

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources Committee
DATE	19 April 2016
DIRECTOR	Richard Ellis
TITLE OF REPORT	Revised Special Leave policy
REPORT NUMBER	CG16/034
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report seeks approval for proposed changes and additions to the existing Special Leave policy.

2. RECOMMENDATION(S)

It Committee is requested to:

- i) Approve the proposed changes and additions to the Council's Special Leave policy as attached at Appendix 'A'.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. Certain new Special Leave provisions have been added to the revised policy namely, Volunteering at a Multiple Sporting Event, leave for Volunteer Emergency Responders and Disability Leave, which may result in additional requests for paid special leave. Any extra costs incurred are unquantifiable and case dependent.

4. OTHER IMPLICATIONS

The revised policy continues to adhere to statutory provisions set out in various pieces of employment legislation and the Equality Act 2010.

5. BACKGROUND/MAIN ISSUES

- 5.1 The current Special Leave policy applies to all employees of the Council except teachers and employees under SNCT terms and conditions, who have a separate local agreement covering special leave.
- 5.2 The Special Leave policy was due for review as part of the HR & Customer Service policy review programme. The main reason for the review was to ensure that all relevant statutory changes to provisions such as Parental Leave and Adoption Leave were updated and the new statutory provision of Shared Parental Leave was included. In addition, since the policy was last reviewed other provisions that fall under Special Leave required to be included namely Employee Aide, IVF Treatment, Career Break and Volunteering at a Multiple Sporting Event. It was also necessary to examine the content of the existing provisions to ensure that they were all still relevant and meeting the needs of the organisation and its employees.
- 5.3 A new provision has been developed in relation to Disability Leave and included in the revised policy (see 5.6 (f) below). Disability Leave is a provision offering reasonable paid special leave to disabled employees for planned absences directly related to their disability.

At present the Council does not have any specific provision covering time off for disability related reasons, with other headings in the Special Leave policy currently being used to accommodate requests such as Compassionate Leave and Time off for Medical Appointments. It is considered that there is a need for a separate provision covering Disability Leave so that it is clear to managers and employees what types of situations reasonable paid leave will be considered. This will help to demonstrate that the Council is a caring employer giving support to its disabled employees. It is also regarded as an equalities initiative contributing towards the Council's duties under the Equality Act.

- 5.4 As part of the policy review process, a consultation exercise with Council employees was undertaken. Volunteers were sought via an announcement on the Zone to put their views forward on how the current policy works and on the draft revised document. A small number of volunteers participated from across the Council.

- 5.5 Benchmarking was also undertaken with certain other organisations to ascertain what special leave provisions they had in place, comparing them with the Council's.
- 5.6 From the review, the following changes have been made to the policy document:-
- a) A Policy Statement, Scope and Core Principles have been added (Sections 1 and 2).
 - b) A General Information Section has been added (Section 3) which provides new details on:
 - How to apply and record Special Leave. Unless separate guidance specifies an application process such as Maternity Leave, all Special Leave will be applied for and approved using YourHR.
 - How periods of unpaid leave will affect pay and pension which is in line with recent pension regulation changes.
 - Information for term time/part time employees.
 - c) Section 4 includes all provision relating to family leave and:
 - The information on Maternity, Adoption and Paternity Leave have all been updated to reflect changes to the existing guidance documents.
 - Shared Parental Leave is a new statutory provision added to the policy and summarises the provision detailed in the approved Shared Parental Leave guidance.
 - Parental Leave has been updated to reflect recent amendments to this statutory provision with the main change being the entitlement to take 18 weeks' leave for each child and adopted child up to their 18th birthday.
 - Time off for dependants/family emergencies has been updated.
 - Employee Aide has been added to the policy and summarises the provision detailed in the Maximising Attendance guidance.
 - IVF Treatment has been added to the policy which summarises the provision detailed in the recently approved IVF guidance.

