

## Leave Policy

Prepared by	Corporate Manager
Policy created	June 2012
Date of last review	August 2021
Date of current review	May 2025
Date of next review	May 2025
Reviewed by	Audit & Business Sub-committee

Corporate Fit	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

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Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

## Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

## Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

## Strategic Direction

**Consolidation and improvement:** Applicable to our core business as a landlord & property manager.

**Growth:** Through the new build opportunities, we are taking forward.

**Partnerships:** Where this can help to address shared goals and increase capacity and value.

**Resilience:** A key priority across all parts of our business.

## Strategic Objectives

**Services:** Deliver quality, value for money services that meet customers' needs

**Homes & neighbourhoods:** Provide quality homes and neighbourhoods.

**Assets:** Manage our assets well, by spending wisely.

**Communities:** Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

**Our people:** Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

**Leadership & Financial:** Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

## Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

## Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

## Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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## 1. Introduction

- 1.1. We are committed to developing and maintaining working arrangements that enable staff to achieve a better work/life balance. To support of this commitment, we have developed a range of enhanced and additional leave options to help employees take time away from work.
- 1.2. Whilst some these additional leave options are not a contractual entitlement, requests from employees will be considered sympathetically and statutory entitlements will be observed. This policy sets out the framework within which requests for leave will be managed and agreed.
- 1.3. Requests, above the statutory minimum, are subject to the varying demands of the service and subject to management discretion. The provisions made within the policy apply to all employees (excludes workers) irrespective of job role and grade. Provisions may be pro-rata based on hours or work.

## 2. Purpose & scope

- 2.1. Leave entitlement needs to be a key part of the infrastructure of the years planning for each department within the Association, therefore appropriate procedures must be followed to ensure a balance between operational efficiency and reasonable access to leave. We need to ensure that the implementation of such arrangements do not have a detrimental impact on the level of customer service we provide or on any individual employee.
- 2.2. The aim of this policy is to provide a framework to ensure all employees arrange their leave in an organised and structured way whilst remaining clear, transparent and fair to all concerned. All planned leave should be taken each year at times mutually agreed between the line manager and the employee, considering operational needs. We are aware that circumstances may arise out with this framework and those instances will be dealt with on a case-by-case basis.
- 2.3. For all planned leave (annual, flexi, toil and some special leave), employees must obtain agreement of their manager and provide adequate notice for leave requests in order to ensure adequate service is maintained. Requests will not automatically be granted where service levels can't accommodate. Short notice leave requests will not be routinely granted (i.e. same day leave requests) except in exceptional circumstances, due to the disruptive nature of these requests. Managers will prioritise the needs of the service when such requests are made. Leave will not be granted as a replacement for sick leave.
- 2.4. The policy covers the following leave (which can be both paid and unpaid):
  - Statutory
  - Enhanced contractual (employee benefit above the statutory level)
  - Enhanced non-contractual / non-statutory (additional employee benefit)
- 2.5. The policy does not cover:
  - sickness absence – further information can be found in our Managing Attendance Policy.
  - flexible working – further information can be found in our Right to Request Flexible Working Policy.
  - family leave (i.e. maternity, paternity, adoption, parental, or shared parental leave) – further information can be found in the relevant Terms & Conditions section.

