



SPECIAL LEAVE POLICY

Title	Special Leave
Who should use this	All Staff
Author	SAC/Adapted by AVJB
Approved by Management Team	20 February 2018
Approved by Joint Board	N/A – Existing Policy
Reviewer	Office Manager
Review Date	2022

Review History

REVIEW NO.	DETAILS	RELEASE DATE
1	Reviewed nov 2014 – no changes for avjb version	
2	Removal of Item 4.2 – Personal business page 9 insertion of adopters at medical treatment – page 14	28 February 2018
3	Update to policy to include Volunteering, Extended Premature Baby Leave and Community First Responder Leave. Also link to eform to record leave	October 2018
4	Updated to reflect career break following maternity/Adoption Leave updated to reflect the introduction of safe leave	FEBRUARY 2019
5	Update to reflect definition of Domestic Abuse	September 2019
6		

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1. Introduction

- 1.1 Special leave is available to all employees of the Board for a wide range of reasons which may be with or without pay. The policy is divided into 3 sections, Section 1 specifically covers matters relating to balancing work and family life, Section 2 covers leave for National, Public and Community Emergency Service and Section 3 covers other leave.
- 1.2 When approving requests for special leave, managers must consider the operational requirements of the Service as well as any requests that have been previously granted, outstanding annual leave and requests governed by legislation.
- 1.3 Managers are encouraged to consider flexible methods of supporting employees, and should use this policy as a means of encouraging attendance.
- 1.4 In cases where unpaid leave would normally apply e.g. study leave, the Nominated Senior Officer, has the discretion to agree changes to working patterns to allow employees to make up the time taken off, by working additional hours. This is subject to operational needs and a record of the agreement should be kept for audit purposes.
- 1.5 Similar flexibility should be considered where paid leave applies, and managers should approve appropriate time off depending on what is necessary.
- 1.6 Applications for special leave must be submitted initially to line managers for onward submission to the Boards Personnel Representatives giving as much notice as possible. Appointment cards or other notification should be shown, where available. Authorised Special Leave requests that require payroll processing should be sent to South Ayrshire Council Employee Services using the online [form](#) for the appropriate payment /deduction to be made to the employee's salary. Please do not send hard copy/scanned or email requests as they will not be processed.
- 1.7 Requests for special leave in the following cases must be passed to the Boards Personnel Representatives for approval only after authorisation has been sought from line managers and this is supported by the Nominated Senior Officer:-
 - Employees with less than 5 years' service who request leave of absence to visit relatives overseas; or
 - Employees who apply for voluntary service overseas; or
 - Employees who wish time off to participate in an International sporting or cultural event; or
 - Local Government Employees who wish to apply for a career break.
- 1.8 Loss of earnings certificates will only be issued when employees have been granted unpaid leave of absence and as a result have had an appropriate deduction from their pay. They will not be issued for events which took place during a period of annual leave/rostered day off etc.

2. Section 1 – Balancing Work and Family Life

- 2.1 The Board recognises that the effectiveness of the organisation depends on the motivation and commitment of its workforce.

The Board fully appreciates the difficulties that many employees have in balancing work requirements and family/caring commitments.

- 2.2 All employees have the right to a reasonable amount of unpaid time off to deal with an emergency involving a dependant. A dependant is a spouse, partner, child or parent or a person who lives with the employee but is not a lodger. The right to reasonable time off without pay should simply allow the employee to deal with the immediate problem and put necessary arrangements in place.

- 2.3 A family emergency can be anything from having to cope with a baby being born prematurely and requiring hospitalisation, a child being ill and not being able to attend nursery/school, to a close family member being involved in a serious accident or becoming ill and being admitted to hospital. Events such as those outlined above can be traumatic situations for anyone to deal with. The Board therefore recognises that when employees have to cope with any of these situations they will need the support of a caring and supportive employer.

If an employee has a family emergency and it does not appear that the Board has a policy/procedure in place to assist in that particular case, advice can be obtained from the Boards Personnel Representatives. Many of the policies allow a degree of flexibility for special arrangements to be made in certain circumstances.

