reservist, you may get special leave to cover the compulsory annual training you are obliged to do. Leave requests are subject to your line manager's discretion and the needs of the service.

### **Compulsory Training**

14.3 Reservists are obliged to attend either:

- (i) an annual training camp; or
- (ii) refresher training (if you are a member of the High Readiness Reserves).

### **Council Enhancement**

14.4 Employees required to attend compulsory training events may be granted **paid** leave to cover the time they attend the event. This will either be one week or two weeks.

14.5 As training is paid by the Reserve Forces, we will deduct the amount you receive from your Council salary.

14.6 If you want time off to attend compulsory training in addition to that mentioned at 5.54 above, you should cover that with annual leave or flexi leave, in the first instance. Alternatively, line managers can grant **unpaid** leave, if the needs of the service allow.

### **Call-Out for Service**

14.7 If you get a call-out notice for service, you will normally be granted **unpaid** leave for the duration of the call-out. This includes call-out notices for service in the High Readiness Reserve.

### **Voluntary Training or Voluntary Duties**

14.8 Reservists may also be asked to volunteer for either:

- (i) additional training; and/or
- (ii) additional duties as a Reservist on a full-time or a part-time basis.

14.9 Where the duties or training are voluntary, only **unpaid** leave can be granted and only where the needs of service allow the time off to be approved.

## **15. ATTENDING COURT AS A WITNESS**

### **Criminal Cases**

15.1 If you have been called as a witness by the Council, then your time away from work will be treated as part of your normal duties.

## **Council Enhancement**

- 15.2 If you have been called as a witness by anyone other than the Council, whether for the defence or the prosecution, then you will be granted **paid** leave to attend court.
- 15.3 As a witness in a criminal trial, you may be able to claim back expenses from the Court. Any payment for loss of earnings will be offset against your salary.

## **Civil Cases**

- 15.4 If you are called as a witness in a civil case, you will have to cover the time you need with either annual leave, flexi-leave or unpaid leave. If you receive any sort of allowance, there will be no offset against your salary, as you will be appearing in court in your own time.

## **16 LEAVE FOR VOLUNTARY WORK**

- 16.1 The Council acknowledges the positive contribution that employees can make towards the functioning of public and voluntary bodies and recognises that they may require time off work in order to perform these duties.

- 16.2 Examples of voluntary activities are:

- retained fire-fighter (NB payment received for call-outs);
- special constable;
- a member of a consumer council (e.g. public utilities);
- a member of a community council;
- a member of a tenants or residents association;
- a member of a body recognised by the Council for the purposes of community consultation.

- 16.3 Voluntary activities should normally be done in the employee's own time. Where an employee asks for leave for voluntary duties, the request will be considered against the needs of the service at the time and any leave agreed will be **unpaid**.

## **17 LEAVE TO TAKE PART IN SPORTING EVENTS**

### **Council Enhancement**

- 17.1 Employees are entitled to reasonable **paid** time off to participate in amateur sporting events if:

- a) they are competing in an event; **or**
- b) they are officiating at an event; **and**
- c) the event is at national or international level.

- 17.2 Leave to take part in sporting events is granted at managers' discretion. Any request will be considered against the needs of the service. The manager should also consider:

- a) the amount of special leave requested;
- b) whether the leave is for a single period or for separate blocks of time;
- c) how much special leave the employee has already had for this purpose;
- d) how much annual leave the employee has left and their willingness to use annual leave to cover these sort of events; and
- e) the amount of time off the employee has had for other purposes.

17.3 When the employee makes a request for leave, they must provide written confirmation from the sporting body that they will be participating or officiating at the event.

17.4 Managers can agree to meet the request by allowing a mixture of annual leave, flexi-leave, paid leave and unpaid leave to cover the time.

## **18. LOCAL AGREEMENT**

18.1 This document is a local collective agreement between the Council and the recognised Trade Unions. Every effort will be made by both parties to ensure that this document will be maintained as a local collective agreement and adjusted by agreement to meet changing future needs. In the event of failure to reach agreement, both parties reserve the right to terminate this local agreement by giving four months notice in writing. In such circumstances, the terms of the local agreement will cease to apply to existing and future employees.