- d) Section 5 relates to Compassionate Circumstances and Compassionate Leave has been updated to clarify situations where this provision may apply. The approval by Director (and Head of HR for any extensions) has also been removed with this now the responsibility of the Service Manager.
- e) In Section 6, Leave to attend Medical and Dental Appointments has been updated to include information on when an employee has a disability and requires to attend frequent medical outpatient appointments. It also confirms that there is no paid time off for the purpose of assessing an insurance claim or for elective cosmetic procedures.
- f) Disability Leave (Section 7) is a new proposed provision within the Special Leave policy as mentioned under 5.3 above.
- g) Within Section 8, Authorised Unpaid Leave of Absence the following updates/changes have been made:
- Inclusion of the Career Break provision and referring to the separate policy.
 - Authorised unpaid leave has been updated with the approval for leave not exceeding one month decided by the Service Manager and not the Director. For periods of unpaid leave exceeding one month, this now falls to the relevant Head of Service to decide rather than the Head of HR & Customer Service. This section now also alerts employees to potential impact upon pension, annual leave and continuous service.
- h) The Bad Weather section (Section 9) has been updated to clarify that normally there is no entitlement to paid time off when an employee is unable to attend work as normal due to adverse weather. The section summarises the provision detailed in the Failure to Attend Work Due to Bad Weather guidance.

- i) Section 11 Sporting/Artistic Events has been updated as follows:
- Leave for employees to represent their country at a national sporting, artistic or related event has been revised to allow the Service Manager to approve any such leave request (rather than the Head of HR). It also now specifies that the employee must provide relevant information, eg dates and times, at least one month in advance.
 - Volunteering at a Multiple Sporting Event is a new provision of the policy. This is a result of such requests coming through at the time of the Commonwealth Games and the need to have an arrangement in place. The maximum entitlement is 10 days' leave including any training. Of the total leave requested, half will be paid special leave and the remaining half matched by the employee with annual leave, flexi leave or unpaid leave.
- j) In Section 12 Public/Statutory Duties the following changes have been made:
- Jury Service and Witness in Court Action have been combined and updated in line with current process.
 - Leave for Trade Union Duties now simply refers readers to the Framework Agreement for Industrial Relations.
 - Volunteer Reservists updates the previous Service in Non-Regular Forces and is in line with the Employing Reservists Guidance.
 - Leave for undertaking Election Duties and Training has been updated with the Service Manager now approving requests rather than the Director.
 - Leave for Carrying out Public Duties has been updated in particular the final bullet point referring to having no significant impact upon service delivery.
 - The current policy has Special Police Constables as part of the Leave for Carrying out Public Duties section but this is now standalone. The provision has been updated to include other emergency services and is now Leave for Special Police Constables and Volunteer Emergency Responders.

6. IMPACT

Improving Customer Experience –

Having a clear policy in place that reflects up-to-date statutory and other relevant provision, will help ensure employees have the information they need to deal with situations as they arise that may require Special Leave. Maintaining work/life balance has a positive and mutual benefit on employees allowing them to maintain work and meet the demands of modern life and at the same able to offer good quality service to customers of the organisation.

Improving Staff Experience –

It is acknowledged that employees have responsibilities and personal circumstances, outwith work, that may occasionally impact upon their normal working lives. The provision of Special Leave enables employees to maintain work and meet the demands of modern life. The revised policy demonstrates that the Council is a caring and supportive employer and should assist with improving the employee experience. The new provision of Disability Leave demonstrates the Council is giving support to its disabled employees.

Improving our use of Resources –

The revised policy uses YourHR (online service) for the applying and approval of all Special Leave (unless specific separate processes exist such as for Maternity Leave) and supports the move towards more HR transactions being completed online, making better use of resources.

Corporate –

The revised policy supports the move towards more HR transactions being completed online, reducing paper transactions which is a corporate priority.

Public –

An Equality and Human Rights Impact Assessment has been undertaken in respect of this report and policy with no adverse equality impacts identified. The new provision of Disability Leave is expected to have a positive impact upon disabled employees and is regarded as an equalities initiative contributing towards the Council's duties under the Equality Act 2010. The revised Special Leave Policy demonstrates the Council is a caring and supportive employer.

7. MANAGEMENT OF RISK

If the revised policy was not agreed reflecting the up-to-date statutory special leave provisions the Council, as an employer, would not be positioning itself as an employer of choice. It also could be at risk of potential liable of not fulfilling its statutory obligations and as a consequence could suffer reputational damage.

