

# Special Leave Scheme



Human Resources

**APPROVED BY**

Personnel  
Committee

**DATE**

21/11/ 2019

**EDITION/VERSION**

Version 7

**REVIEW DATE**

*Os hoffech dderbyn gohebiaeth mewn perthynas â'ch  
cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog  
AD dynodedig.*

	Contents	Page
1	Scope	3
2	Public Duties	3-4
3	Maternity Support Leave	4
4	Ante Natal Care	4
5	In Vitro Fertilisation Treatment (IVF)	4 - 5
6	Time Off for Medical Screening	5
7	Blood Donation	5
8	Hospital Appointments/Medical Appointments (including doctors surgery, opticians and dentists)	5
9	Adoption Leave	5
10	Parental Leave	5
11	Other Leave	5 - 7

## 1. SCOPE

This scheme procedure applies to all employees of the County Borough Council other than those directly employed by the schools and those employed on Chief Officer's Conditions of Service.

The following scheme of Special Leave is to apply:-

## 2. PUBLIC DUTIES

Paid time off work will be granted for public duties. The full classification of public duties can be found on [DirectGov](#)

Up to 18 contractual days per annum with pay will be granted unless otherwise stated.

Examples of public duties include:-

- (i) **Member of a Unitary Authority**
- (ii) **Magistrates**
- (iii) **School Governors** – paid leave of up to 5 working days per annum to attend School Governing Body meetings.

[**Note** - The maximum individual entitlement for paid time off for public duties will be 30 contractual days per annum. Where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to the Authority].

- (iv) **Member of Community Council** - leave without pay, to be determined by the Head of Service;
- (v) **Jury Service** - leave with pay, subject to the employee reimbursing to the Authority the employee's claim for loss of earnings;

[**Note: Employees must forward the loss of earnings form to payroll BEFORE they attend jury service. Payroll will complete and return to the employee to take to the Court with them. The Court will then give them a Remittance Advice Note which they must copy and send to Payroll.**

**Managers must report jury service on the staff return for the relevant days attended.]**

- (vi) **Service in the non-regular Reserve Forces\* and Cadets Associations (RFCAs)** - 2 weeks unpaid leave to attend summer camp.

Where it is confirmed by the relevant Volunteer Reserve Force that the amount of pay, allowances and bounty claimable for the 2 week period is less than the

employee's normal pay for that period, the difference shall be reimbursed by the Authority.

\*comprising the Royal Naval Reserve (RNR), the Royal Marines Reserve (RMR), the Territorial Army (TA) and the Royal Auxiliary Airforce (RAuxAF).

### 3. MATERNITY SUPPORT LEAVE

Maternity support leave of 5 days with pay shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth, ***or during the ante-natal period if considered by the employee to be more appropriate.***

A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth. For full details on this please see the Council's [Maternity Leave Scheme](#).

### 4. ANTE NATAL CARE

Any pregnant employee, regardless of length of service or number of hours worked, has the right to reasonable paid time off, during working hours, for antenatal care. Antenatal care covers not just medical examinations but also relaxation and parent-craft classes. An appointment card must be produced, when requested. This entitlement ends once the maternity leave has commenced.

From 1 October 2014, an expectant father or the partner (including same sex) of a pregnant woman will be entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. Employees accompanying the expectant mother to her ante-natal appointments are entitled to unpaid leave for 1 or 2 appointments. The time off is capped at six and a half hours for each appointment. For full details on this please see the Council's [Maternity Leave Scheme](#).

### 5. IN VITRO FERTILISATION TREATMENT (IVF)

There is no statutory right for employees to take time off for IVF treatment. Medical appointments related to IVF will be treated the same as any other medical appointment under the terms and conditions of the contract of employment. In cases where an employee is unable to work due to the effects of the IVF treatment and is signed off by the GP, the Council will treat this as sickness absence in the same way as sickness for other reasons in accordance with the normal Council policy and procedures.

Following implantation a pregnancy may or may not occur, but the employee is regarded as being pregnant from the point of the implantation, and is protected from dismissal or adverse treatment under the Equality Act 2010 pregnancy legislation. Employees should notify their line manager they have reached this stage.

