



## Leave Arrangements (Annual, Public Holidays and Other Leave Entitlements) Policy

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<b>Scope</b>	

## Scope

This policy applies to all employees of Charnwood Borough Council employed under the following conditions of service:

- Joint Negotiating Committee for Local Government Services (JNC);
- National Joint Council for Local Government Services (NJC);
- Joint Negotiating Committee for Local Authority Craft and Associated Employees (Craft).

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## Principles

- The Council is committed to ensuring the health and wellbeing of its employees and, in addition to promoting health and wellbeing initiatives, will ensure that employees use their leave entitlement to take regular breaks from work.
- The arrangements described below apply to employees who are contracted to work on any of the 7 days of the week, including those required to work on a public/extra statutory or concessionary day.
- Paid leave can only be granted subject to service demands.

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## Roles and Responsibilities

<b>Line managers</b>	<ul style="list-style-type: none"><li>• To ensure that all requests for leave are appropriately considered and dealt with fairly and managed accordingly.</li><li>• To notify payroll when unpaid leave is taken to ensure that the appropriate amount is deducted from the employee's salary.</li></ul>
<b>Employees</b>	<ul style="list-style-type: none"><li>• To make leave requests as soon as possible in advance to their line manager.</li><li>• Liaising with their line manager about the requirement either to make up time lost or take annual or unpaid leave (i.e. severe weather).</li><li>• To record leave requested and taken. Employees with access to Trent self service are required to use Trent to submit leave requests for agreement. Employees without access to Trent self service will have a designated annual leave administrator to input annual leave on to the Trent self service system.</li></ul>

<b>HR Services</b>	<ul style="list-style-type: none"> <li>To advise and support managers in the application of the Policy and Procedure.</li> </ul>
<b>Payroll Services</b>	<ul style="list-style-type: none"> <li>To advise and support managers on any relevant payroll issues.</li> </ul>

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## Employees with more than one contract

Where an employee has more than one part-time contract of employment, each contract stands alone and the employee will receive separate annual leave entitlement and public holiday entitlements under each contract.

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## Annual Leave Entitlement - Full and Part Time Permanent and Fixed Term Contract Employees

The annual leave year for all ~~NJC and JNC~~ employees runs from 1<sup>st</sup> June to 31<sup>st</sup> May inclusive. ~~Some groups of employees, including Craft and Associated Employees have different leave years outlined within their contracts which either fall from 1<sup>st</sup> April to 31<sup>st</sup> March or 1<sup>st</sup> January to 31<sup>st</sup> December.~~

If an employee commences employment part way through a leave year, pro-rata entitlement will be calculated on each day of completed service based on a full years' annual entitlement ~~rounded down to the nearest half hour, for part time employees.~~

~~All For full time employees (those who work 37 hours per week) annual leave is calculated in hoursdays.~~

~~For part time employees and employees whose contracted hours are more than 37 hours per week annual leave entitlement is calculated in hours.~~

The number of days' hours' annual leave entitlement including bank holidays, extra statutory day, concessionary and early Christmas closure leave for a full time employee is as follows:

<b>Grade</b>	<b>Below 5 years' service</b>	<b>*Above 5 years' service</b>
Grades 1 to PO4 (including Skills Group 1 – 4)	<del>23</del> <u>262.7</u>	<del>28</del> <u>299.7</u>
JNC	<del>27</del> <u>292.3</u>	<del>32</del> <u>329.3</u>
*Employees completing 5 years' service will receive their additional pro rata		

entitlement in the leave year in which they attain the requisite service.

Part-time employees are entitled to annual leave pro rata to hours worked.

### Protected Annual Leave

Some employees who worked for Charnwood Borough Council prior to January 2000 have their annual leave entitlement protected at ~~28-30~~ days pro-rata for NJC employees and ~~33-34~~ days pro-rata (~~excludes bank holidays, extra statutory and locally agreed days~~) for JNC employees as those employees will have over 5 years service. ~~This protected entitlement will remain in place however the days will be converted to hours. Part time employees who fall into this category will receive a pro rata entitlement based on the protected entitlement.~~

~~Employees on older contracts will continue to receive annual leave and public, extra statutory, and locally agreed days in accordance with their contracts, where entitlements specified are different to the current procedure.~~

### Annualised Hours (including term-time working) only

For employees on annualised hours (including term-time) contracts, their holiday entitlement (public holidays and annual leave), is based on the contractual holiday entitlement for Council full time employees and is accrued throughout the contractual year. Further guidance is available on the intranet by following this link [click here](#).

The pattern of an employee's working and non-working periods will be agreed with the employee and then confirmed in writing by their line manager.

Annual leave for full and part time employees who wish to work annualised hours will be ~~calculated in hours divided into hours inclusive of bank holidays, extra statutory, and locally agreed days and early christmas closure half day, including annual leave and bank holiday entitlement~~, as detailed in the authority's leave policy. Actual working hours will be deducted on each working day for leave.

An employee may, from time to time, be required to work on any public holiday. If they are required to work on a public holiday, the employee will be reimbursed in accordance with the relevant conditions of service.

