

ADDITIONAL LEAVE POLICY

take part, take pride

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1. INTRODUCTION

Aim

- 1.1 The Council has a variety of flexible working arrangements for employees to use if they need time off work for reasons unconnected to work.
- 1.2 The Council's policy is to assist employees at times when they require special leave to deal with domestic emergencies at home in relation to caring for a dependent or child at short notice, or attending the funeral of a dependent or relative. or to make longer term arrangements.
- 1.3 The Council also recognises that there are times when employees are required to take leave relating to examinations, or to carry out public service functions. The Council wishes to have in place a procedure and guidance so that employees can request leave and understand their entitlements.
- 1.4 There are separate procedures relating to forms of statutory leave, such as maternity, paternity, parental, shared parental, adoption etc., requests for flexible working resulting in a permanent change to an employee's contract and annual leave.

Scope

- 1.5 This policy applies to all Council employees, except employees in locally managed schools and colleges and centrally employed teachers. This policy does not form part of any employee's contract of employment and may be amended from time to time in consultation with the Employee Side and recognised Trade Unions.

The form should be returned to the line manager for completion.

- 1.6 This policy does not form part of any employee's contract of employment (except for deduction from an employees' salary in relation to unclaimed Court fees – see Guidance, section 4.3 Jury Service) and may be amended at any time.

2. IMPLEMENTATION OF THIS POLICY

- 2.1 The Council has overall responsibility for the effective operation of this policy and the Additional Leave Procedure and for ensuring compliance with any relevant statutory framework or national guidelines.
- 2.2 Managers have a specific responsibility to ensure the fair and consistent application of this policy and the Additional Leave Procedure and all members of staff are responsible for supporting colleagues and ensuring its success.
- 2.3 The Additional Leave Procedure will be reviewed from time to time to ensure that it is meeting its objectives and continues to be legally compliant.

DATE OF IMPLEMENTATION

Procedure effective from: 1 April 2016

PROCEDURE

3. APPLYING FOR ADDITIONAL LEAVE

- 3.1 The employee should complete an application form for additional leave, which is available on the intranet or from your manager if you don't have access. This should be returned to **[insert]**.
- 3.2 Employees should give as much notice as possible of their request for additional leave. However, due to the circumstances in which additional leave can be requested, the Council recognises that this is not always possible.

4. CONSIDERATION OF APPLICATIONS

- 4.1 An employee can request additional leave through self service on iTrent. The request needs to be supported by a completed special application form, will be considered by a Head of Service and a response will be given to the employee as soon as is possible. The employee should provide as much information as possible.
- 4.2 In deciding whether to grant special leave, the manager will consider the age of the dependant, the nature of the illness or emergency and whether the employee is the sole carer. In some circumstances it may be appropriate for the employee to work at home, for part of the absence.
- 4.3 If an application for additional leave is made and refused, there is no formal right of appeal.

5. RECORDING ADDITIONAL LEAVE

An employee who is granted and takes additional leave must complete their leave request on iTrent which automatically sends the request electronically to the line manager.

6. MISUSE OF ADDITIONAL LEAVE

Any deliberate misuse of this procedure or the leave granted under it will be dealt with under the Council's Disciplinary Procedure.

DATE OF IMPLEMENTATION

Procedure effective from: 1 April 2016

Date of next review: 1 April 2018

7. GUIDANCE

- 7.1 The basis for additional leave is a combination of statutory, national and local provisions. The entitlement to most of the categories is statutory, but as such is unpaid (except where the Council has a local arrangement to pay for the leave). When considering whether or not to grant paid or unpaid leave, the Head of Service will take into account the amount of annual leave the employee has, and the time in the leave year that the request falls in.
- 7.2 Additional leave is intended to cover unplanned and unforeseen circumstances.
- 7.3 Employees are entitled not to be subjected to any detriment because they have exercised their right to request and/or take dependant care leave.

8. TYPES OF ADDITIONAL LEAVE

Dependant's Illness / Medical / Care Arrangements

- 8.1 Up to 5 days' paid leave in a year unless otherwise stated (plus any reasonable unpaid leave) is available to:

- Care for a dependant, which includes any person who reasonably relies on the employee and who has a disability, illness or who is frail, or who is injured or assaulted;
- Accompany a dependant with a disability, illness or who is frail to an appointment with their GP, dentist, clinic or hospital;
- Make longer-term care arrangements for a mental or physically sick or injured dependant. This could include settling a relative into a care home, or attending hospital with a child for a planned operation;
- Attend pre-adoption proceedings, including attending court for the adoption hearing.