### 3. Definitions

- 3.1. Working week: A working week is the normal pattern for that employee or post. For standard full-time work patterns, a working week will be considered as 5-days Monday to Friday, 7-hours per day (35-hours per week). For part-time employees, a working week will be based on their normal working week and contractual hours (e.g. 17.5hours per week). When allowances are detailed in days, a part-time employee will be entitled to a pro-rata proportion of the allowance.
- 3.2. Annual Leave: is the total contractual leave entitlement for an employee for the leave year. This is inclusive of bookable holidays and set holidays (public / general holidays).
- 3.3. Leave payments: are made on the employee's basic remuneration, including any regular allowances or payments made to employees whose terms of employment provide that they must, each month, work hours in excess of the usual hours (and for which overtime payment is made as a regular addition to salary). Payments will only be made for hours that fall within the employees standard hours of work.
- 3.4. Unpaid leave: is where the relevant number of days / hours is deducted from an employee's monthly salary. As standard, these days are deducted as and when they occur. However, an employee may request a more phased approach to allow for financial impact to be reduced:
- Where unpaid leave is pre-planned (i.e. for an elective medical treatment) an employee can request a phased approach to this deduction in advance of the leave agreed.
  - Where unpaid leave is for an emergency situation, an employee can request a phased approach upon their return (where the unpaid leave is not excessive). Where an employee fails to return to work, full deduction of the hours due will be made in their final salary.
- 3.5. Dependant: A dependant is someone who depends on you for general support care. However, they do not require regular day to day support. This may include a child or partner who lives within the same household, on a regular basis.
- 3.6. Carer: A carer is anyone who looks after a family member, partner or friend who needs long-term care because of their ongoing illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.
- 3.7. Immediate relative: An immediate relative are parents, partner and children, who have an ongoing active relationship with the employee (i.e. defined as someone who relies on the employee in a day-to-day situation, to provide physical or emotional support).
- 3.8. Relative: A relative can be parents-in-law, siblings, uncles, aunts, grandparents, and step relatives, who may be related to the employee but does not have an active ongoing relationship (i.e. does not rely on the employee in a day-to-day situation).
- 3.9. Partner: Partner includes couples who are: married, living together or in a civil partnership. It also includes same-sex or same-gender couples.

## 4. Annual Leave

### 4.1. Responsibilities

**Employees** are responsible for ensuring they take their annual leave evenly throughout the leave year (in line with the leave request process), to ensure that they use their entitlement, and maintain a positive work-life balance. Employee must accurately record their annual leave in the Association's time and attendance system. Employees should consult with the team prior to requesting leave.

**Line Managers** are responsible for approving and declining requests (taking into consideration service level cover requirements). Where multiple requests are received for the same period of time, they will be dealt with on a first come basis. Managers will monitor annual leave levels, outstanding balances and discuss with the employee, as and when required.

### 4.2. Entitlement

Based on a 5-day 35-hour week (standard full-time), statutory annual leave entitlement is 28-days per year (5.6 weeks). We enhance this leave entitlement to 40-days per year (8-weeks), inclusive of public holidays. Part-time employees will receive a proportion of this entitlement based on their contractual hours.

### 4.3. Leave year

The annual leave year will run from 1 April to 31 March. Employees will be given their full entitlement for the year on the 1 April each year, based on the assumption that an employee will work for the full year.

### 4.4. Public holidays

The Association recognises 15 public holidays. These are set at the beginning of each leave year and taken from the overall annual leave entitlement to leave the remaining bookable annual leave for employees. They are:

- Good Friday & Easter Monday
- First Monday in May
- Monday on or after the 24 May and preceding Friday
- Third Monday in July and preceding Friday
- Last Monday in September and preceding Friday
- Christmas Day, Boxing Day & 27 December (or equivalent workday)
- New Year Day, 2 January & 3 January (or equivalent workdays)

For part-time employees, only public holidays that fall within their working week will be deducted from their annual leave balance. These public holidays cannot be exchanged for any other type of leave.

### 4.5. Carry-over

Where an employee is unable to take their leave within the holiday year for legitimate business reasons (circumstances outwith their control) a maximum of 5-days carry over can be approved by their line manager. Where leave is not taken, and there are no mitigating circumstances, carry over may be lost or days allocated by your line manager.

### 4.6. Sickness carry-over

Where an employee is unable to take their leave within the holiday year due to long-term sickness, the annual leave balance will be carried forward to the next leave year. Where the sickness has been longer than 6-months, we may reduce the annual leave entitlement for the leave year to the statutory minimum.

4.7. Sickness when on annual leave

Where an employee is sick on an annual leave or public holiday, they may request the day back provided they supply a fit note to cover the absence period.

4.8. New starts

If an employee joins after 1 April, we will calculate your entitlement on the assumption that your employment will continue for the rest of the annual leave year.

4.9. Leavers

Where an employee stops working for us during the annual leave year, their entitlement is based on the period of the annual leave year which was worked. If more leave has been taken that the recalculated entitlement, a deduction will be made from the employee's final salary payment. Where an employee is unable to take all their leave entitlement prior to leaving, a payment of the outstanding balance will be made to the employee's final salary.