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## Part Time Employees Annual Leave and Public Holidays

For part time employees the annual leave and bank holiday entitlements are added together to give a total leave entitlement (in hours) for the year ~~as per the full time employees~~. When employees take annual leave they must deduct from their entitlement the hours they would normally work on the day or days they are absent from work due to annual leave. If a public holiday, extra statutory or locally agreed day falls on a day when they should be at work then ~~this will be automatically~~

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~~deducted based on the pattern of work recorded on the system they must also deduct from their entitlement the hours they would have worked on that day.~~

~~Part time employees who work the same number of hours each day can convert their leave entitlement to days by dividing their number of hours leave entitlement by the number of hours per day that they work.~~

~~Employees whose contractual hours of work are at the beginning of the week~~Part time employees may find that they have to utilise annual leave to cover time taken for bank holidays. In such cases employees may wish to negotiate with their manager to recover the difference this time by working on a day they would not normally work. Both parties must mutually agree this agreement.

For example an employee who normally works on a Monday, Tuesday and Wednesday may agree to work on a Tuesday, Wednesday and Thursday where the Monday is a Bank Holiday, they would therefore be reimbursed only their annual leave part of the entitlement.~~not need to deduct any time from their leave entitlement.~~

~~Part time employees who receive their annual leave entitlement in hours may take any odd hours they have left after taking their annual leave in full or half days as they wish. To make any surplus hours left after taking full or half days, part time employees can add any accrued additional hours to the remaining annual leave hours.~~

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## Annual Leave Entitlement - Casual Workers

Please refer to the [Guidance on the Recruitment and Employment of Casual Workers](#) for further information on the annual leave entitlement of casual workers.

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## Taking of Annual Leave

Annual leave may be taken by mutual agreement between the manager and the employee, other than in those services where employees are required to take holidays at particular times. Annual leave must be taken in periods of not less than half a day an hour.

**All requests for annual leave must be approved in advance.**

Employees must not present their manager with a 'fait accompli' by booking a holiday and then requesting leave as this may lead to disappointment if the leave cannot be granted.

Other team members may also wish to take leave at the same time or may already have approved leave arrangements. Managers must ensure fairness and be able to maintain adequate staffing cover (and appropriate skills) so it may not always be possible for managers to grant leave requests in line with an employees request.

It is appreciated that it may not always be possible to give advance notice in the case of short term, unexpected events, and managers need to be sensitive to individual circumstances. For further information, go to the Unplanned Leave section in this policy by [Unplanned Leave](#).

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## Public Holidays

In addition to the 8 bank holidays, ~~2~~<sup>1</sup> extra statutory and 2 locally agreed days are granted each year, to be taken as follows:

<b>Christmas and New Year</b>	
Christmas Day	25 December (Public Holiday)
Boxing Day	26 December (Public Holiday)
New Year's Day	1 January (Public Holiday)
One Extra Statutory and Two Locally Agreed Days to allow for closure of office between Christmas and New Year	Variable dates
<b>Easter</b>	
Good Friday	Variable date (Public Holiday)
Easter Monday	Variable date (Public Holiday)
<i>NB Easter Sunday is not a public holiday; it is classed as a normal working day</i>	
<b>Other</b>	
May Day	First Monday in May (Public Holiday)
Spring Bank Holiday	Last Monday in May (Public Holiday)
Summer Bank Holiday	Last Monday in August <del>(Public Holiday) and Tuesday (Extra Statutory Day) after August Bank Holiday Monday</del>
<b>TOTAL NUMBER OF PUBLIC, EXTRA STATUTORY AND LOCALLY AGREED DAYS = <del>12</del><sup>11</sup></b>	

The locally agreed days are to enable a week's closedown over the Christmas and New Year period. Employees required to work on these days will be paid at the appropriate rate and granted time off in lieu in full recompense.



The date of the Christmas extra statutory and two locally agreed days may vary each year according to how the Christmas dates fall. ~~The date of the concessionary day is determined each year by the Chief Executive.~~

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## Employees who are rostered to work on a Public Holiday

Employees required to work on a bank holiday, extra statutory or locally agreed day rota basis will be given thean entitlement in their annual leave to annual leave and bank holiday allowance in hours to be taken at another time.

If an employee is rostered to work on a public holiday, they will be paid in accordance with the relevant conditions of service.

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## Day off Coinciding with a Public Holiday

Where seven-day working operates, during which the employee will work on a rota a public holiday may coincide with an employee's scheduled day off. In order to compensate for the public holiday the entitlement will be included within the have been given to the employee along with the annual leave entitlement.

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## Pay arrangements for employees who are called into work on a Public Holiday

Pay arrangements for employees who are called into work on a public holiday are set out in the Pay Arrangements policy.

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## Early Christmas Closure Day

The half-day closure for Christmas will apply to the last working day before Christmas that falls on a Monday to Friday, which takes into account the normal working pattern for the majority of employees.

Half a calculated day (contracted hours for the week divided by 10) has been added to ~~theyour~~ leave entitlement as stated within 'annual leave entitlement – full and part time permanent and fixed term contract employees' to use for early Christmas closure.

If the early Christmas closure days falls onit's a normalan-employee's working day, the relevant hours' leave must be booked to allow the Council to close at 1.00pm that day. For example, if employee A is due to work 8am to 4pm and employee B is



due to work 10am to 2pm then employee A will need to book off 3 hours and employee B will need to book off 1 hour.

Where it is a non-working day, the half a calculated days leave entitlement allocated can be used at another time in the leave year.

Some employees are contracted to work on a Saturday and/or Sunday and should Christmas Eve fall on this day the service will not close early and the leave will need to be used at another time.