## DEFINITIONS

TERM	MEANING
Continuous Service	Means continuous service with the City of Edinburgh Council (or its predecessors) or any local authority or employer to which the <i>Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 (as amended)</i> applies.
Dependant	A dependant can be: your spouse; your partner; a child of yours who is under 18 <b>and</b> lives with you; a parent; some other person who lives with you as part of your family (excluding tenants, lodgers, flat-mates or boarders); or some other person who depends on you: <ul style="list-style-type: none"> <li>(a) for short-term assistance in the event of illness or injury; or</li> <li>(b) to make arrangements for the provision of care in the event of illness or injury.</li> <li>(c)</li> </ul>
Family Member	To be determined by the service area director having regard to the nature of the relationship which the person has with the employee and the circumstances prevailing in each case. It is recognised that close friends may be covered by this definition, including former work colleagues of the City of Edinburgh Council (or its predecessors).
Nominated Carer	A person nominated by the mother or adopter to assist in the care of the child and to provide support to the mother or adopter at or around the time of the birth or adoption placement.
Parent	Is a child's mother, father, guardian, foster carer or some other person with parental responsibility.
Partner	Is a person (whether of a different sex or the same sex) who lives with the mother or adopter and the child in an enduring family relationship but is not a relative (e.g. parent, sister/brother, aunt/uncle etc).
Serious Illness of a Dependant	Is defined as an illness or injury of a dependant which requires an employee to be absent from work for an extended period exceeding 10 working days in any 12-month period in order to provide care which is not available from either a health professional or another adult.
A week's pay	If your pay does not change with the amount of work done over the period, a week's pay is the amount the Council pays the employee under their contract of employment for working their normal hours in a week. Where there are no normal working hours, a week's pay is the average pay over the 12 weeks before the date on which the last complete week ended, excluding any week where the employee did not get any pay.

## SUMMARY OF LEAVE PROVISIONS

## STATUTORY LEAVE

## 1. UNPAID PARENTAL LEAVE

Statutory Entitlement: Maternity & Parental Leave etc. Regulations 1990 (Part III, sections 13-16)	Qualifying Conditions	At manager's discretion?	Council Enhancement	Total Paid Entitlement	Total Unpaid Entitlement
<p>Births:</p> <ul style="list-style-type: none"> <li>- 18 weeks to be taken before the child's fifth birthday;</li> <li>- maximum of 4 weeks in any one year;</li> <li>- minimum block of leave is 1 week;</li> <li>- maximum of 13 blocks in total.</li> </ul> <p>Adoptions:</p> <ul style="list-style-type: none"> <li>- 18 weeks to be taken before the child's 18<sup>th</sup> birthday or before the 5<sup>th</sup> anniversary of their adoption, whichever is soonest;</li> <li>- maximum of 4 weeks in any one year;</li> <li>- minimum block of 1 week;</li> <li>- maximum of 13 blocks in total.</li> </ul> <p>Child Qualifying for Disability Living Allowance:</p> <ul style="list-style-type: none"> <li>- 18 weeks to be taken before the child's 18<sup>th</sup> birthday;</li> <li>- leave can be taken in single days;</li> <li>- maximum of 4 weeks in any one year;</li> <li>- no maximum total blocks of leave.</li> </ul>	1 year's continuous service with CEC	No	N/A	N/A	As statutory entitlement

## 2. LEAVE FOR THE CARE OF DEPENDANTS

Type of Leave	Statutory entitlement: Employment Rights Act 1996 (57A)	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to care for a dependant (see <a href="#">definitions</a> )	Reasonable unpaid leave.	Up to 5 working days paid leave in any 12-month period. This can be taken in hours.	Reasonable unpaid leave	Employee must contact their line manager on 1 <sup>st</sup> and 2 <sup>nd</sup> days of absence to confirm length of absence and agree frequency of contact during absence.	Yes.

## 3. BREAKDOWN OF CARE ARRANGEMENTS AND INCIDENTS INVOLVING A CHILD AT SCHOOL

Type of Leave	Statutory entitlement: Employment Rights Act 1996 (57A)	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to arrange alternative care where normal care arrangements break down or to respond to incidents involving a child at school	Reasonable unpaid leave.	Up to 1 working day's paid leave in any 12-month period. This can be taken in hours.	Reasonable unpaid leave	Employee must be parent or main carer of the child.	Yes

## 4. BEREAVEMENT LEAVE

Type of Leave	Statutory entitlement: Employment Rights Act 1996 (57A)	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave where a family member of close friend dies (see <a href="#">definitions</a> ).	Reasonable unpaid leave.	Up to 5 working days paid leave	Reasonable unpaid leave	None.	Yes

## 5. JURY SERVICE

Type of Leave	Statutory entitlement: Employment Rights Act 1996 (50)	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to attend court as a jury member to cover the duration of the case being heard.	Unpaid leave to cover the time needed to attend court.	Leave to cover the time needed to hear the case. Attendance allowance offset against salary.	None.	Must produce the jury citation form.	No.