8. BACKGROUND PAPERS

Advisory, Conciliation and Arbitration Service (ACAS) website was referred to for guidance and good practice (www.acas.org.uk).

XpertHR website was referred to for guidance and good practice (www.xperthr.co.uk).

Gov.UK was referred to for reference to current statutory provisions (www.gov.uk).

9. REPORT AUTHOR DETAILS

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ABERDEEN
CITY COUNCIL

SPECIAL LEAVE

POLICY

APPROVED XXXXXXXX

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SECTION 1: INTRODUCTION

Policy statement

The Council recognises that employees have responsibilities and personal circumstances, outwith work, that may occasionally impact upon their normal working lives. It is acknowledged that maintaining a work/life balance for employees has mutual benefits. This policy provides details of the Special Leave provisions which may be available to employees in order to assist with their other responsibilities and personal circumstances in certain situations.

SECTION 2: SCOPE AND PRINCIPLES

Scope

This policy applies to all employees in the Council except teachers and those other employees under SNCT terms and conditions who have a separate local agreement covering special leave.

Core principles

The Council will adhere to all its statutory responsibilities in relation to the provisions of this policy.

Employees are expected to co-operate with management in providing information in relation to any requests for special leave.

Every effort will be made to ensure fairness and consistency in decision making in relation to the provisions of this policy, as well as maintaining confidentiality.

Where an employee is dissatisfied with a decision under the provisions of this policy they have the right to raise a grievance under the Managing Grievances policy/procedure.

The provisions of this policy will only apply with the prior agreement of management whether statutory or not, and should not be regarded as a right.

It is expected that both employees and managers will be committed to considering options to allow individuals time off to deal with situations detailed in this policy and also to maintain work.

During meetings arising under the provisions of this policy, special allowance will be made for those employees whose first language is not English or who have difficulty expressing themselves. The same applies to employees with a disability.

SECTION 3: GENERAL INFORMATION

Special leave covers various scenarios where an employee requires time off from work other than for planned annual leave or due to sickness absence. Depending on the circumstances this may be granted as paid or unpaid leave. This policy details the different circumstances where special leave may apply.

How to apply for and record Special Leave

To apply for special leave, employees should log into YourHR and click on the 'Your Leave' section. Under 'Apply for it', select 'Special Leave' and then select the type of special leave required from the drop down list and enter the period(s) being requested. The line manager will be notified electronically of the request and, if necessary, discuss this with the employee. The line manager will then accept or decline the request and the employee will be notified electronically.

If the employee does not have access directly to YourHR then the employee should discuss the request with their line manager who will make a decision on the request and if it is to be granted will proceed to complete and submit the request on their behalf using YourHR.

To enter special leave on behalf of an employee, line managers should log into YourHR and click on the 'Your Leave' section. Under 'Leave Toolkit', select 'Enter Leave Record', select the employee, choose 'Special Leave' and then the type of special leave required from the drop down list and enter the period(s) being requested.

It should be noted, in some cases such as Maternity, Paternity or Adoption leave YourHR is not used and instead employees follow the process detailed in the relevant guidance.

Unpaid Leave – How will this affect my Pay and Pension?

For each period of unpaid leave, a deduction will be made to pay which will be based on the total number of hours lost for that period.

Whilst on unpaid authorised leave of absence, neither the employee nor the Council will pay pension contributions. As such the employee will not build up a pension during this period.

When the employee returns to work, if they would like to buy the pension "lost" while on no pay they can do so through an Additional Pension Contribution (APC) contract. The cost of the APC contract can be split between the employee and employer **provided they elect to buy the "lost" pension within 30 days of returning from leave of absence**. This is known as Shared Cost APC and the employer pays 2/3rd of the cost while the employee pays 1/3rd.

If the employee elects after the 30 day period, they will need to meet the full cost of the APC contract. APCs can be paid over a period of time or as a one off lump sum.

To investigate Shared Cost APC contract an application form is required to be completed by the employee which can be obtained at www.nespf.org.uk.