2.4 FAMILY EMERGENCIES

- 2.4.1 If employees are required to be absent from work to make alternative arrangements arising from family emergencies, up to 1 day's leave with pay will normally be granted for each incident. Family emergencies may include incidents such as the sudden or unexpected illness of a relative, partner or child, disruption to the care of a dependent or an incident involving children at school/childcare. All such requests will be subject to review and will be considered on a case by case basis.

- 2.4.2 In the case of the **emergency** hospitalisation of a child and an employee has been advised by medical staff to remain with their child while in hospital, leave with pay for up to 5 days will normally be granted. Additional time off may be agreed at the Senior Nominated Officer's discretion.

- 2.4.3 **Premature Birth** – Time off for parents of babies who are born prematurely to cover the additional time their babies spend in hospital will be available as follows:

For the baby's mother - an additional week of paid leave for the mother for every week of hospitalisation of the baby born prematurely (before 37th week). This will be based from the date the baby is born up to the date the baby is discharged from full time hospital care or has reached the original due date (whichever is the earlier). Extended premature baby leave will be given to the mother at the end of her maternity leave period to enable her to spend quality time with her baby.

For the father, partner or nominated care giver – 2 weeks paid special leave on the birth of the baby; this will be in addition to 1 week's maternity support and 1 week's paternity leave.

For further information on Family Leave benefits, please see Family Leave Policy, in addition, the Board offers eligible employees the opportunity to apply for a range of flexible working options, please see the Boards Flexible Working Policy.

- 2.4.4 In the case of a critically ill or injured relative/partner, an employee may be granted up to 5 days leave with pay. Additional time off may be granted at the Nominated Senior officer's discretion.
- 2.4.5 Where the illness of a relative or partner is of a serious nature and an employee wishes time off to care for that person, they may be granted leave of absence without pay, subject to monthly review.

2.5 URGENT DOMESTIC DISTRESS

2.5.1 Domestic Abuse – Safe Leave

Domestic Abuse is defined as:

“any form of physical, verbal, sexual, psychological or financial abuse which might amount to criminal conduct and which takes place within the context of a relationship. The relationship will be between partners (married, cohabiting, civil partnership or otherwise) or ex-partners. The abuse can be committed in the home or elsewhere including online” The definition of domestic abuse encompasses the entire spectrum of behaviour by perpetrators where this amounts to criminal conduct. This includes cases which involve isolated incidents, as well as cases involving a course of conduct and includes violent and non-violent abusive behaviour and a range of coercive control behaviours designed to harm a victim. [Police Scotland]

Employees who are victims of domestic abuse may be granted up to 10 days' paid safe leave for reasons including but not limited to:

- attending medical appointments and counselling;
- attending legal proceedings;
- seeking safe housing;
- visiting legal advisors or support agencies, for re-housing or re-organising childcare, or for other relevant appointments; and
- matters as a result of family violence.

Based on the needs of the affected person, Safe leave may be taken as a block of up to 10 days or as intermittent periods of absence, based on the needs of the affected person (pro rata for part time employees).

The Board may request supporting documentation, such as from healthcare professionals, the police and/or the relevant support agencies, as appropriate.

Employees should discuss Safe Leave with the Boards Personnel Representatives in the first instance.

The Board's commitment and approach to raising awareness of domestic abuse is contained in South Ayrshire Council's [Domestic Abuse Position Statement](#).

To further support the introduction of Safe Leave, manager's guidance has been developed which includes signs to look out for and signposting to support agencies. This guidance, as well as further information and resources including a short video can be accessed on South Ayrshire Council's Re-Wired ([Gender Based Violence](#)).

Requests for Safe Leave and any information relating to the individual will be handled in the strictest confidence and retained securely in line with GDPR requirements.

2.5.2 **Domestic Distress**

Where an employee is required to be absent from work to make special domestic arrangements arising from being a victim of domestic abuse or as a result of domestic distress, for example a serious house fire, break-in or burglary, leave with pay for up to 3 days will normally be granted for each incident. Due consideration would need to be given to the circumstances arising.

2.6 **MEDICAL TREATMENT**

2.6.1 Employees requiring optical, dental, orthopaedic or other medical treatment should make arrangements to obtain treatment out-with normal working hours. For employees covered by the Flexi time agreement, appointments should be arranged using flexitime.