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## Requesting Leave

Leave must not be taken without prior approval. Any alterations to leave arrangements must also be approved by the employee's line manager.

Employees who have access to Trent self service should use this for requesting and booking annual leave.

Employees without access to Trent will have a designated annual leave administrator to input leave on to the Trent self service system.

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## Annual Leave Calculator (excluding casual workers and employees on annualised hour's contracts (including term time only))

Annual leave for employees commencing or leaving part way through the leave year should be apportioned.

Leave should not be granted in excess of an employee's entitlement, where it is known that the employee is leaving.

The [annual leave calculator](#) works out annual leave for part time staff for the full year, part time staff for part of the year, part time staff with a change of hours, full time staff for the full year and full time staff for part of the year.

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## Buying Additional Leave

Employees with a permanent or fixed-term contract may request to purchase up to a maximum of 74 hours (pro rata for part-time) additional leave during the leave year from 1 June to 31 May. Where an employee wishes to purchase additional leave, they should first discuss this with their manager to ensure their request can be accommodated without disruption to the service and with consideration to the expected duration of their contract, if applicable.

If agreed, applications to purchase additional leave must be made and approved by the last working day in April each year prior to the beginning of the following leave year from 1 June. The application should be made using the [Buying Additional Leave E-Form](#). Managers will confirm that they support the request or that they would refuse a request if it cannot be accommodated. The form will then be sent to payroll to check that any arrangement to buying additional hours will not take the hourly rate below the national minimum wage threshold. Subject to that confirmation, the final decision on the application will be made by the Head of Service/Director of the service area.

Employees must ensure that the [E-Form](#) is completed and approved by the manager and Director by the last working day in April each year.

Additional leave must be taken within the applicable leave year. It will be recorded as additional leave on iTrent rather than annual leave. Any leave remaining at the end of the leave year will be lost. Reimbursement of additional leave will not usually be granted, unless there are exceptional circumstances.

Further guidance about the scheme and how to apply can be found at [Appendix A](#).

### **Deductions from Salary**

The cost of the additional leave will be deducted from the employee's salary in equal instalments between 1 June and 31 May of the leave year in which the additional leave takes place.

Where there is a fixed term contract the leave will be deducted as calculated for 12 equal payments each month, the outstanding balance will be taken in the final salary.

The hourly rate of pay to be used for this calculation will correspond to the employee's grade and pay point as published in the Council's [Pay & Grade Structure](#) applicable to the current year. Example calculations can be found at [Appendix B](#).

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## Carry Over of Annual Leave

Employees may carry forward up to a maximum of their contracted weekly hours (37 hours for full time employees) ~~5 working days\*~~ of their contracted weekly working hours from one leave year to the next.

In exceptional circumstances, the Head of Service may at their discretion approve a further normal working weeks ~~5 working days\*~~ paid leave to be carried over. \*(Pro-rata for part time employees).

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## Request to bring forward annual leave from the next leave year

A request may be made by an employee to use some of their leave entitlement from the next year's annual leave entitlement as they have insufficient leave remaining in the current leave year to accommodate a commitment they wish to fulfil e.g. extended holiday. Where a request is granted managers should ensure the employee will have an entitlement remaining in the following leave year that allows at least the entitlement to statutory leave.

There is no general entitlement to bring forward annual leave from the next leave year into the current leave year and other options should be explored in the first instance such as unpaid leave. Following advice from HR, managers and the Head of Service, may approve individual requests in exceptional circumstances.

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## Untaken Leave - At the End of the Leave Year

There is no entitlement to be paid for any annual leave that remains untaken at the end of the leave year. Where such leave cannot be carried forward, as per previous section, an employee will lose the entitlement to that leave.

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## Untaken Leave - Notice of Termination of Employment

### Where notice is worked

The line manager will notify the employee of the proportionate amount of leave to which they are entitled up to the date of leaving. This amount will include any leave remaining from the previous leave year if applicable (up to 37 hours pro-rata ~~5 days~~) and any leave accrued up to the last day of employment, but not taken for the leave year in which the termination of employment takes place.

Employees are required to take any outstanding annual leave before leaving. If it is not possible to take the outstanding leave before leaving for operational reasons, or

if the case is deemed one of special hardship by the ~~Strategic~~ Director, payment will be made for the amount of leave remaining.

### **Where Notice is Not Worked - Ill Health Retirement and Other Terminations of Employment**

The line manager must inform HR Services of any annual leave adjustments via the [leavers' checklist e-form](#).

The amount of contractual leave accrued but not taken for the leave year in which employment terminates will be calculated and paid in lieu. This will include any annual leave which has been carried forward from a previous leave year.

### **Leave Taken in Excess of Entitlement**

Employees who are leaving the service of the Council and have taken leave in excess of their entitlement will have the appropriate amount deducted from their final salary payment.

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## **Accrual of Annual Leave during a Period of Unpaid Leave**

In accordance with the Working Time Regulations employees' should accrue 28 days annual leave (pro rata for part time employees) per leave year. Paid public holidays can be included as part of this statutory leave entitlement. The contractual leave entitlement given to an employee is in excess of the statutory leave entitlement.