For periods of unpaid leave which exceed 90 days, annual leave entitlement will be recalculated based on the number of days lost, this will not be less than the statutory minimum annual leave entitlement.

Term Time/Part Year Employees

Employees who have term time or part year contracts have set annual leave and cannot normally take leave on their contracted working days. If time off on a working day is required e.g. to attend a wedding or graduation of a family member they must first seek approval from their line manager whether they can take time off. If the manager decides to grant the request there should be an agreement from both parties as to whether this should be on the basis of unpaid leave or if the time taken can be paid back at a later date.

SECTION 4: FAMILY LEAVE

Maternity Leave

The provisions for pregnant employees include statutory time off for antenatal care as well as for maternity leave itself. See separate **Maternity Guidance** for full details including time off and applicable payments. Forms can be found within the guidance to inform the Council of pregnancy, which is essential to ensure appropriate risk assessments are undertaken, and to ensure maternity leave and pay can be processed.

Adoption Leave

This is a provision for employees who are adopting a child from within the UK or having a child through a surrogacy arrangement. Please see separate **Adoption Guidance** for full details on the leave, applicable payments and the application process. If the child is being adopted from outwith the UK, there may be entitlement to adoption leave or pay, subject to certain qualifying criteria.

Paternity Leave

This is a leave provision for the father, partner or nominated carer of an expectant mother at or around the time of the birth, or in the case of adoptions the spouse or civil partner or partner (of either sex) of the primary adopter or for surrogacy arrangements, the spouse or partner of the parental order surrogacy parent. Paternity leave applies to all employees of the Council (except casual and relief workers), irrespective of hours of work and length of service. It can either be taken as one week or two consecutive weeks but can't be taken as odd days. See separate **Paternity Leave Guidance** for full details.

Shared Parental Leave

These provisions apply to employees with babies due or matched with a child for adoption (including surrogacy arrangements), who meet the qualifying criteria. They enable mothers/adopters to commit to ending their Maternity or Adoption Leave and Pay at a future date and to share the untaken balance of leave and pay as Shared Parental Leave and Pay with their partner, or to return to work early from Maternity Leave or Adoption Leave and opt in to Shared Parental Leave and Pay at a later date. The provisions allow employees the flexibility to choose how to share the care of their child with their partner during the first year of birth or adoption and enable them to be on leave at the same time or stop and start their leave, returning to work between periods of leave. See separate **Shared Parental Leave Guidance** for full details.

Parental Leave

This is a statutory entitlement for parents where they can take **unpaid** leave to look after their child's welfare e.g. this could include for spending time with the child, looking at new schools, settling a child into a new school or for spending time with family members i.e. grandparents.

An employee is entitled to take 18 weeks' leave for each child and adopted child, up to their 18th birthday.

Time off must be taken as a whole week (not individual days unless the child is disabled), with a maximum 4 weeks to be taken in 1 year (unless agreed with the Council). A week is the equivalent to the employee's usual working week and pro-rated for part-time employees.

Parental leave applies to each child not to an individual's job. For instance, where someone joins the Council and they have used 10 weeks parental leave with a previous employer, they can use up to 8 weeks (the remaining balance of the 18 week entitlement) with the Council, if they're eligible.

To be eligible for Parental Leave the following criteria must be met –

- The person must be an employee (not a “worker”) and have at least 1 year’s service with the Council
- The child must be under 18 years’ old
- The employee must be named on the child’s birth/adoption certificate (proof can be requested prior to first period of leave)
- Have or expect to have parental responsibility
- Is not a foster parent (unless they’ve secured parental responsibility through the courts)

The employee must give at least **21 days’** notice of their intention to take Parental Leave and provide the intended start and end dates.

The Council can delay the start of the period of Parental Leave where granting the leave would cause significant disruption to the Service.

However, it can’t be delayed by the Council -

- If there is no “significant reason”
- When it is requested by the child’s father immediately after the birth/adoption of the child
- Where it impacts the employee’s eligibility for Parental Leave i.e. after the child’s 18th birthday

If the Parental Leave is postponed by the Council, the manager must write to the employee within **7 days** from the date that the original request is received explaining the reasons for the change and suggesting a more suitable start date – which must be within 6 months of the original requested start date and in agreement with the employee. The Council cannot change the amount of leave that has been requested by the employee.