4.10. Annual leave requests

An employee must ensure that all annual leave requests must be processed through the Association's time and attendance system. Annual leave can be requested in blocks of full or half days only. In addition to point 2.3, employees should consider the following timescales for requests to ensure requests are processed in a timely manner:

Requests for more than 1-week	Recommended 2-week notice period
Requests for less than 1-week	Recommended 48-hour notice period

For leave requests longer than 3-weeks, requests should be discussed with the relevant Director prior to any approval given.

4.11. Christmas Closure

Each year the Management Committee consider the option of office closure over Christmas period. To accommodate this closure, employees will be required to use annual leave for up to 2-days (depending on their work pattern). Where an employee has excessive flexi or TOIL they may request to use this balance to support an office closure.

**5. Flexi leave**

5.1. We operate a flexi time scheme to support an improved work-life balance of our employees. The scheme allows for greater flexibility with start, finish, and lunch times. Our standard operating hours are 9am to 5pm (within 1-hour unpaid lunch break to be taken between 12noon and 2pm). Where your contractual hours differ, this will be detailed in your contract of employment letter.

5.2. The scheme is designed to bring flexibility to working hours and not continually have excessive credit or debit flexi balances. Misuse of the scheme in this manner may require further investigation (in line with the Disciplinary Policy) and could potentially lead to the removal of the scheme for the employee. Examples this type of misuse may include:

- consistently building flexi time in order to take full/half day flexi leave.
- consistently carrying an excessive negative balance (e.g. more than 1-working day).

5.3. The scheme is a non-contractual benefit and may be changed or suspended to support the business needs of the Association.

#### 5.4. Responsibilities

**Employees** are responsible for ensuring they manage their work within a 35-hour working week and avoid the excessive build up of additional hours (flexi). Where employees find themselves continually building an excess of hours, they should discuss this with their line manager (e.g. workload levels etc.). Employee must accurately record their working times in the Association's time and attendance system (including any relevant adjustments).

**Line Managers** are responsible for approving and declining requests (taking into consideration service level cover requirements and flexi balances) and adjustments. Managers will monitor flexi time levels and usage (i.e. flexi leave taken), discussing any concerns with employees as soon as they arise.

**Everyone** is responsible for ensuring that adequate cover is in place, within their team, before using the flexi time scheme. Managers should agree within their team the expectation of requesting and using the flexi time scheme (e.g. process of requesting to leave early or start late). These expectations should include minimum expected staffing levels during the day (including lunch breaks).

#### 5.5. Standard Parameters

The standard operating parameters are detailed below. These are in place to ensure adequate service cover is available during a standard working day (i.e. to ensure minimum staffing requirements).

- Start time flexible window from 08.00 to 10.00.
- Finish time flexible window from 16.00 to 18.00.
- Lunch time flexible window from 12.00 to 14.00 (minimum mandatory break of 30-mins)
- Flexi period will run every 4-weeks.
- Flexi credit cut off in a flexi period is 14-hours (pro-rata based on contractual hours).
- Flexi debit cut off in a flexi period is 10-hours (pro-rata based on contractual hours).
- Maximum of 2 full flexi leave days in a flexi period (pro-rata based on contractual hours).

#### 5.6. Change to standard parameters

An employee may request a change to the standard operating parameters on an ad hoc basis with their line manager. These should not be used for a contractual change but to support the employee for a short period of time. For example:

- Attendance at appointments – late start, early finish, or change in lunch period can allow more flexibility for employees attending appointments.
- Reduction in excess time – change to start and end times (i.e. 15.00 finish) can allow for more flexible approach to managing flexi balances (i.e. where full or half day flexi leave would be more disruptive to the team).

#### 5.7. Flexi balance carry-over

Where an employee has a **debit (negative)** flexi balance more than the allowed cut off above (point 5.5), their balance will be continued into the next 4-week flexi period where they will be expected to clear this negative balance or reduce significantly. If an employee is unable to make a significant impact, annual leave may be used to clear a balance.

Where an employee has a **credit (positive)** flexi balance more than the allowed cut off above (point 5.5), their balance will be automatically reduced to the defaulted cut off allowance. Where the excess in hours relates to a specific piece of work or project assigned (in addition to the employee's normal working week), carry over may be granted for the next flexi period by the employee's line manager but only one carry over will be granted (and the employee must make a significant impact on their balance within that period).

