

Short-term Special Leave for Domestic, Personal and Family Reasons

1. Introduction

- 1.1. The provisions set out in this section are intended to assist staff to balance the demands of domestic and work responsibilities at times of urgent and unforeseen need, by providing additional paid or unpaid leave. These provisions supersede the “special leave - domestic” provisions 3 to 10 of Admin 120 (time off policy) of 1986.

2. Requests for Special Leave

- 2.1 Staff should request special leave from their manager. A special leave form (LA51a) will need to be completed for record purposes but the timing of the written request will depend on the individual circumstances.

3. Members of Family

- 3.1 Members of family are defined as husband, wife, partner, parent, child, brother, sister, grandparent, grandchild or a person standing in loco parentis to the employee or to whom the employee stands in that relationship. It also includes someone living in the same household as the employee.
- 3.2 In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer.

4. Family Illness or Bereavement

- 4.1 When a sudden or unexpected emergency such as illness of a member of a family or other dependant gives rise to serious domestic difficulties requiring the presence of an employee then a reasonable period will be granted as special leave. This leave should also allow the employee to make alternative arrangements for the person’s continuing care. Leave should also be granted in the case of the death and funeral of a family member or dependant. The limit to paid special leave in these circumstances is as follows:-

<u>Purpose</u>	<u>Paid Leave</u>
Illness	One Day

Serious Illness	Three Days
Death	Two Days
Funeral*	One Day

*may also include parent or child-in-law or where employee attends in a representative capacity.

5. Family Wedding and Household Removal

- 5.1 Although weddings and household removal can be planned, it is recognised that staff will need to be off duty on the day of the event. Special leave will be granted for these purposes as follows:-

<u>Purpose</u>	<u>Leave</u>
Wedding of Family Member	One Day without Pay
Employees Own Wedding	One Day without Pay
Household Removal (which involves the removal of household furniture)	One Day with Pay (limited to one day in any given year)

6. Leave for Staff who are Foster Parents

- 6.1 Staff who are foster parents have to attend a series of meetings and case conferences with the respective agencies to discuss the children in their charge. The dates of such meetings are outside of their control and from time to time coincide with duty times. In these circumstances such staff will normally take annual leave, but up to three paid special leave days per year may be granted for this purpose, subject to evidence that the meetings have been arranged on duty days.

7. Special Leave for Other Purposes

- 7.1 Staff may request special leave for other purposes from their manager. In reaching a decision the manager will take into consideration the individual circumstances, the exigencies of the Service, the amount of annual leave still available to the individual and their general service record. The manager may take advice from the appropriate HR Manager or Director in establishing if the purpose for special leave is valid and if it is granted as paid or unpaid special leave.