Time off for dependents/family emergencies

This is a statutory right to **unpaid** reasonable time off to deal with **unforeseen** and **emergency** matters regarding a dependent. A dependent can be either a spouse, partner, child, parent or someone who depends on the employee for care. This time off can be granted in the following circumstances:

- To deal with a breakdown in a dependent’s care arrangements.
- To put in place longer term care for a child or elderly relative.
- When a dependent falls ill or is taken to hospital.
- To make funeral arrangements. (See section on Compassionate Circumstances).

This provision does not include taking a dependent to hospital for planned appointments (see **Supporting Carers Guidance** for provision that may be applicable in this regard), and only applies in emergency situations that are unforeseen. Unpaid reasonable time off will be given to deal with the immediate emergency only. Where longer periods are required, this is no longer considered an emergency situation, therefore other leave provisions are more applicable, such as, annual leave or parental leave.

Employee Aide

This is a provision within the Maximising Attendance policy which provides time off to deal with domestic emergencies (which is different to dealing with family emergencies as above). This covers time off at short notice, where it is not possible to apply in advance for flexi leave, or annual leave etc. This would include, for example, dealing with a burst pipe or flooding within the home. Please see relevant section within the **Maximising Attendance Guidance** for further information.

IVF Treatment

This is unpaid time off provision for employees who decide to undertake IVF fertility treatment to try to become pregnant. The Council will be supportive where an employee wishes to go through IVF fertility treatment; however, there is no statutory right to time off to attend appointments or treatments before the stage at which the employee is pregnant. Options such as annual leave, flexi leave, unpaid leave, making the time up etc should be explored between the manager and employee to allow the employee to attend appointments and treatment. Please see **IVF Guidance** for further details.

SECTION 5: COMPASSIONATE CIRCUMSTANCES

Bereavement Leave

An employee will be granted bereavement leave on the death of a family member, relative, close friend/colleague. This includes time off for bereavement, making funeral arrangements and for attending the funeral. The maximum amount of paid leave that can apply is as follows (pro-rated for part-time employees).

Immediate family member (e.g. spouse, partner, civil partner, child, parent, resident relative living in employees household)	Up to 5 days
Close family (e.g. brother, sister, son/daughter-in-law, parent-in-law) if not covered by the above	Up to 2 days
Other family members (e.g. grandparents, aunt, uncle, grandchild)	1 day
Others that are not specified above (e.g. neighbour, close friend)	½ day to attend funeral

The above is not intended to be fully prescriptive and circumstances will be assessed individually. The line manager may take into consideration special factors such as exceptional relationship to the bereaved, travelling time to attend the funeral etc.

Compassionate Leave

Paid time off may be granted where an employee is faced with a serious/critical family situation, for example where a close relative, partner or dependent has a serious illness, becomes critically ill or injured or is missing.

Service Managers may grant compassionate leave with pay following assessment of an employee's individual circumstances; this will not normally exceed 10 days (pro-rated for part-time employees). If a longer period of time off is required and deemed appropriate, the Service Manager and employee should discuss and agree other provisions that may be more suitable such as unpaid leave, temporary reduction in hours, use of TOIL /Flexi leave where appropriate etc.

This provision is not intended to include time off to look after children in the event of sickness due to difficulties in making childcare arrangements. These are covered by other provisions such as Time off for Dependents/family emergencies.

SECTION 6: APPOINTMENTS AND INTERVIEWS

Leave to attend Medical and Dental Appointments

Where possible employees should arrange medical and dental appointments either on non-working days or outwith core hours to minimise disruption to the working day. Where this is not possible, either due to an emergency situation or lack of available appointments, reasonable paid time off will be given in order to attend the appointment. However, if appointments become frequent, employees may be asked to make up the hours or to take annual/flexi leave or they could choose to make use of a flexible working option.

Appointments include medical, dental, hospital, physiotherapy, occupational therapy and speech/language therapy.