An employee would not ordinarily accrue annual leave during a period of unpaid leave. However, where an employee will be having an extended period of unpaid leave, the manager will need to ensure the employee receives the minimum statutory leave entitlement [pro-rata](#) for that leave year. Managers will need to take into account any leave already taken during the leave year as this will count towards the statutory leave entitlement. Where the employee is unable to take the minimum statutory leave entitlement [pro-rata](#), managers can arrange payment in lieu.

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## **Planned Leave (pre-arranged appointments)**

With the exception of ante-natal and disability related appointments, employees should make every effort to book medical appointments and other absences for personal/domestic matters outside of their normal working arrangements.

There are separate provisions in the [Family Leave Policy](#) and [Special Leave for Disability-Related Absence](#) documents.

However, it is recognised that this is not always practicable and employees may need time off from work to accommodate this. The employee should discuss this with their manager at the earliest opportunity so that agreement can be made on the best arrangements to be put in place to ensure service provision is not affected.

Should it not be possible to find an alternative arrangement that enables the employee to be absent then the absence may be taken as annual leave. If the employee has insufficient leave remaining, or prefers, the absence should be treated as unpaid leave.

### Leave for Carers

Employees who need to attend a medical appointment of a person they are providing care support for, should request appropriate leave arrangements with their manager. This can include using; making up the hours at another time, swapping a working day with a colleague, taking annual leave or unpaid leave.

### Unpaid Leave for Carers

Employees can request unpaid leave to undertake a caring responsibility for a period of up to one month. Any request for leave in excess of one month should be requested in line with the Career Breaks policy.

The cost of unpaid leave will be calculated as follows:

**Hours taken as unpaid leave X hourly rate of pay**

Example

A full time employee on Scale 6 - pay point 26 (£22221 per annum)

$£22221/52/5 = £85.46p$  for the day's leave

**Please Note** that the employees' pension contribution will be deducted from the normal monthly salary.

## Medical Appointments

It is expected that employees will take reasonable steps to ensure that absences for medical appointments of any kind are kept to a minimum, and that every effort is made to minimise service disruption. Employees may be asked to provide supporting evidence of their appointments.

### Routine Appointments

Wherever possible, arrangements to attend appointments in connection with routine or minor medical matters should take place in the employee's own time. This

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includes, but is not limited to GP, dentist or opticians' appointments. Where appointments cannot be made outside the employee's normal working pattern, the Planned Leave provisions of the Leave Arrangements Policy will apply.

### **Specialist Appointments**

Where an employee is required to attend a specialist medical appointment which cannot be made outside their normal working pattern, the employee will receive a reasonable amount of paid time off to attend the appointment. Managers and employees will agree the arrangements in advance, and this may incorporate elements of the Planned Leave provisions of the Leave Arrangements Policy, as appropriate. Where paid leave is granted, this should be submitted via iTrent.

Specialist medical appointments may take place at a hospital or other medical establishment or facility (e.g. GP Practice) as required, and may include:

- Provision of treatment or therapy;
- Surgical procedures;
- X-rays or scans;
- Medical tests;
- Other investigative procedures.

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## **Unplanned/Compassionate Leave**

Most employees are likely to experience an event or events when their immediate attention is required. The employee should discuss this with their manager at the earliest opportunity so that agreement can be made on the best arrangements to be put in place to ensure service provision is not affected. Where it is not practicable to accommodate all or part of the time taken in this way, the time lost must be taken as annual or unpaid leave. The exception to this is in relation to leave required to deal with bereavement leave and the emergency hospitalisation, emergency situation or the breakdown in care arrangements of a dependant.

### **Bereavement Leave, Emergency Hospitalisation, Emergency Situation or the Breakdown in Care of a Dependent**

A maximum of 10 days' paid leave (pro-rata for part-time) may be granted in any 12 month rolling period for the purpose of dealing with bereavement and the emergency hospitalisation, emergency situation or the breakdown in care arrangements of a dependant. The provisions for each of these specific circumstances are set out below however when combined should not exceed a maximum of 10 days' paid leave (pro-rata for part-time) in any 12 month rolling period. This period commences on the first day when compassionate leave is granted. Ordinarily where an employee has already been granted the maximum number of days available managers should seek to accommodate requests using the provisions of the Planned Leave Section ([see above](#)). In exceptional circumstances a manager may

agree a period in excess of 10 days' paid leave (pro-rata) in any 12 month rolling period.

### **Bereavement Leave**

A maximum of 5 days' paid leave may be granted in the event of the death of a family member or close friend. The definition of a family member or close friend ([see below](#)) is not exhaustive as it is recognised that the nature of relationships is complex. Therefore, when determining the number of days to authorise, managers will need to consider the individual circumstances facing the employee including:

- Taking account of the circumstances surrounding the bereavement;
- Being sensitive to cultural and religious observances which may affect the obligations placed upon the employee within the family unit. The Religious Observance section within this policy gives further guidance ([click here](#));
- Taking account of whether the employee has responsibility for making arrangements for the funeral;
- Whether the employee has a practical role to play afterwards (e.g. executor to the estate).

In exceptional and unusual circumstances (e.g. if the child of an employee passes away) it may be appropriate to grant up to a further 5 days paid leave.

### ***Definition of a family member or close friend***

For the purpose of Bereavement Leave, a family member or close friend is defined as:

- Own child/step child;
- Partner (including same-sex partner);
- Parents/step parents;
- Siblings/siblings of partner;
- Grandparents or In-laws;
- Next-of-kin or nominated next-of-kin;
- Other family members living long term in the employee's household (not temporary visitors or lodgers, etc);
- Other dependents where an employee has provided care;
- Where an employee has a close personal relationship which may include having responsibility for making any necessary arrangements.

