

Special Leave Policy

UNIQUE REFERENCE NUMBER:	RC/XX/047/V2
DOCUMENT STATUS:	Approved by Remuneration Committee October 2016
DATE ISSUED:	October 2016
DATE TO BE REVIEWED:	October 2019

AMENDMENT HISTORY

VERSION	DATE	AMENDMENT HISTORY
D1	Apr 13	New policy
V1	Aug 13	Policy approved by Rem Com
RC/XX/047/V1	Sept 16	Addition of unique reference number
RC/XX/047/V1	Sept 16	Review of content and sent to staff for consultation
RC/XX/047/V1	Oct 16	

REVIEWERS

This document has been reviewed by:

NAME	DATE	TITLE/RESPONSIBILITY	VERSION
CCG Staff	Sept 16	Discussion held with all CCG Staff at Development Session	D2
Steph Cartwright	Sept 16	HR Lead	D2
Alice McGee	Sept 16	HR specialist	D2
Joe Cahill	Sept 16	Staff Side Lead	D2
Remuneration Committee	Oct 16		V2

APPROVALS

This document has been approved by:

VERSION	WHERE	DATE
V1	Remuneration Committee	August 2013
V2	Remuneration & HR Committee	October 2016

NB: The version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of the document are not controlled.

RELATED DOCUMENTS

These documents will provide additional information.

Contents

1.0	POLICY OVERVIEW	4
1.1	Purpose	4
1.2	Who this policy applies to	4
1.3	Legal Considerations	4
2.0	SUPPORTING PRINCIPLES	5
3.0	THE POLICY	6
3.1	Types of special leave	6
3.1.1	Emergency (personal and domestic) leave	6
3.1.2	Compassionate Leave	6
4.0	OTHER PROVISIONS AND TYPES OF LEAVE	6
4.1	Essential Medical & Dental Appointments	7
4.2	Absence on a Non-Working Day	7
4.3	Time off for Interviews	7
4.4	Bad Weather	7
4.5	Flexible working arrangements	7
5.0	EQUALITY STATEMENT	8

1.0 POLICY OVERVIEW

1.1 Purpose

In addition to annual leave and sickness absence the CCG recognises that situations will arise where staff will find it necessary to be released from their normal duties for a period of time in order to deal with a variety of situations ranging from urgent domestic and personal crises through to activities connected to their role as a staff side representative.

1.2 Who this policy applies to

The policy applies to all staff that are employees of the organisation in either a permanent, fixed term or temporary post.

1.3 Legal Considerations

Special leave entitlements are in full consideration of Agenda for Change National Terms and Conditions of employment.

Under the 1996 Employment Relations Act, employees make take a reasonable amount of time off to deal with an emergency relating to a dependent and to make funeral arrangements for dependents and attend their funerals.

There is no legal right to time off to attend medical or dental appointments.

2.0 SUPPORTING PRINCIPLES

- The CCG recognises that all types of leave are an important benefit for all staff and contribute towards achieving work life balance. Many types of leave form part of Staff Terms and Conditions of employment, and some arrangements enhance the local contract
- The process for allocating, applying and authorising special leave must be fair and consistent and all decisions made objectively.
- Individuals have a personal responsibility to plan their leave where possible and agree it with their manager in advance.
- Managers have the discretion to grant up to 5 days paid special leave per leave year depending on the individual circumstances.
- It is the responsibility of each department to make appropriate cover arrangements for their area of responsibility. The arrangements should be clearly communicated to all staff.

3.0 THE POLICY

3.1 Types of special leave

The CCG attaches considerable importance to the wellbeing of its staff and recognises that there is a need to help staff balance the demands of domestic, personal and work responsibilities at times of urgent and unforeseen need through the provision of special leave.

Managers have the discretion to grant up to 5 days paid special leave per leave year depending on the individual circumstances, however it is expected that most occasions of special leave will be between half a day and one day as special leave is not intended to replace the provision for on-going domestic and family needs.