In certain circumstances where the employee has a disability (which is covered under the Equality Act 2010) and requires to attend frequent outpatient appointments in relation to their disability, this may be covered by the provisions within the **Disability Leave Guidance**. Please refer section 7.

Paid time off will not be provided where an appointment is to carry out a medical for the purpose of assessing an insurance claim, nor for elective cosmetic procedures.

Leave to attend Interviews

Employees who request time off to attend an employment interview within Aberdeen City Council will be granted paid leave of absence. Travelling time to and from the interview location will be taken into consideration when granting time off.

Employees, who request time off to attend an employment interview which is outwith Aberdeen City Council, will not be entitled to paid leave of absence. The employee is expected to use other leave to cover this period of absence e.g. annual leave or flexi-leave.

SECTION 7: DISABILITY LEAVE

Disability Leave can be a form of reasonable adjustment in line with the requirements of the Equality Act 2010. It is provision offering reasonable paid special leave to disabled employees requiring time off for planned absences directly related to their disability, that prevent the employee from undertaking their usual working arrangements. The types of situation where Disability Leave would apply are e.g. where disability related equipment is being installed, dialysis treatment, planned therapy (including physiotherapy, occupational or speech and language therapy), hearing aid tests, receiving hospital treatment related to the disability as an outpatient. Full details, including eligibility and the application process, can be found in the separate **Disability Leave Guidance**.

SECTION 8: AUTHORISED UNPAID LEAVE OF ABSENCE

Career Break

This is a provision to allow an extended period of unpaid leave. To be entitled to a career break the employee must meet the qualifying criteria within the Career Break policy and the career break must be approved in advance by the Service based on the requirements of the Service at the time. Please see the separate **Career Break Policy** for further details.

Authorised Unpaid Leave

An employee may make a request through their Service Manager for unpaid leave of absence providing this period does not exceed **one** consecutive calendar month. If a longer period of unpaid leave is requested, a request must be submitted in writing and approved by the relevant Head of Service. Where an unpaid leave period is extended beyond one consecutive calendar month, consideration should be given to any potential impact on pension, annual leave abatement and continuous service. Employees should discuss with their line manager whether any other provision would be more suitable to allow the extended period of leave. Please see the separate **Authorised Unpaid Leave Process** for further details.

SECTION 9: BAD WEATHER

There is normally **no** entitlement to paid time off when employees are unable to attend their usual work location due to adverse weather conditions. Other arrangements could be adopted such as working at another location, homeworking, or making use of annual leave, flexi leave or making up the time at a later date. If the above options are not possible, the time off can be recorded as authorised unpaid leave. Please refer to the separate guidance on **Failure to Attend Work Due to Bad Weather** for full details.

SECTION 10: DEVELOPMENTAL LEAVE

Study Leave

This provision allows an employee who is undertaking an approved course of study to take paid time off for study leave and to attend exams. The time off includes a half day per assignment and a maximum of one day per exam, with the total leave being a maximum of 5 days per academic year. Please see the **Employee Development Policy** for further details.

Weekend Courses

Where an employee is authorised to attend a weekend course which falls outwith their normal working days, one or two days will be granted in lieu for attending on a Saturday and/or a Sunday. If the course requires employees to travel on a Sunday or a Saturday and these are not part of their normal working days, time off in lieu will be granted. Depending on the amount of time lost, this can be granted as a half or full day. A day off in lieu will be granted when an employee attends an approved course which takes place on a public holiday.

Part-time employees who undertake work related training outwith their normal working hours should be paid on the same basis as full time employees and should receive compensation up to the full time equivalent hours of the post, where applicable, either as time off in lieu or payment for hours.

The above arrangement does not apply to employees, either full/part-time who are undertaking evening classes or open learning outwith their normal working hours such learning will be carried out in the employee's own time. Please see the **Employee Development Policy** for further details.

SECTION 11: SPORTING/ARTISTIC EVENTS

Leave for Employees to represent their country at National Sporting, Artistic or Related Event

This provision allows paid time off for employees to represent their country at a national sporting, artistic or related event. The employee should provide information in relation to the reason for the leave, including dates and times to be requested, at least one month in advance. The Service Manager may approve the leave request and grant paid time off, depending on Service requirements at the time of request.