2.6.2 In emergency or other circumstances where a line manager is satisfied that an employee can't get an appointment out-with normal working hours they should allow reasonable time off with pay for the employee to attend an appointment. In such cases, employees should arrange appointments at times which will minimise disruption to their working day and the time off required e.g., early morning, lunch time or late afternoon.

2.6.3 Employees shall be entitled to reasonable time off with pay for the purpose of preventative medical examinations or fertility treatment for themselves, or to accompany their children or an elderly/disabled relative to hospital/dental appointment.

2.6.4 Employees who are pregnant and who, on the advice of a doctor, midwife or health visitor, attend a clinic or other place for ante-natal care will be granted reasonable time off with pay.

2.6.5 Confirmation of medical appointments or notification for other medical treatment should be provided to support the request for time off.

2.7 **BEREAVEMENT**

2.7.1 Reasonable time off with pay will be granted in the case of the death of a near relative. Line Managers should be sympathetic to the situation faced by the

employee and agree with them what is reasonable and appropriate in the circumstances.

- 2.7.2 Where employees are required to conduct business in connection with a bereavement, leave as necessary will be allowed, due regard being taken of the circumstances.
- 2.7.3 In other cases, an agreement should be reached between the manager and the employee about time off to attend the funeral service. This will not normally be more than one day with pay unless the employee has a significant distance to travel when the line manager has discretion to allow an additional day off with pay.
- 2.7.4 In normal circumstances it is expected that the employee will attend work before and after the funeral service.

2.8 LEAVE TO BE SET AGAINST ANNUAL LEAVE

The following requests for leave should normally be set against annual leave entitlement.

2.8.1 Visiting Relatives Overseas

An employee visiting relatives overseas must use their annual leave entitlement.

Employees may also wish to consider applying for additional leave under the Board's Scheme of Enhanced Leave.

Where an employee has completed 5 years' continuous service at the date of the proposed leave, reasonable extended leave up to 1 month may be granted without pay.

In exceptional circumstances employees with less than 5 years' service may be granted leave without pay. This request requires to be approved by the Nominated Senior Officer and supported by the employee's line manager.

2.8.2 Weddings

Leave for weddings, including an employee's own marriage, must be set against annual leave entitlement.

For term time employees arrangements should be made out with the school term for their own marriage. Only in very exceptional circumstances (e.g. where a husband/wife is in the armed forces and is only able to take leave at a specific time that coincides with the school term) a limited amount of unpaid leave without pay will be granted.

One day will be granted as reasonable time off to attend a wedding and agreement between the employee and their manager should be put in place regarding how the time granted will be worked back during the course of the term.

2.8.3 Moving Home

Leave required in connection with moving home will normally be set against an employee's annual leave entitlement.

If an employee has exhausted their full annual/flexi leave entitlement, they may be granted 1 day's leave without pay.

For term time employees arrangements should normally be made out with the school term or a request should be made for 1 day's leave without pay.

3. Section 2 – National, Public and Community Emergency Service

The Board is committed to providing support to employees who have chosen to support their country or community in any way, and to accommodating those employees who are called on to carry out public duties. Accordingly the following leave arrangements will apply:

3.1 RESERVE FORCES

An employee of the Board who is a member of the reserve forces and attends an annual training camp for a period of one week or more will be granted up to 15 days special leave with pay. This will be subject to the deduction of service pay and allowances received in respect of the period of special leave.

Employees who are members of the reserve forces and who are called up for national service will be granted special leave for a period of up to 6 months. Any payments will be at the discretion of the Nominated Senior Officer and will be subject to the deduction of service pay and allowances made in respect of the period of national service.

3.2 JURY AND WITNESS SERVICE

An employee who receives a summons to appear on a jury or as a witness will be granted special leave with pay to attend unless exemption is secured. This pay is subject to the deduction of associated allowances which the employee must claim.

3.3 PUBLIC DUTIES

An employee who serves on Children's Panel or as a Justice of the Peace will be granted up to a maximum of 10 days per annum to attend hearings.

If an employee serves on both then a maximum of 10 days paid leave is aggregated for both purposes. All the above is subject to exigencies of the service.

3.4 INTERNATIONAL AND SPORTING/CULTURAL EVENTS

An employee representing their country in an amateur international sporting event or an important international cultural event, may be granted up to 10 days paid leave in any annual leave year. For special events e.g., Olympic/Commonwealth Games, employees may be granted up to a further 10 days paid leave.