5.8. Leavers

An employee must ensure that they have a 'zero balance' (i.e. no excessive credit or debit) when they leave the Association. Where an employee has an excessive negative balance, the Association may make a deduction from the employee's final salary payment to cover the relevant hours.

5.9. Flexi leave requests

An employee must ensure that all flexi leave requests must be processed through the Association's time and attendance system, in line with point 2.3. Flexi leave can be requested in blocks of full or half days as standard. Exceptions may be made in line with point 5.6.

6. **Time off in lieu (TOIL)**

6.1. We operate a TOIL scheme for any hours worked outside an employee's contractual hours (and out with the flexi scheme window of 08.00 to 18.00). TOIL must be mutually agreed in advance, with the employee and line manager, for a legitimate business reason (e.g. evening meetings). There is an expectation that TOIL should be taken within 12-weeks of accrual.

6.2. Responsibilities

**Employees** are responsible for accurately recording any TOIL gained and taken in the TOIL Log (appendix 4). TOIL can only be accrued in a minimum of 30-minute increments. TOIL leave requests should also be submitted via the Association's time and attendance system.

**Line Managers** are responsible for approving and declining requests (taking into consideration service level cover requirements and TOIL balances).

6.3. Leavers

An employee must ensure that they have a 'zero balance' when they leave the Association. Where an employee is unable to use their remaining balance, for legitimate business reasons, payment at single time will be made for the remaining hours.

6.4. TOIL leave requests

An employee must ensure all TOIL leave requests are processed through the Association's time and attendance system, in line with point 2.3, and TOIL log updated (and authorised by line manager). Under no circumstances should negative TOIL situations arise, whereby employees take TOIL before they have accrued it. TOIL requests can be made in hourly blocks.

6.5. Overtime arrangements

Where agreed in advance, additional hours worked in line with the TOIL scheme can be paid via our overtime arrangements. Further information can be found in the Terms and Conditions of employment.

## 7. Special Leave

- 7.1. We operate a special leave scheme to help support employees with a range of difference absence reasons. These absences can be: (1) paid or unpaid, (2) planned or unplanned, and (3) for celebratory, legal, or emergency situations.
- 7.2. Special leave requests will not be automatically granted. They will be considered in relation to the individual circumstances and needs of the Association (e.g. staff levels). Paid special leave may be limited to three occasions in a rolling year where excessive requests are received for one particular type (e.g. emergency dependant leave). Special leave may also be extended on an unpaid basis.
- 7.3. Special leave may be granted in smaller blocks of time (i.e. hourly blocks) to accommodate specific requirements (i.e. attendance at appointments).

### 7.4. Responsibilities

**Employees** are responsible for accurately requesting special leave through completion of a special leave form (appendix 3), as soon as reasonability possible.

**Line Managers** are responsible for approving and declining requests, based on the circumstances of the request and discussion with employee. All special leave forms (either approved or declined) should be saved in the employee's personnel file.

- 7.5. Building on the guide detailed in the Terms and Conditions (A10), we have further clarified the categories of special leave available to employees, these can be found in appendix 2.

## 8. Jury Duties & Witness Citations

### 8.1. Attendance

When an employee receives a summons for jury duty, they should inform their line manager of the potential dates and follow the instructions for attendance outlines in their summons. Where an employee is required to attend the court, leave will be granted. However, where attendance at court is not required or delayed, they employee should return to work.

### 8.2. Selection

When an employee is selected for jury duty, they should update their line manager with the potential timeframe. Leave will be granted for the duration of the jury service. Where an employee is dismissed from jury service they must return to work.

### 8.3. Unpaid leave

Any time away from work for jury service is classed as unpaid leave. However, to ensure our employees are not negatively impacted by this we will delay making salary deductions until the employee can complete the relevant loss of earnings claim.

### 8.4. Loss of earnings

Employees should complete (1) Jury Expenses Claim Form and (2) Jury Service Certificate of Loss or Earning Form. Upon completion they should be passed to the finance team to allow for relevant loss of earnings to be updated and a copy held on their payroll file. Net salary costs provided on the Jury Service Certificate of Loss or Earning Form, will be deducted from the following month's salary. Employees are responsible for making the relevant claims to the court in a timely manner.