Volunteering at a Multiple Sporting Event

This provision is for employees who wish to work in a volunteer role at an event involving multiple sporting disciplines e.g. at an Olympic or Commonwealth Games. This can be granted provided that it is subsequently approved by the Director in consultation with the Head of HR and Customer Service. The maximum entitlement is 10 days' leave, which includes any volunteer training. Of the total leave requested half can be paid special leave, with the remaining half being matched by the employee through other leave provisions.

E.g. If an employee requests 2 days in total, 1 day will be classed as paid special leave and the employee is expected to take 1 day as either unpaid leave, annual leave or flexi leave. Where 5 days in total are requested 2.5 days will be paid special leave and the employee is expected to take 2.5 days as above etc.

SECTION 12: PUBLIC/STATUTORY DUTIES

Leave when called as a Witness in Court/or to attend for Jury Service

Where an employee has been summoned to attend court either as a witness or to serve on a jury, they must inform their line manager as soon as possible and provide the relevant documentation which must be submitted to the HR Service Centre. Special leave will be granted to allow the employee to attend this duty which can be requested and approved through YourHR.

When attending for Jury Service the employee is responsible for claiming any loss of earnings by sending the documentation provided by the court prior to attendance, to the Payroll Team through the HR Service Centre. Payroll will return the completed documentation to the employee for submission at the Court.

When attending as a witness in court, the employee will be granted paid time off. They can also retain any additional out of pocket witness expenses paid for by the court.

Leave for Trade Union Duties

Time off for Trade Union duties is provided for in the **Framework Agreement for Industrial Relations (FAIR)**.

Volunteer Reservists

This provision covers those who are, or considering becoming a volunteer reservist within the Territorial Army, The Royal Navy, Royal Marines or Royal Auxiliary Air Force Reserves. Reservists must inform their Manager when they have been accepted on the Reservist list and the manager must pass the Notification Paperwork provided by the Reserve Force to the HR Service Centre.

Paid special leave up to a maximum of 15 days will be granted to volunteer reservists to attend their annual training event/camp (this covers the period in attendance at the event but does not include travel time). Payment will be subject to the deduction of service pay and allowances received from the forces.

Reservist employees who require time off for other Reservist activities are expected to use days from their normal annual leave entitlement (or to take unpaid or flexi leave or to agree with their Manager to make the lost time up at a later point).

Please see separate **Employing Reservists Guidance** for full details on employing reservists and for mobilisation of reservists.

Leave for Undertaking Election Duties and Training

Paid special leave can be granted for employees to undertake work in relation to election duties. If granted, time off will be given for employment at polling stations, at counts etc. and for associated elections training. Employees can also retain the fee received in respect of election work. Time off will be granted by the employee's Service Manager in accordance with Service requirements.

Leave for Carrying out Public Duties

This applies to employees who hold certain public positions such as Justice of the Peace, being a member of a Children's Panel or being an elected member for another local authority, excluding Aberdeen City Council. Paid time off will be granted provided that the request satisfies the following conditions for it to be a reasonable request:

- The amount of time off required in general to perform the particular public duty and the amount of time off required on the particular occasion in question is reasonable.
- The amount of time the employee has been granted already for this purpose or any other activities has not been excessive.
- Conforms with section 10 of the Local Government Housing Act 1989 which states that paid leave of absence to serve as an elected member of some other Local Authority cannot exceed 208 hours within one financial year.
- It will have no significant impact on service delivery.

Leave for Special Police Constables and Volunteer Emergency Responders

Employees who are Special Police Constables or volunteering in what the Council considers to be an emergency service may be entitled to paid special leave to attend training or duties related to the role e.g. emergency call out situations. The maximum paid special leave entitlement is 10 days per year and this will be granted in line with Service demand at the time of request.

SECTION 13: REVIEW OF THE POLICY

HR and Customer Service will review this policy every 3 years. It will, nevertheless, be subject to continual review and amendment in light of experience of its operation, employment best practice and statutory requirements. Changes will only be made following normal consultation arrangements.