Managers must consider each case on its own basis. Approval for paid time off for bereavement under this scheme is subject to the closeness of the relative/dependent that has passed away. It is therefore necessary for the employee to indicate their relationship with the deceased, if they were the sole carer, the date of the death and the location of the funeral to ensure that the Manager is able to authorise leave as appropriate.

### **Sickness following bereavement**



Where the employee is not well enough to attend work following the bereavement, or other difficult situation that has occurred, due to the effects of stress, anxiety, and reactive depression etc. normal sickness reporting and certification procedures will apply.

**Emergency Hospitalisation, Emergency Situation or the Breakdown in Care of a Dependent** In the event of the emergency hospitalisation of a dependent where an employee is required to provide care, or in circumstances where care arrangements for a dependent break down or an emergency situation occurs, up to 2 days' paid leave in any one (rolling) year may be granted to enable the employee to make alternative arrangements and manage immediate domestic affairs. It may be applicable in some circumstances (e.g. a life threatening condition) to allow up to a further five days' leave with pay. Ordinarily additional time off will be subject of the provision of the planned leave section above.

The Council interprets the term emergency to mean an unexpected and serious situation requiring immediate attention, affecting him/herself or a close relative or dependant. The time required to address the emergency will be for a finite period. Once the need for immediate action has been addressed, the emergency will be considered to be over.

Managers must consider each case on its own basis. Compassionate leave does not cover minor or common health problems within the family, for instance childhood ailments or planned surgery. In such cases appropriate arrangements should be discussed and agreed with the manager which may include making up the within a set timescale, using annual leave or unpaid leave until such time as arrangement for care can be made. Leave granted under these arrangements is not intended for long term family or domestic needs where other arrangements must be made by the employee. For example, a relative's routine medical appointment or arrangements related to domestic issues.

### **Requesting Compassionate Leave**

To request compassionate leave employees' must apply to their line manager and complete the Application for Compassionate Leave e-form, which will then need to be authorised by their manager. It is accepted that for emergencies and unforeseen circumstances the form can be completed after the leave has been taken, provided that prior agreement to the leave has been received from the manager. In addition to completing the e-form, employees must also request the leave through i-Trent employee self service.

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## **Severe Weather Conditions**

The Council recognises that adverse weather conditions will, from time to time, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace to help fulfil the stated objectives. If it is

not possible to reach the workplace, requests for working from home will be considered by the manager.

In circumstances where an employee fails to attend work, or where the employee arrives late and the manager is not satisfied that the arrival time is reasonable, the time lost will be made up by the employee making up the time taken within a set period of time. Where it is not practicable to accommodate all or part of the time taken in this way, the time lost must be taken as annual or unpaid leave. Casual employees who fail to attend work will not be paid for the day(s) in question.

Where employees arrive late and the Manager is satisfied that their arrival time is reasonable the employee will not lose pay and will be credited with their normal contracted hours for that day. The Manager must take account of the following factors when reaching their decision:

- The distance they live from their workplace, and
- The prevailing weather conditions.

Casual employees will be paid for the actual hours of attendance at work.

If weather conditions are particularly severe and employees request to leave work early, the Manager may allow those who are not required to provide essential cover to do so taking account of:

- The distance the employee(s) lives from their workplace; and
- The prevailing weather conditions.

Employees will generally continue working until their normal finishing time.

Permanent and temporary employees granted permission to leave early under managerial discretion will not lose pay and will be credited with their normal contracted hours for that day.

Where the Council is unable to provide employment at the employee's normal workplace, e.g. due to heating breakdown, full closure of an establishment etc, and/or a suitable alternative work location cannot be provided, including working at home, the employee will receive normal pay for any time lost up to a maximum of the employee's normal contracted hours for that day.

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## Fertility Treatment

There is no statutory entitlement to time off for IVF treatment. However, the Council recognises the potential emotional pressure employees may experience during the process. By way of alleviating some of the associated anxiety the Council has agreed that time off to attend appointments and treatment will be subject to the planned leave provisions of this policy [click here](#). Time off due to any side effects of

the treatment will be dealt with under the Attendance Management policy. Sickness absence associated with the treatment will not be classed as pregnancy related absence.

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## Religious Observance

The Council recognises the diversity of its workforce. Any requests for time off for the purpose of religious observance including religious festivals should be granted unless there are exceptional circumstances which make it impossible for the employee to be released.

Employees may wish to offer prayers whilst at work in accordance with their religious customs. Where religious observance needs to take place during working hours line management approval must be sought in advance and the time must be made up by the employee.

Leave requests may be:

- Met from the employee's annual leave or unpaid leave
- Accommodated through agile working arrangements where possible, or approved accrued additional hours

Further guidance on [Religion and Religious Beliefs](#) is available.

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## Blood and Platelet Donors

Paid time off will normally be granted to employees who wish to donate blood or platelets. Employees donating blood are expected to visit the mobile transfusion unit when it is in their work locality. It is recognised that donation of platelets can only be done at a hospital and where it is not possible to arrange the appointment outside of working hours, reasonable time off may be allowed, with the agreement of the manager, to attend the appointment subject to service needs.