## 6. LEAVE FOR PUBLIC DUTIES

Type of Leave	Statutory entitlement: Employment Rights Act 1996 (50)	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to cover work that is considered to be <a href="#">a public duty</a> .	Reasonable unpaid leave.	Up to 208 hours paid leave per year to cover work considered to be public duties.	Reasonable unpaid leave if paid leave is exhausted.	Must produce proof of appointment/election/membership of public body.	Yes.

## NON-STATUTORY LEAVE

### 1. EXTENDED UNPAID LEAVE FOR THE CARE OF DEPENDANTS

Type of Leave	Statutory entitlement:	Council Enhancement		Qualifying Conditions	At manager's discretion?
An extended period of unpaid leave to care for a dependant	None.	None.	Up to 1 year's unpaid leave on up to 2 occasions with three years' continuous service between each period of leave.	Must have exhausted entitlement to leave for care of a dependant.	Yes
Reduced or changing working hours temporarily to care for dependant	None.	None.	This is a temporary period and must not exceed 1 year.	Employee must provide statement from dependant's medical practitioner indicating that the employee is needed to provide care to their dependant.	Yes

### 2. PLANNED HEALTHCARE OF A CHILD UNDER 5

Type of Leave	Statutory entitlement	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to take a child to post-natal clinics for routine developmental check-ups and inoculations etc.	None.	Up to 5 working days paid leave during first 5 years of child's life. If both parents work for the Council, they can share the 5 days. This can be taken in hours.	Up to 5 working days unpaid leave	The employee is a care provider for the child and no other adult is available to accompany the child.	Yes



**3. FOSTER CARER LEAVE**

Type of Leave	Statutory entitlement	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
(i) Leave for prospective foster carers to cover preparation and assessment process to become registered.	None.	Up to 3 working days paid leave. This can be taken in hours.	No unpaid element.	Reasonable notice where practicable. Evidence of meeting also to be provided.	Yes
(ii) Leave for foster carers to attend urgent placement meetings	None.	Up to 1 working day's paid leave in any 12-month period. This can be taken in hours.	Up to 4 working days unpaid leave.	Reasonable notice where practicable. Evidence of meeting also to be provided.	Yes

**4. LEAVE FOR RESERVISTS**

Type of Leave	Statutory entitlement	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave for reservists to attend compulsory training and/or voluntary duties.	None.	Up to 2 weeks' leave to attend annual compulsory training; attendance allowance offset against salary;	Leave to take part in voluntary duties or call-out for service.	Employee must prove membership of a reservist force and provide written confirmation of the dates that they have to attend.	Yes

**5. ATTENDING COURT AS A WITNESS – CRIMINAL CASES**

Type of Leave	Statutory entitlement	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to attend court as witness in a criminal case.	None.	Enough leave to cover the time needed to appear as a witness.	None.	Must produce the citation form.	No.

**6. ATTENDING COURT AS A WITNESS – CIVIL CASES**

Type of Leave	Statutory entitlement	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to attend court as witness in a civil case.	None.	None	Enough leave to cover the time needed to appear as a witness.	Must produce the citation form.	Yes.

**7. LEAVE FOR VOLUNTARY WORK**

Type of Leave	Statutory entitlement	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to cover time spent on voluntary work	None.	None.	It is expected that employees will do voluntary work in their own time. However, if an employee requests unpaid time off to do voluntary work, this should be treated sympathetically, in line with business needs.	Must provide written proof that they are required to do voluntary work during their normal working hours.	Yes.

**8. LEAVE TO TAKE PART IN SPORTING EVENTS**

Type of Leave	Statutory entitlement	Council Enhancement		Qualifying Conditions	At manager's discretion?
		Paid	Unpaid		
Leave to participate in or officiate at national or international sporting events.	None.	Reasonable paid leave, covering the time needed to participate with some consideration given to time needed for travel, with consideration given to the needs of the services.	Reasonable unpaid leave with consideration given to the needs of the service	Must provide written proof that they are required to participate or officiate.	Yes.