Care Breakdown

- 8.2 Up to 3 days' paid leave (plus any reasonable unpaid leave) is available to care for a child or a dependant who has a disability, illness or who is frail, because of the emergency breakdown of normal care arrangements, giving rise to serious domestic difficulties.

Compassionate Leave

- 8.3 Up to 1 days' paid leave following the death of a dependant or relative or partner (father, mother, husband, wife, co-habitee, natural or adoptive child, foster parent, brother, sister, aunt, uncle, relative-in-law, grandparent, grandchild or person in loco parentis to the employee or to whom the employee so stands), to attend the funeral. If the employee had primary caring responsibility for the person or has the main responsibility for making the funeral arrangements, this paid leave can be up to 5 days to attend the funeral and deal with other arrangements. This leave is not per 12 month period.

Emergency Leave

- 8.4 Reasonable unpaid leave is available to care for young children or adult dependants in an employee's care, in emergency, unplanned situations, including involving a child where the school has responsibility for them.

9. OTHER LEAVE

- 9.1 There are other categories of leave which include those arising from national conditions of service. There is no minimum service requirement for additional leave. All amounts quoted are those which may be granted in any rolling 12 month period.

Examination Leave

- 9.2 Paid leave is available for sitting Council-approved examinations, with half a day for revision and half a day for the actual exam.

Public Service Leave

- 9.3 Paid leave is available for jury service (see note below), serving on public bodies or undertaking public duties (e.g. magistrate, school governor – this is not an exhaustive list). Up to 13 days per annum is available for magistrate or school governor duties, with any more to be taken from flexi leave.

Note: Normal salary payments will be made to the employee during their attendance at court. Any monies paid to them by the Court will be deducted from their salary on their return. The employee needs to claim for loss of earnings through the Court. If the employee does not claim, the Council reserves the right to deduct from the employee's salary, any monies paid at the standard rate for loss of earnings.

Cancer Screening - paid leave for cancer screening.

- 9.4 Paid leave is available for cancer screening.

Summer Camp

- 9.5 Up to 2 weeks' paid leave is available to attend summer camp in non-regular armed forces.
- 9.6 All entitlements for additional leave are pro rata to the employee's contracted hours of work, and the Head of Service has the discretion to grant extra leave, paid or unpaid, depending on the circumstances.

DATE OF IMPLEMENTATION

Procedure effective from: 1 April 2016

Date of next review: 1 April 2018

**LONDON BOROUGH OF SUTTON
ADDITIONAL LEAVE APPLICATION FORM
ADDITIONAL LEAVE REQUEST**

These provisions allow employees to take periods of unpaid or paid leave to cover situations including emergency leave for assisting with dependants, pre-adoption or compassionate leave, public service leave, etc. Please see the Council's Policy, Procedure and Guidance on Additional Leave to check your eligibility and conditions attached.

The Council has separate provisions for maternity, parental, shared parental, adoption and paternity leave.

Section 1

I confirm that I meet the eligibility conditions for Additional Leave.

Reason for my application, including which category my leave falls into, as set out in the Additional Leave Policy which I have read and understood

.....

.....

.....

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.....

.....

From (date).....To (date).....

Total number of working days/hours.....

I currently havehours/days
annual leave to the end of the current leave year.
(delete as appropriate)

.....

I declare that all of the above details are true and accurate, and declare that the information given on this form is correct to the best of my knowledge and belief. I understand that any false statements made may justify my dismissal from the Council's service. I understand that this information will be stored and used for management and monitoring purposes.



Name (print)..... Date.....

Signed..... Group.....

PLEASE PASS THIS FORM TO YOUR LINE MANAGER TO COMPLETE THE NEXT SECTION

SECTION 2

Line Manager's comments

I agree/do not agree* (please delete) this request because.....
.....
.....

Name..... Signed.....

Date..... (Please now pass to Head of Service or above depending on seniority of requester)

SECTION 3

I AGREE/ DO NOT AGREE* (PLEASE DELETE) THIS APPLICATION FOR ADDITIONAL LEAVE

Signed..... Date.....

PRINT NAMEJOB TITLE.....