## Examination Leave

For post entry training where financial assistance and paid release has been granted by the council, in accordance with the [scheme for financial support assistance policy](#), examination leave will be granted as paid leave (first attempt only). Sufficient notice of examinations must be given. Leave may also be granted for revision on the basis of ½ day per examination (final examinations only). Other revision time should be taken using annual leave or making up the hours within a set timescale, as agreed with the manager. When a course of study and/or examinations have been completed a copy of the results achieved should be sent to the Learning and Development Division.

## Job Interviews

For employees who are eligible for [redeployment](#), the provisions for time off are explained in the Council's [Organisational Change Policy](#).

Managers will grant paid leave to employees attending interviews for posts with other local authorities and public sector organisations only.

No paid leave for interviews at other employers will be allowed. Time off for an employee attending an interview, other than in the above circumstances, will be subject to the planned leave provisions of this policy [click here](#).

## Lectures etc

Employees who are invited to give lectures, presentations and radio talks etc as part of their normal duties may do so within their contractual hours, subject to prior line management approval.

Employees must ensure that any fees received from the organising body are paid directly to the Council.

Employees who participate in such activities outside their normal working hours will not be compensated by the Council for the time spent or any travel or subsistence attached to the event.

## Professional Bodies – Attendance at Meetings

### Office Holders

Employees who serve on a committee or council of a professional body may be granted paid leave to attend such meetings in working hours, where operational needs permit at the discretion of the manager. Managers may approve travel and subsistence expenses where these are not met by the professional body concerned.

### General

Where employees are not serving members of committees or councils of professional bodies, but it is considered of some benefit to the Council to attend meetings, managers may approve paid time to attend in addition to travel and subsistence, where appropriate.

## Public Service Leave

Subject to operational needs up to 15 days' leave with pay per year may be granted to employees who are members or officials of the public bodies listed below or to attend meetings concerned with National or Provincial Council affairs:

- local authority
- statutory tribunal (e.g. employment tribunal)
- police authority
- service authority for the National Criminal Intelligence Service
- service authority for the National Crime Squad
- board of prison visitors or prison visiting committee
- probation boards
- members of court boards
- relevant health authority
- relevant education body (i.e. school/college governors)
- Environment Agency
- Youth Offending Panels
- Justices of the Peace
- School/College Governors.

Where applicable, employees should claim the financial loss allowance directly and this will be deducted from full pay. An employee must provide evidence to their manager and payroll.

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## Jury Service and Court Attendance as a Witness

Paid leave will be granted to employees undertaking jury service or required to attend Court, or a Tribunal, as a witness on behalf of the Crown, Police or Defence, or for either side in a civil case. Employees must claim the attendance allowance for loss of earnings paid by the Court. The amount received for such allowance will be deducted from the employee's pay. The employee must provide confirmation of the amount received to their manager and payroll.

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## Cadet Corps (Army, Air Force and Sea Cadets)

### Cadet level

Membership of the army, air force or sea cadets is purely voluntary and activities normally take place in the evenings and at weekends, i.e. in the employee's own time.

However, employees may be granted up to 5 days' paid leave from their Council employment to attend an annual training camp.

The maximum age limit for cadets is normally 18. They have an opportunity to participate in activities such as the Duke of Edinburgh Award Scheme or undertake a BTEC qualification and other activities designed to release and enhance their physical, intellectual and social potential. They often gain skills therefore that assist them in their day to day work activities.

### **Adult Instructors/Adult Cadet Forces Leaders**

Once the maximum age limit for cadet level has been reached some may decide to continue as adult instructors.

Adult instructors/adult cadet forces leaders are also voluntary roles which are undertaken in the employee's own time. They normally participate in activities for a minimum of one or two evenings per week and attend approximately four weekend training events per year.

Adult instructors/adult cadet forces leaders receive payment for attendance at training courses and the annual training camp for which paid leave from their Council employment will not be granted. Employees who are adult instructors/adult cadet forces leaders may request up to 5 days unpaid leave per annum to attend training/voluntary opportunities. Any request for time off in addition to this should be considered as planned leave.

## **Employee Volunteering Provision**

### **Purpose**

The Council recognises the positive contribution that volunteers can make to communities and is keen to encourage its employees to engage in voluntary service. Supporting employees to volunteer helps the Council to build stronger links between the authority, employees and the local community and contributes to meeting local community needs and the Council's corporate objectives.

### **Types of Volunteering Supported**

For the purposes of this provision, four different categories of volunteering are recognised:

- A) Role specific development opportunities;
- B) Team volunteering;
- C) One-off corporate events and activities;
- D) General volunteering.

Activities relating to health, regeneration, education, conservation, environment, heritage, arts and media, animal welfare, people with protected characteristics, young or older people, refugees or tackling alcohol and substance misuse, social exclusion and homelessness are likely to be supported by the Council.

There is no automatic entitlement for employees to be granted time off to undertake voluntary work. All requests will be considered on a case-by-case basis, taking into account service needs.

Whilst undertaking voluntary work, employees are required to adhere to the standards of conduct set out in the [Code of Conduct](#).

### **A) Role specific development opportunities**

An employee (or manager) may identify a one-off volunteering opportunity which supports the development requirements discussed during supervision/one-to-one meetings (e.g. improving presentation skills by delivering a talk to a local community initiative). As with other training and development opportunities, managers may grant employees paid time off, where necessary, to undertake the activity. A post volunteering discussion should take place, as part of the normal supervision/one-to-one process, to evaluate the success of the activity.