Requests may also relate to duties such as national coach and umpiring / refereeing / adjudicating at sporting events.

This request needs approval from the Nominated Senior Officer and requires to be supported by employee's line manager.

3.5 COMMUNITY VOLUNTEERING

Community Volunteering - The Board will support unpaid leave for employees who participate in community volunteering e.g., to assist at Youth Organisation Holiday Camps.

Time off will be granted in accordance with the exigencies of the service.

3.6 LEAVE IN SUPPORT OF THE DEMOCRATIC PROCESS

Election Duties: subject to the exigencies of the service, employees undertaking official duties such as Presiding Officer or Polling Clerk at Elections will be given leave with pay.

Election Candidates and Agents: employees who are candidates or election agents for the Scottish, Westminster or European Parliaments or Local Elections are granted leave of absence without pay for up to 4 weeks at the time of the election.

Councillor Duties: employees undertaking duties as Councillors with another Local Authority will be granted reasonable time off, paid leave is limited to 208 hours in any financial year.

3.7 COMMUNITY EMERGENCY SERVICES

Employees who participate in community emergency services, e.g., retained fire-fighters and lifeboat crew will be granted leave of absence with pay to attend emergencies which occur during working hours.

In addition, employees who volunteer as **Community First Responders** will be granted up to 7 hours paid leave per year to undertake relevant training linked to this role.

4. Section 3 – Other Leave

4.1 SPECIAL PURPOSES

Leave with pay will be granted to allow an employee to undertake duties or services of an honorary, charitable, philanthropic and civic character. Normally this will not exceed one day in any one year.

4.2 EXAMINATION LEAVE

Employees will be granted paid time off to sit examinations as part of a work related course of study. Employees who undertake a course of study, either self-funded or sponsored by the Board will be required to use annual leave, flexi leave or unpaid leave for the purposes of study leave. If an employee wishes to request time off to train or study on a flexible working basis they should refer to the Board's Flexible Working Policy.

4.3 VOLUNTARY SERVICE OVERSEAS

Employees applying for voluntary service overseas with the Voluntary Service Overseas Organisation shall be granted leave of absence without pay for a period of up to 2 years, provided the employee has 2 years continuous service with the Board. Following completion of the period of absence, resumption of duties with Ayrshire Valuation Joint Board will be on the basis that the employee will be reinstated on the salary grade and placing held immediately prior to the commencement of the period of leave, but not necessarily to the same post. During the period of absence, the post held by the employee may be filled.

4.4 CAREER BREAK

4.4.1 Introduction

The Board provides a career break option for employees who have 2 years continuous service with Ayrshire Valuation Joint Board. A career break will only be approved where service delivery can be maintained or enhanced.

The scheme is not available to employees who are trainees or are on temporary fixed term contracts.

The application form for a Career Break (*Appendix 2/PER/CB/1*) must be completed by the employee and forwarded to the Boards Personnel Representatives for approval. The application form details how much notice is required from the employee. Once the application has been approved, the employee will be issued a letter confirming the terms and conditions relating to the Career Break.

4.4.2 **Reasons for a Career Break**

Reasons for requesting a career break are specifically to concentrate on childcare responsibilities, care of a dependant, participation in voluntary work, travel, religious retreats or to pursue academic study. This differs from a secondment which involves transferring an employee to another Service to another partner organisation.

4.4.3 **Length of the Career Break**

The length of a career break will depend on the reason for the request. In some circumstances, there will be a predictable and definite end date (e.g. end of a University Degree), in others (e.g. care of a seriously ill relative) this will not be an exact science. In cases such as the latter, it would be appropriate to place a regular review date on the career break arrangement.

The minimum length of a career break will be 3 months with the maximum being 2 years. However, in the case of academic study the maximum leave is 4 years.

Employees who intend to request a break of 3-12 months should apply at least 3 months in advance. For employees in management positions, this should be 6 months. For breaks of 1-2 years and 4 years for academic study, all employees should apply a minimum of 6 months in advance.

An employee may have a maximum of two career breaks. There must be a minimum period of two years continuous service between employment breaks.