The Pregnancy test is usually taken 2 weeks after implantation. If the treatment is successful and the employee remains pregnant the employee will remain protected against discrimination on the grounds of pregnancy until the end of her maternity leave. At this point an employee should refer to the Authority's Maternity Policy. If the treatment is unsuccessful and test is negative the protected period extends for a further 2 weeks, meaning the protected period ends 2 weeks after the date the employee was informed that the implantation was not successful.

## 6. TIME OFF FOR MEDICAL SCREENING

Reasonable paid time off will be granted for the purpose of medical screening.

## 7. BLOOD DONATION

Reasonable paid time-off will be granted for the purpose of donating blood.

## HOSPITAL APPOINTMENTS/MEDICAL APPOINTMENTS (INCLUDING DOCTOR'S SURGERY OPTICIANS AND DENTISTS)

Management approval for any appointment must be obtained in advance of any appointment, and as soon as is reasonably possible.

The amount of time that can be claimed is shown in [Flexitime Scheme](#)

## 9. ADOPTION LEAVE

Details are available in the Council's [Adoptive Parents Leave and Pay Scheme](#).

## 10. PARENTAL LEAVE

Details are available in the Council's [Flexible Working Policy & Procedure](#)

## 11. OTHER LEAVE

(i) **Safe Leave** – up to 5 days paid safe leave is available to employees experiencing gender based violence or domestic abuse for reasons including but not limited to:

- Seeking Safe Housing
- Visiting legal advisors or support agencies for re-housing, to make alternative childcare arrangements, including meetings with schools, or other relevant appointments.

**(ii) Domestic** - serious illness of a close relative, i.e. spouse, partner, parent or child. Up to 5 days unpaid leave may be granted by the Head of Service In exceptional circumstances, this may be granted on full pay by the Head of Service.

Any additional period of leave will be unpaid, and must be approved by the Head of Service in consultation with the Head of Human Resources.

**Bereavement** - death of an **immediate relative**, i.e. parent, spouse, partner or child. Leave with pay will be granted by the Head of Service from the date of death to the date of the funeral, up to a maximum of 5 working days.

**Bereavement** - death of a **close relative**, i.e. brother, sister, grand-parents, parents-in-law. One day leave with pay will be granted by the Head of Service to attend the funeral. If the deceased relative lives with the employee, or the employee is solely responsible for all funeral arrangements, leave with pay will be granted by the Head of Service from the date of death to the date of the funeral, up to a maximum of 5 working days.

**Funeral Attendance** - time off with pay to attend a funeral as a nominated staff representative may be granted by the Head of Service. In other cases, employees will attend in their own time.

**Court Appearance/Legal Proceedings** – attendance as an officer, as part of their paid employment - leave with pay. Attendance as a witness for the police - leave with pay subject to the reimbursement of any allowances received by the employee. Attendance in all other cases - leave without pay, unless for exceptional reasons the Head of Service approves the absence with pay.

**Employment Tribunals** - paid time off will be granted to employees who are required to attend an Employment Tribunal hearing which is directly associated with this Authority, subject to the reimbursement of any attendance allowances payable.

**Participation in Elections as a Candidate** - applicable to an employee who is a candidate for the UK or European Parliament, the Welsh Assembly or a Unitary Authority. Leave without pay may be granted by the Head of Service from the date of the valid nomination to the date of the poll. (The same provisions would apply to an employee who acts as an official agent of a candidate at the above elections).

**Participation in Election duties** – paid special leave will be granted to those staff who need to be away from their job during normal working hours to undertake election work. This includes Polling day duties, postal vote duties etc., and any consequential training/briefing sessions. Staff will **not** be entitled to be paid for any additional hours worked over their normal contracted hours. Similarly, if polling day falls on an employee's non-working day, then **no paid special leave** is applicable because the

employee was not scheduled to be in work.

**“Representative” Sport** - the employee’s Head of Service, in consultation with the Head of Human Resources, may grant reasonable time off with and/or without pay to employees who are representing their country at national, regional or county level as an amateur either in a “playing” or administrative capacity.

i) **Attendance at an Interview** – Employees will be allowed paid time off for any internal (within NPTCBC) interviews. Employees who are considered at risk of redundancy with the Council have a statutory entitlement to reasonable paid time off to attend an interview on production of appropriate evidence.