### **B) Team volunteering**

Managers may wish to consider using a one-off volunteering project as a team building exercise. To identify an appropriate activity, managers could contact [Voluntary Action LeicesterShire](#) . Activities should last for a maximum of one day and must be suitable for all team members to participate in (e.g. employees with disabilities or medical conditions, etc.). As with other team building activities, paid time off during work time may be granted, where necessary.

### **C) One-off corporate events and activities**

On occasion, the Council may invite employees to volunteer at local events (e.g. the annual fair, town twinning events etc.). In these circumstances, separate application processes will apply and employees may be granted paid leave or time off in lieu (TOIL).

### **D) General volunteering**

An employee may request to undertake up to 2 days (pro rata for part time staff) paid leave per calendar year. This can be taken on an hourly basis or in daily blocks of time. The arrangement should be reviewed on an annual basis.

Agreement to this leave, or continuation of this leave, is entirely at management discretion, subject to the needs of the service.

## **Application Process**

a), b), and c) above

Will be treated as a Learning and Development opportunity and employees will receive their normal terms and conditions of employment in line with attending any other training event.

d)



Employees who are interested in undertaking general volunteering, should discuss their request with their manager to ensure that the opportunity is appropriate, no conflict of interest exists and whether the service can support this additional leave. Following this discussion, employees should submit a short written submission on the form attached as Appendix C below.

Where possible, employees should match the paid time taken with an equal period of volunteering in their own time.

Employees must also follow the declaration process set out in the Appointments and Other Employment of the Code of Conduct, when applying to undertake any volunteering opportunity. The employee will need to confirm:

- Details of the host organisation;
- The nature of the activity that the employee will be undertaking;
- The times/dates that the employee is proposing to volunteer;
- Any risks related to the activity and details of any risk assessments that will be undertaken by the host organisation;
- Whether a change in their working pattern is being requested (and if so, the details of the change).

The employee's manager will use this information to assess whether the request can be accommodated and to ensure that no conflict of interest exists. Proof of the volunteering activity may be required.

Employees must obtain management approval to undertake voluntary work, irrespective of whether or not it is during their normal working hours, prior to committing to the volunteering activity.

### **Approval Process**

Managers should only approve a volunteering activity where no conflict of interest exists. Any requests for time off during working hours will take into account the needs of the service. Managers should ensure that any lost working hours are recorded on I Trent.

### **Disclosure and Barring Service (DBS) Checks**

Where a DBS check is required for a voluntary role, it is the responsibility of the host organisation to conduct this check.

### **Expenses**

Any expenses incurred whilst volunteering are the responsibility of the host organisation. Employees are advised to confirm any reimbursement provisions with the host organisation prior to commencing a placement.

### **Health and Safety**

The Council will not be liable for any damages or injuries that occur whilst volunteering for another organisation. Employees must abide by the health and safety procedures for that organisation.

Employees who are injured during the course of their volunteering duties and are therefore unable to attend their regular Council job will still be entitled to occupational sick pay. The Council may however wish to reclaim these payments from the host organisation where liabilities exist.

## Appendix A – Procedure and Guidance for Buying Additional Leave

Employees with a permanent or fixed-term contract may request to purchase up to a maximum of 74 hours (pro rata for part-time) additional leave during the leave year from 1 June to 31 May. Where an employee wishes to purchase additional leave, they should first discuss this with their manager to ensure their request can be accommodated without disruption to the service and with consideration to the duration of their contract, if applicable.

If agreed, applications to purchase additional leave must be made and approved by the last working day in April each year prior to the beginning of the following leave year from 1 June. The application should be made using the Buying Additional Leave E-Form. Managers will confirm that they support the request or that they would refuse a request if it cannot be accommodated. The form will then be sent to payroll to check that any agreement to buying additional hours will not take the hourly rate below the national minimum wage threshold. Subject to that confirmation, the final decision on the application will be made by the Head of Service of the service area.

~~If agreed, applications to purchase additional leave must be made and approved by the last working day in April each year prior to the beginning of the following leave year from 1 June. The application should be made using the Buying Additional Leave E-Form. Managers will confirm that they support the request or that they would refuse a request if it cannot be accommodated. The final decision on the application will be made by the Director of the service area.~~

Employees must ensure that the [E-Form](#) is completed and approved by the last working day in April each year.

### Refusing requests for Additional Leave

Whilst managers will endeavour to accommodate requests for additional leave, in circumstances where it is not possible to do so the manager should write to the applicant setting out in detail the reasons why the request has not been agreed, following final consideration by the [Head of Service](#)~~Director~~. The manager may need to take account of the leave requirements of other employees within the applicant's team and cover arrangements. This may be particularly important for extended periods of leave during peak holiday periods e.g. during school closure periods.

### Employees with multiple Contracts of Employment

If an applicant has more than one contract of employment and is making a request for additional leave from both/all, agreement must be reached with each manager and a separate E-Form must be submitted. The maximum amount to be applied for will remain at 74 hours (pro-rata).

### Variation to contract

Employees choosing to purchase additional leave agree to a salary variation agreement in exchange for additional leave. As a result the salary will be adjusted and the additional leave entitlement will be updated on iTrent.

