

CALDICOT TOWN COUNCIL

Special Leave of Absence Policy

INTRODUCTION

1. This document is designed to assist Council employees during times when they need short periods of time off work to deal with family and domestic situations.
2. The aim is to ensure consistent and fair treatment and to assist an employee who is considered to be experiencing difficulties.
3. It is designed to provide the Council and line manager with support and guidance.

GENERAL PRINCIPLES

4. This document applies to all employees.
5. Appendix 1 defines the occasions where leave of absence with salary may be granted and the number of days or, time allowed, in each case.
6. 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).
7. All applications for Leave of Absence MUST be submitted in writing and authorised by the employee's Line Manager.
8. 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 have the authority of the Chair of the Council.
9. 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

10. 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.
11. 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.
12. When assessing the length of Compassionate Leave consideration should be given to availability of annual leave, TOIL accrued and/or agreement of a variation to normal working time.

13. 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.

ABUSE OF THE ENTITLEMENT

14. Where the Council believes that an employee is abusing the right to leave, it will be dealt with through the Council's Disciplinary Procedure.

APPEAL

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

(The Council will need to determine which Councillor or group of Councillors will act as the line manager for the Clerk to the Council).

Special Leave of Absence Policy

LEAVE OF ABSENCE GUIDE

Reason for Leave	Further details	Days Allowed	Approval Required
Bereavement	<p>Family bereavement – mother, father, mother-in-law, father-in-law, children, brother, sister, grandparent</p> <p>Where the employee is the sole relative and is required to organise funeral arrangements</p> <p>Funeral of other relatives and close friends</p>	<p>From date of death to funeral up to a maximum of 10 days</p> <p>As above</p> <p>Half a day plus essential travelling time</p>	Line Manager
Personal 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.	Line Manager
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.	Line Manager
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	Line Manager

Special Leave of Absence Policy

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	Line Manager
Training	Approved examinations to improve qualifications	1 day per examination made up of half day for study leave and half day for examination	Council
	Degree ceremonies (including those for partner, children)	Maximum of 1 day	Line Manager
	Prize Distribution (including those for partner, children)	Maximum half day	Line Manager
Sporting, Cultural or Religious events	To represent at national or international leave	Maximum 5 days according to individual circumstances	Council
	To attend religious festivals on recognised occasions	Reasonable time off allowed	Line Manager
Public Duties	Justice of the Peace	Maximum 18 days per year	Council
	Military Training which cannot be held outside of working hours	Maximum 2 working weeks	Council
Weddings	Father, mother, own children, brother, sister. For own wedding annual leave should be taken or it should be arranged outside of working hours.	1 day plus essential travelling	Line Manager
Moving House	Moving from one house to another	1 day	Line Manager