To assess if a member of staff is eligible for special leave the situation should be considered as urgent, unforeseen and/or involving some distress. For further clarity, the organisation has classified special leave into two types, emergency leave and compassionate leave:

3.1.1 Emergency (personal and domestic) leave

As a reasonable employer, the organisation will grant time off (fully paid, part paid or unpaid) for sudden personal reasons such as looking after dependents who are ill, or domestic emergencies like fire, flooding or burglary. Other reasons for granting special leave may include:

- to help when a dependant falls ill, gives birth, is injured or assaulted
- to make longer term arrangements to care for an ill or injured dependant
- because of an unexpected disruption or breakdown in the arrangements for the care of a dependant
- to deal with an incident involving an employee's child and occurring at the child's school.

A dependant is defined as:

- the employee's spouse or civil partner, child, parent or someone who lives in the same house (but not a lodger or tenant), or
- any person who reasonably relies on the employee for assistance when they fall ill, are injured or assaulted, or to make arrangements for provision of care in the event of their illness or injury.

3.1.2 Compassionate Leave

In the event of the death of a close family member (for example, mother, father, partner, child, brother or sister) an employee will be entitled to take paid, part paid or unpaid leave depending on their individual circumstances. This leave can be taken on consecutive days or fragmented, subject to the manager's approval.

Managers should exercise their discretion in the interpretation of 'close family member' and seek HR advice. A request for compassionate leave does not need to be in writing.

4.0 OTHER PROVISIONS AND TYPES OF LEAVE

In addition to the procedures outlined in the annual leave policy and the provision for special leave outlined above, the organisation acknowledges that there will be other occasions that will result in employees needing to be away from the work place. This might be with for a very short period of time (for example a few hours needed to attend an appointment) or for prolonged periods of time that are not covered by annual or special leave. Line managers should always apply the principles relating to leave consistently and fairly and consider each case on its individual circumstances.

The most common reasons for requesting leave that is not considered annual or special leave are detailed below and provide guidance on how line managers should deal with these requests.

4.1 Essential Medical & Dental Appointments

The CCG expects employees to normally arrange for doctor, dental and hospital appointments outside of working hours and if this is not possible then employees would be expected to apply some flexibility to their start and finish time to accommodate this.

In extreme circumstances, such as emergencies or where this is simply not possible, time off with pay can be granted at the manager's discretion. Should leave for this purpose continue for a complete day, this could be counted against sick leave entitlement and the normal sickness absence arrangements will apply, however this will need to be discussed with the line manager and needs to reflect the individual personal circumstances of the employee.

If time off for medical or dental appointments occurs on a regular basis, it would not be considered fair or appropriate for the organisation to continue to grant time off with pay. Flexibility to start and finish times, annual leave, sickness absence or unpaid leave should all be considered as alternatives.

Time off for ante natal appointments will always be given as detailed within the Maternity Policy, which is separate to requiring time off for attending other medical appointments. For further information please refer to the relevant maternity, adoption and paternity leave policies.

4.2 Absence on a Non-Working Day

When a meeting, training course etc. takes place on the worker's non-working day, he/she should, if possible, be given an alternative day off. If this is not possible consideration will be given to the flexible working policy such as TOIL or overtime in very exceptional circumstances.

4.3 Time off for Interviews

Paid time off will be granted for job interviews arranged within the CCG. Employees will be expected to use their annual leave entitlement to attend other job interviews.

The exception to this is where an employee's job has been identified as "at risk" when reasonable paid time off should be given for seeking alternative employment or making arrangements for training.

4.4 Bad Weather

Employees are expected to attend the work place normally on a day to day basis. When employees are unable to get into work due to very bad weather they will be required to take annual leave, any flexi time owing, or where practical to do so, work from home. If all options have been exhausted then unpaid leave will be given. Arrangements should always be agreed with the manager and flexibility will always be given on such unforeseen occasions. If weather deteriorates within the working day, and the CCG decision is that it is not safe for employees to remain at work, employees will be sent home and expected to be contactable for the remainder of the working day.

4.5 Flexible working arrangements

The CCG's flexible working policy acknowledges that traditional working practices may not always be the best arrangements for staff with personal responsibilities. In cases where request for time off maybe on-going managers should refer staff to the flexible working policy.

Types of time off covered by this policy include:

- Time Off in Lieu (TOIL)
- Overtime

- Staggered working hours
- Working from home
- Career breaks
- Parental leave

5.0 EQUALITY STATEMENT

In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.