### **Taking Additional Leave**

Subject to agreement, employees may take the additional leave in a variety of ways e.g. a number of individual set amounts of hours, a single block of hours, more than one block of hours etc. When making a request for additional leave the applicant should discuss their leave requirements with their manager to establish that the additional leave can be accommodated without detriment to service provision.

## **Deductions from Salary**

Buying additional leave is a salary sacrifice arrangement to reduce the entitlement to cash pay, in return for additional leave. The cost of the additional leave will be deducted from the employee's salary in equal instalments between 1 June and 31 May of the leave year in which the additional leave takes place.

Where there is a fixed term contract the leave will be deducted as calculated for 12 equal payments each month, the outstanding balance will be taken in the final salary.

The hourly rate of pay to be used for this calculation will correspond to the employee's grade and pay point as published in the Council's [Pay & Grade Structure](#) applicable to the current year. If the annual pay award has not been agreed for the 1 April in the given year, the outstanding amount relating to this will be collected in the salary of the month the pay award is implemented within the Council. This will be within two months of agreement of the pay award. Example calculations can be found at [Appendix B](#).

## **Change to contracted hours or grade**

The percentage salary reduction for the additional leave purchased applies to the salary based on grade and working hours at the time of agreement. If there is a change to hours or grade during the leave year in which an employee has bought additional leave, the ~~reduction in~~ salary will be amended accordingly. Example calculations can be found at Appendix B.

## **Impact on other benefits**

Buying additional leave may impact an entitlement to statutory benefits linked to gross pay e.g statutory maternity pay and state pension benefits

## **Pension**

The employee must be made aware that additional leave does not attract pension contributions, and they will need to contact the [Pensions Team](#) to make up lost contributions if they wish to do so, this may be time limited. Information on pensions should be sought at the time of application to buy additional leave.

## **Reimbursement of Additional Leave**

The employee will be responsible for ensuring that all of the additional leave is taken during the relevant leave year. Reimbursement of untaken leave will only occur in exceptional circumstances, such as where the employee is absent due to maternity or adoption leave or long-term sickness, dismissal or is dismissed due to redundancy or other circumstances that are considered to be beyond the control of the employee.

## **Record keeping**

Additional leave will be added to iTrent and must be booked as additional leave rather than annual leave. Upon leaving, the manager is required to complete the leavers checklist outlining any additional leave hours that have not been taken.

## **Termination of Employment**

If the employee's employment terminates for any reason, any outstanding instalments for taken additional leave will be deducted from their final salary payment. If there is any additional leave outstanding that has been accounted for in instalment payments, the employee will be reimbursed for the untaken leave in their final salary.

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## Appendix B: Additional Leave – Calculations and Examples

The cost of the additional leave will be calculated as follows:

$$\text{Hours requested as Additional Leave} \times \text{Hourly Rate of Pay}$$

The hourly rate of pay to be used for this calculation will correspond to the employee's grade and pay point as published in the Council's [Pay & Grade Structure](#) applicable to the current year. For information, the pay points referenced in the following examples relate to the Pay & Grade Structure for the leave year 2023/24.

### Examples

#### Application made at the start of the leave year – 1 June

Hourly rate of pay: £12.80 (Grade C pay point 8)

Additional leave requested: 37 hours

37 hours additional leave requested x hourly rate of £12.80 = £473.60

Number of monthly instalments = 12

£473.60 ÷ 12 = approximately £39.46 to be deducted from salary each month.

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#### Application made at the start of the leave year – 1 June; expiry of fixed term contract / or leaver as at 15 November

Hourly rate of pay: £18.06 (Grade S02 pay point 26)

Additional leave requested: 25 hours

25 hours additional leave requested x hourly rate of £18.06 = £451.50

Normal number of monthly instalments = 12

£451.50 ÷ 12 = approximately £37.63 to be deducted from salary each month.

Total amount paid before 15 November: 5 x £37.63 = £188.15

Amount to be deducted from final salary payment: £451.50 - £188.15 = £263.35



Application made at the start of the leave year – Change to Employee’s Grade and Pay Point effective from e.g. 12 November

Hourly rate of pay from 1 June – 11 November: £14.41 (Grade D pay point 15)

Hourly rate of pay from 12 November – 31 May: £16.63 (Grade S01 pay point 23)

Additional leave requested: 21 hours

21 hours additional leave requested x hourly rate of £14.41 = £302.61

Normal number of monthly instalments = 12

£302.61 ÷ 12 = approximately £25.22 to be deducted from salary each month.

Amount of leave taken before 12 November: 10 hours, 11 hours remaining

11 hours additional leave requested x hourly rate of £16.63 = £182.93

£182.93 / 7 = approximately £26.13 to be deducted from salary each month from November – May.

Any outstanding monetary amount owed from the 10 hours already taken will be added to the total of £182.93 and then equally deducted over the remaining 7 month period.

## Appendix C- Application to take paid leave to undertake voluntary work

Name	
Job Role	
Working Hours	

Details of the voluntary role, including organisation, location, tasks, risks, skills required and any learning outcomes if applicable

Benefits that the volunteering activity will bring to the borough

Name role and contact details of the person/people managing the voluntary activity

Time and dates of paid leave requested

Time and dates when you will be volunteering in your own time

Employee signature: .....

Date: .....

## Other Types of Leave

For Family Leave (including Maternity, Adoption and Shared Parental Leave) - [click here](#).

For Parental Leave [click here](#).

For Reserve Forces Leave [click here](#)