

## SPECIAL LEAVE POLICY & PROCEDURES

Updated: 1<sup>st</sup> April 2011  
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### **POLICY STATEMENT**

ELCAP recognises that there may be occasions in the life of a member of staff when regular leave arrangements are inadequate.

As a good employer, ELCAP will have a flexible approach to help staff balance their work commitments and personal life. The Special Leave procedure sets out conditions under which a member of staff may be eligible for leave arrangements other than those contained in the staff member's Terms & Conditions of Service.

### **PROCEDURE**

**Staff must be aware that special leave arrangements and unpaid leave could affect some of their other terms and conditions, for example, their entitlement to annual leave and their contributions to pensions and national insurance.**

ELCAP will have a flexible approach to help staff balance their work commitments and personal life. The Special Leave Policy covers circumstances which are not covered by the staff member's Terms and Conditions of Service.

### **TIME OFF FOR FAMILY OR DEPENDENTS**

ELCAP recognises that staff may require reasonable time off for urgent reasons relating to close family members or dependents such as an accident or a crisis at home. In such circumstances staff will be entitled to **unpaid leave** at the discretion of their line manager. However staff and managers should also consider alternatives to unpaid leave, e.g. agreeing when additional hours could be worked to make up the time taken, or negotiating a reduction in working hours.

Please note holidays need to be planned in advance and cannot normally be used to cover emergencies.

Some examples of when unpaid time off might be permitted:

- To provide on-the-spot assistance when a dependent falls ill or is injured or assaulted;

- To make arrangements for a dependent who falls ill or is injured
- To deal with the unexpected disruption or termination of arrangements for the care of a dependent
- To collect a sick child from school or nursery and make alternative care arrangements

## **COMPASSIONATE LEAVE**

Compassionate leave may be given to staff for special circumstances, most commonly the death of a close family member.

A maximum of 5 days **paid** leave will normally be granted (pro rata for part time staff) per year. The line manager will have discretion to allocate some of the staff member's entitlement to annual leave beyond the 5 days if there are exceptional circumstances (e.g. attending a funeral abroad). All compassionate leave must be authorised by a member of the Senior Management Team (SMT).

## **STUDY LEAVE - Day Release**

Day release may be available to staff wishing to take up any form of study. Options available to staff in taking this time off are:

- to attend Day Release, one day each week, on a designated day. This would become your fixed day off for the period of study. You would continue to work your contracted hours. This would not lead to a reduction of salary as the study period would be taken on your official day off.
- to reduce your contracted hours for a limited period whilst studying. The contracted hours would be amended to original hours at the end of the study period. This would mean a reduction of salary.

Day release arrangements must be made in consultation with the staff member's line manager. Every effort will be made to allow staff to take up the request for study leave but ELCAP have the right to postpone or refuse the request if it affects the operational running of the organisation.

## **JURY SERVICE**

A member of staff is entitled to attend Jury Service and should contact their line manager, as soon as they have been given the date to attend jury service. Evidence of attending jury service must be given to the line manager before attending and the appropriate claim form must be sent to ELCAP's payroll department for processing. This is to ensure re-imburement of hours lost

through jury service. ELCAP will only deduct the actual amount paid by the court to the staff member from his/her salary.

### **LEAVE FOR VOLUNTEERING**

ELCAP would support in principle staff members wishing unpaid leave for volunteering activities. Request for this type of leave will be looked at on an individual basis and request should be made, in the first instance, to a staff member's line manager.

The line manager must have any leave for volunteering approved by the HR manager and an Assistant Director.