4.4.4 **Terms and Conditions during a Career Break**

During a career break the employee's contract in that post is suspended and all service related benefits i.e. annual leave, sick leave, maternity, adoption, paternity leave, together with unfair dismissal and redundancy entitlements, will be frozen until the employee's return to employment when the contract will resume.

An employee will return to the same spinal column point/grade/salary which they held prior to the career break. If there are workforce and organisational structure changes during the employee's career break, the Board's Framework for Managing Workforce Change Policy will be applied.

An increase in salary/increment for employees who are not at the top of their salary scale when they commence their career break will be in line with the service accrued from the career break return date i.e. the duration of the employment break will not be counted as service when considering placement

on the salary scale, nor will it be considered when calculating reckonable service.

Career Break Following Maternity/Adoption Leave:

If an employee has applied for and has been approved for a career break following a period of Maternity Leave/Adoption Leave, the employee should be allowed to take all of the annual leave accrued during their maternity/adoption leave period to the commencement of the career break.

4.4.5 Contact Periods and Working during a Career Break

Managers and employees can agree to undertake, where practical, a minimum of 5 days (paid) work referred to as “contact periods” for each 6 months of the career break. These can be completed individually or in block and would be for the purpose of keeping training and development up-to-date.

Employees who are on a career break will not normally be allowed to undertake employment in the UK, other than on a seasonal basis (a maximum 16 weeks) with another employer. This is viewed as directly conflicting with the aims and objectives of the Ayrshire Valuation Joint Board’s career break scheme.

However, an employee on a career break can apply for internal temporary vacancies with the Board. This will be on an ad hoc, part-time, term time, temporary or project basis and authorisation should firstly be sought from the Nominated Senior Officer before accepting the position. For example, an employee on a career break for the purposes of studying could work out-with the academic term (covering Christmas, Easter and summer holidays).

4.4.6 Maintaining Service Delivery during a Career Break

A career break will only be authorised with the provision that service delivery can be maintained or enhanced. How service is maintained will be determined on an individual basis i.e. predicted length of break, type of vacancy. Options available include:

- Existing employee temporarily acting up
- Recruit internally as a secondment
- Advertised externally as a temporary fixed term contract.

A career break may be agreed with conditions e.g. only finally authorised when the vacancy has been filled.

4.4.7 Communication during the Career Break

Keeping in touch is essential to the success of a career break for both the employer and the employee. For the employer, it demonstrates a commitment to retaining the employee. It also assists to maintain an employee’s skills and knowledge and by doing so, eases the return to work experience. Therefore in terms of communication, there is a dual onus and responsibility from both the employee and the employer during a career break.

The level of communication with an employee during a career break will vary according to the size of the department, the type and level of job and the length of the career break. It is therefore essential to strike a balance between providing too much and too little information.

Communication/information could include the following:

- Access to Board vacancies;
- Professional Journals;
- Team Meeting notes/Seminar and Briefing notes;
- Training Courses;
- Social Events e.g. invitation to team lunches;
- Home Visit/Review Meeting;

In order to ensure that regular contact is maintained, a career break partner/mentor should be nominated from a colleague. They would also support the employee during “contact periods”.

There is an important role for the manager to maintain communication and where practical, visit the employee. This will enable any questions to be answered, to identify any training needs and to review the progress of “contact periods”.

4.4.8 **Working Arrangements on Return from a Career Break**

An employee must give a minimum of 3 months’ notice confirming the exact date when they wish to return to work after a career break. Management recognise that individual circumstances can change and will consider flexibility for employees to return to work sooner than envisaged. This will take into account any contractual obligations towards any person(s) covering the career break vacancy, service delivery etc.

Employees may require training (re-skilling, up-skilling) before returning to work from a career break. Employees should attend a meeting with their manager in advance of their return to discuss the post they are returning to and to agree any appropriate training programmes. This may include distance learning or a phased return.

On return from a career break, an employee will be guaranteed a position with similar responsibilities, in line with the Board’s Framework for Managing Workforce Change.

Return to Work from Career Break Following Maternity/Adoption Leave:

An employee is required to give 3 months’ notice of their return from a career break. An employee who intends leaving the employment of the Board during their career break will be required to return to work for 3 months or will be required to return to work for the balance of the 3 months minus any holidays they have already taken following their maternity/adoption leave, and prior to the commencement of their career break. If the employee does not comply with the above, repayment of the 12 weeks at 5/10 pay will be required.