### 8.5. Professional Witness

Where an employee is called as a witness on behalf of the Association (i.e. as a result of working for the Association), the same process will be followed as above (for jury service). In other cases, leave without pay will be granted and the employee should seek loss of earnings from the person asking them to be a witness.

## **9. Learning & Development**

- 9.1. Time off with pay will be granted for training, conferences, seminars, etc., approved by an employee's line manager. Where mandatory learning falls out-with an employee's standard work pattern and there is no suitable alternative to attend, time off in lieu may be granted for the learning time. An employee should seek agreement in advance with their line manager.
- 9.2. Qualification Support  
Where an employee is receiving sponsorship for a qualification, additional paid time off may be agreed with the employee and their line manager for day release, attendance at exams and study leave (time will mirror the expected duration of the exam). Agreement for time off will be made at the time of discussion qualification support. Any additional time requested above this initial agreement can be made at manager's discretion.
- 9.3. Further information about learning and development leave can be found in the Learning and Development policy.

## Appendix 1 – Equality & Human Rights Impact Assessment

<b>Policy</b>	Leave Policy		
<b>EIA Completed by</b>	Corporate Manager	<b>EIA Date</b>	Jan 2025
<b>1. Aims, objectives, and purpose of the policy / proposal</b>			
To provide a framework to ensure all employees arrange their leave in an organised and structured way whilst remaining clear, transparent and fair to all concerned.			
<b>2. Who is intended to benefit from the policy / proposal?</b>			
All employees.			
<b>3. What outcomes are wanted from this policy / proposal?</b>			
For all employees and managers to have a clear understanding of their leave benefit and how to take advantage of these.			
<b>4. Which protected characteristics could be affected by proposal?</b>	<input type="checkbox"/> Age	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Religion or belief
	<input type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Sex
	<input type="checkbox"/> Race	<input type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
<b>5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.</b>			
Leave entitlement is the same for every employee.			
<b>6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4</b>			
<b>7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).</b>			
<b>8. Consider the impact and actions to be considered for the following Human Right articles:</b>			
<b>Article 6: Right to a fair trial</b>			
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.			
Impact: None	Actions:		
<b>Article 8: Right to respect for private life, family life &amp; the home</b>			
Everyone has the right to access and live in their home without intrusion or interference.			
Impact: None	Actions:		
<b>Article 14: Prohibition of discrimination</b>			
Everyone has equal access to the other rights contained in the Human Rights Act.			
Impact: None	Actions:		

## Appendix 2 – Special Leave Categories

### Category 1 - Bereavement

**Parental bereavement:** Statutory Parental Bereavement Leave is for parent who lose child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy, and is payable at the statutory rate. This leave can be taken in blocks of 1 or 2 working weeks, up to one year after the child's death. The Association has enhanced this to full pay for the 2 working weeks paid Parental Bereavement.

**Immediate relative:** Where an employee loses an immediate relative, they can request up to 3 working days paid bereavement leave. This can be increased to 1-working week for employees responsible for making funeral arrangements.

**Relative:** For all other relatives, employees can request up to 1 working day paid bereavement leave.

**Attendance at funerals:** Where an employee wishes to attend a funeral, they can request the time off to attend (up to 1 day paid leave). Considerations will be taken in relation to location and necessary time to attend when granting leave.

### Category 2 – Emergency Carer, Dependants, or Domestic

**Carer:** Anyone who falls within the category of a carer as described in section 3 of the policy, can take up to 1-working week of unpaid carer's leave every 12-months. Examples of carer leave include, taking their disabled child to a hospital appointment, moving their parent who has dementia into a care home or a disruption or breakdown in care arrangements (e.g. a nurse or care worker fails to arrive).

**Dependants:** Where care arrangements break down for a dependant for unavoidable reasons (e.g. caring for ill dependant or accompanying them to an unexpected medical appointment), employees can request 1-day paid dependant leave (exceeding no more than 3 in a rolling year). The paid leave will be granted to allow for the employee to make alternative arrangements to remedy the situation. This can be extended on an unpaid basis for a reasonable period.