4.4.9 **Benefits and Financial Considerations**

Employees on a career break will still be able to take advantage of certain employee services e.g. financial and health care advice, occupational health, counselling, physiotherapy etc.

However, employees will be unable to take advantage of any service which requires a salary deduction e.g. pension fund, trade union membership, credit union savings or childcare vouchers.

For payroll advances, overpayments or debt recovery, with consideration to the amount owed and length of career break, these deductions should be either

repaid before commencing the career break or continued throughout the career break.

An employee considering a career break must be aware of the financial implications regarding national insurance contributions, state benefits, state retirement pension, and pension fund etc. An employee should investigate the financial implications at the time of applying for the career break, Strathclyde Pension Fund Office can be contacted on 0345 890 8999 or visit their website for more information.

5. Right of Appeal

Where the employee has been refused the request for special leave they have the right of appeal via the Board's Grievance Policy.

APPENDIX 1

SUMMARY OF SPECIAL LEAVE

CIRCUMSTANCES	LEAVE	POLICY REFERENCE
BEREAVEMENT	In the case of a near relative (as defined in the policy), reasonable time off as necessary, with pay. In other cases, time to attend the funeral service, up to one day with pay.	PAGE 5
CAREER BREAK	Leave of absence without pay for up to 2 years, provided the employee has 2 years continuous service with the Board. In the case of academic study, the maximum leave is 4 years. Note that trainees and those on fixed term temporary contracts are not covered by the career break scheme.	PAGE 9
COMMUNITY EMERGENCY SERVICES	Employees participating as retained fire fighters or life boat crew – leave of absence with pay to attend emergencies during working hours. Community First Responders – up to 7 hours paid leave per calendar year to undertake training	PAGE 8
COMMUNITY VOLUNTEERING/	Unpaid leave subject to exigencies of the service.	PAGE 7
COUNCILLOR DUTIES	Employees undertaking duties as Councillor with another Local Authority will be allowed reasonable time off. Paid leave is limited to 208 hours in any financial year.	PAGE 7
ELECTION DUTIES	Leave with pay will be granted to employees undertaking official duties such as Presiding Officer and Polling Clerk at Elections, subject to the exigencies of the Service being met.	PAGE 7
EXAM DUTIES	Paid time off will be granted to employees to sit exams linked to a work related course of study. Unpaid leave or flexi leave applies to study leave.	PAGE 8
FAMILY EMERGENCIES	Up to one day with pay to make alternative arrangements. Up to 5 days with pay for emergency hospitalisation of child or critically ill or injured partner/relative. Extended premature baby leave of a week for each week of hospitalisation of the baby born prematurely up to hospital discharge or baby due date whichever is the earlier.	PAGE 4
INTERNATIONAL SPORTING/CULTURAL EVENTS	Employees representing their country at an international sporting or cultural event may be granted up to 10 days paid leave in any annual leave year. For special events e.g. Olympic games, employees may be entitled to a further 10 days paid leave.	PAGE 7
JURY AND WITNESS SERVICE	Leave with pay as necessary, subject to the deduction of the allowances which the employee must claim.	PAGE 7

MEDICAL TREATMENT	Appointments should be made out with work hours or using flexi time. If this is not possible allow reasonable time off with pay for the employee to attend an appointment or accompany a child or elderly/disabled relative. Pregnant employees will be granted time off with pay to attend clinics or ante- natal care. Adopters will be granted time off to attend pre-adoption meetings – (please refer to the Maternity policy for further information).	PAGE 5
MOVING HOME	Leave required for moving home should be set against annual leave entitlement. An employee whose annual leave is exhausted may be granted one day without pay. Term time employees should normally make arrangements out with the school term, or take unpaid leave of 1 day.	PAGE 6
PUBLIC DUTIES	Up to a maximum of 10 days per annum to attend hearings for those who serve on a Children’s Panel or as a Justice of the Peace. Those serving on both will have the 10 days aggregated for both purposes.	PAGE 7
RESERVE FORCES	Up to 15 days with pay, subject to the deduction of service pay received for the period of leave. Employees called for national service – 6 months leave, payment will be at the discretion of the Nominated Senior Officer subject to deduction of service pay/allowances.	PAGE 6
SPECIAL PURPOSES	Leave with pay will be granted, up to one day per year, to allow an employee to undertake duties of an honorary charitable and civic character.	PAGE 8
URGENT DOMESTIC DISTRESS	Safe Leave – up to 10 days paid leave for victims of domestic Abuse. Domestic Distress – up to 3 days paid leave for incident such as serious fire, house burglary.	PAGE 4
VISITING RELATIVES OVERSEAS	Employees should use annual leave entitlement. Leave without pay may be granted where an employee has completed 5 years continuous service.	PAGE 5
VOLUNTARY SERVICE OVERSEAS	Leave of absence without pay for up to 2 years, provided the employee has 2 years continuous service with the Board.	PAGE 8
WEDDINGS	Leave for weddings, including the employees own wedding, must be set against annual leave entitlement. Term time employees should make arrangements out with the school term. In exceptional circumstances where leave is necessary during the school term limited leave without pay will be granted. 1 day granted to attend a wedding with time being worked back.	PAGE 6

APPENDIX 2
PER/CB/1

APPLICATION FOR A CAREER BREAK

(Local Government Employees)

Note to Employee (*The Career break scheme is not available to employees who are on temporary fixed term contracts*).

This form should be sent to the Board's Personnel Representative.

You must have 2 years continuous service with Ayrshire Valuation Joint Board to apply for a career break, the minimum length of break is 3 months and the maximum is 2 years. For academic study the maximum leave is 4 years.

For breaks of 3 -12 months, you should apply *at least* 3 months in advance. If you are in a management position, this should be 6 months. For breaks of 1-2 years and 4 years for academic study, you should apply a *minimum of 6 months* in advance.

You may have a maximum of two career breaks and there must be a minimum period of two years continuous service between employment breaks.

To help in the consideration of your request you should provide as much information as possible. It is important that you complete all questions in the sections below as otherwise your application may not be valid:

Section 1: Personal Details (Page 1)

Section 2: Career Break Details (Page 2)

Section 3: Managers Comments, Nominated Senior Officer and HR Details (Page 3)

SECTION 1: PERSONAL DETAILS

Name:	Employee No:
Designation:	Work Location:
Home Address:	Home Telephone No:
	Work Telephone No:

SECTION 3: MANAGERS COMMENTS

Note to Manager: *Career breaks should only be approved where service delivery can be maintained or enhanced. Please discuss this application with the Boards Personnel Representatives who will acknowledge receipt of this application.*

Information in support of application – Line Manager’s comments:

Line Manager’s signature: _____

Line Manager’s designation: _____

Date: _____

Nominated Senior Officers comments:

Approved:

Not Approved:

Nominated Senior Officer signature: _____

Designation: _____

Date: _____

Human Resources Contact:

Name: _____

Designation: _____

Date: _____

It is our responsibility to keep your information safe. To find out what to expect when the Board collects your personal information, please visit SharePoint.

APPENDIX 3

TEMPLATE 1 - APPLICATION APPROVED

Name
Address Line 1
Address Line 2
Address Line 3
Address Line 4

Dear

EMPLOYEE VOLUNTEERING APPLICATION

I write to inform you that your application to volunteer on (date) at (Organisation) has been approved.

The Board supports volunteering and knows the value it brings to both our local community and to our employees who take part.

Supporting and helping others is a great thing to do and I wish you luck with your volunteering. I hope you enjoy your (day / or time off) and find the experience both valuable and rewarding.

If you have any further queries, please do not hesitate to contact me.

Yours sincerely

Name
Job Title Service

TEMPLATE 2 – APPLICATION DECLINED

Name
Address Line 1
Address Line 2
Address Line 3
Address Line 4

Dear

EMPLOYEE VOLUNTEERING APPLICATION

It is with regret that I write to inform you that your request to volunteer cannot be accommodated.

The reasons for the refusal of your application are xxxxx. I understand you may find this disappointing.

The Board supports volunteering and knows the value it brings to both our local community and to our employees who take part, therefore, please do not let this discourage you from applying again in the future.

If you have any further queries please do not hesitate to contact me.

Yours sincerely

Name
Job Title Service