**Domestic stress:** We recognise it that it may be necessary to take time off to deal with unexpected or sudden emergencies. Examples of an emergency can include but is not limited to, fire/flood, burglary/criminal damage, road accident, etc. Employees can request 1-day paid leave for these situations (not exceeding no more than 3 in a rolling year). This leave is intended to be a short-term solution to enable employees to remedy their situation.

**Parental leave:** Employees with parental responsibilities for children under the age of 18 are able to take unpaid Parental Leave. This leave is to allow parents to look after their child's welfare (which can include simply wanting to spend more time with the child). Parental Leave entitlement is as follows:

- Total of 18 weeks unpaid leave for each child (up to their 18th birthday)
- 4 week cap for leave per leave year (for each child)
- Leave must be taken in working weeks (not individual days)
- Employees must have parental responsibilities and at least 1 years' service to quality.

### Category 3 – Health & Wellbeing

**Medical Treatment:** Employees required to undergo, non-elective, medical treatment can request suitable time off with pay to attend medical treatment / appointments. This should be discussed and agreed with the employee's line manager, in advance of any appointment (with consideration of the expected duration and impact). Normal medical related appointments (i.e. GP / dental) will not fall under this category and employees should use their own time to attend these appointments. Unpaid time off for elective procedures can be agreed with line manager and employee.

**Mental health support:** We actively promote a mentally healthy workplace and provide support to employees through our employee assistant programme (which includes confidential counselling). Where an employee is engaging a programme of mental health support (i.e. cognitive behavioural therapy), suitable unpaid time off will be granted to allow for employees to attend relevant appointments. Times and frequency should be discussed and agreed in advance.

**Safe leave:** Employees may request safe leave for situations where they have suffered domestic abuse, the leave allows them to seek help / support for themselves and their families. This can include, but is not limited to, leave to attend medical appointments, counselling, legal proceedings, seek safe housing or visit support agencies. We offer up to 1 working week paid safe leave.

**Fertility treatment:** Employees undergoing fertility treatment may feel particularly stressed and overwhelmed. Such feelings can be exacerbated by concerns about the ability to take time off work. We will be flexible in the support we can provide. For employees with over 1 years' service, undergoing fertility treatment (including supporting partners undergoing treatment), a maximum of 3 days paid leave will be granted (for the duration of the employee's contract of employment).

**Transitioning:** An employee transitioning (the process and steps an individual takes in order to live in the gender they identify as) may request leave to support this process. Requests for time off for both medical and non-medical related treatment (i.e. counselling) relating to transitioning will be considered sensitively and should be granted on a paid basis. As everyone's journey is different, no maximum or minimum has been set for this leave. The requests should be reasonable in line with the needs of the service.

### Category 4 – Social, moving & public duties

**Social:** Where an employee carries out charitable, honorary, or philanthropic activities, they can request up to 1-working week of unpaid leave to carry out these duties.

**Moving home:** An employee can request 1-day paid leave to help them move home (this will be granted once in a 12-month period).

**Council duties:** If an employee is a local authority councillor, they may request reasonable unpaid leave to carry out approved duties with the authority concerned.

**Advisory roles:** If an employee holds an unpaid advisory role, aligned with the work that we do, they may request reasonable paid leave to carry out this role.

**Positions of public responsibility:** If an employee holds an unpaid position of public responsibility (e.g. children's panel), they may request up to 12 half days in a rolling year (pro-rata for part-time employees) to carry out this responsibility.

### Category 5 – Religious festivals, holy days, and observations

There are a wide range of religions where an employee may seek leave or flexibility surrounding their religious festivals, holy days or observance. Religious observance will vary with the individual's beliefs and the festival in question. Employees are advised to discuss these with their line manager to ensure they receive any support needed to allow for participation. Where an employee is requesting annual leave in relation to a religious festival, holy day or observance, this request will be given priority and considered sympathetically. Special Leave without pay may also be considered to extend these periods if necessary. Discretion and sensitivity should be exercised in considering requests.

### Appendix 3 – Special Leave Request Form

Employee	
Line Manager	

Date/s	Times	Reason	Manager Approval: Paid or Unpaid

Previous special leave taken in last 12-months	
--	--

Line Manager Sign	
Date	

