

Special leave

1.1 Leave without pay

Special leave without pay may be granted at the discretion of the appropriate Assistant Director subject to the needs of the service. Applications should be made and authorised on a Special Leave Authorisation Form, see end. Employees requesting unpaid leave for over three months must be made aware that although their continuous service will be protected for the purposes of redundancy, that annual leave, sickness and others service-related benefits will not accrue for periods of absence extending beyond three months.

1.2 Unplanned Leave

The types of leave defined below are designed to cope with emergencies which cannot be postponed and are not dependent on an employee having used all their leave. If the situation continues or is likely to continue beyond five days, alternative arrangements must be made, e.g. unpaid leave or annual leave.

The procedure to be followed for approval of unplanned leave is as follows:

The employee should telephone the Line Manager as soon as they are aware that they will be unable to attend work and provide details of the circumstances to the manager;

As this is an emergency situation, the manager will approve the time off and arrange cover as appropriate. A decision on what type of leave and whether it is paid or unpaid will be the responsibility of the Service Manager in accordance with this procedure.

The line manager will pass details of the request to the Service Manager using the attached form. On receipt of the form, the Service Manager will authorise the leave, notifying Human Resources (for recording purposes) and the manager, who will communicate the decision to the employee.

1.2.1 Domestic Emergency Leave

Domestic Emergency leave is to help staff deal with urgent and unexpected situations at home which cannot be foreseen. It is not designed for staff to look after relatives, as this should be taken as Carer's Leave (below). Up to 3 days paid leave can be granted in any period of 12 months by a Service Manager. Discretionary leave in excess of three days must be approved by the appropriate Assistant Director.

1.2.2 Carer's Leave

Up to 5 days' paid leave may be granted in cases where the employee is responsible for caring for a member of their family or dependant in any one period of 12 months. This leave is not designed for situations which can be foreseen, e.g. attending pre-

planned hospital appointments or treatment with family members, for which TOIL or annual leave should be taken.

1.2.3 Bereavement Leave

Employees may request up to five days' bereavement leave as a result of the death of a close family member, e.g. mother, father, sister, brother, partner, son or daughter (including step-relatives and half-blood relationships). The purpose of this leave is to recognise the trauma and distress which is caused by the death of a close relative, as well as to allow time for the employee to make practical arrangements for the funeral, etc.

Further paid leave can be granted at the discretion of the appropriate Assistant Director up to a maximum of 10 days' in total taking into account the particular circumstances of the bereavement.

1.2.4 Funeral Leave

Employees wishing to attend the funeral of other relatives or friends may be allowed up to a half a day's paid leave, subject to the manager being able to make appropriate cover arrangements. If the employee wishes to have the full day off, they should make up the time with annual leave, flexi-time or TOIL.

1.2.5 Compassionate Leave

In exceptional cases, an Assistant Director may submit a request to SMT for extended paid leave of up to a maximum of two months. This will be approved by SMT and is likely to be applicable in cases, for example, where a close family member becomes seriously ill and requires a high level of care and support. All relevant details will be supplied to SMT for a considered decision to be taken.

2. Planned Leave

2.1 Hospital and Doctor's Appointments

Employees are expected to make routine doctor's appointments at a time which will cause the least disruption to their working day wherever possible. Time to attend these appointments will be taken as flexi-time or TOIL.

In recognition that most hospital appointments are difficult to rearrange, paid leave will be granted to attend on production of an appropriate letter or appointment card.

2.2 Regular Hospital, Out Patient Treatment or Counselling

Wherever possible, employees are expected to make these appointments at times which do not clash with their working patterns. Where this is not possible, reasonable paid time off for treatment will be granted with pay, providing this has been organised through the GP or Consultant and appropriate documentation is provided. Where staff become ill as a result of treatment, e.g. chemotherapy, this will be classed as sickness absence.

2.3 Leave for Jury Service

Employees who are called for jury service shall be granted time off without pay and should claim loss of earnings from the Court. Employees must inform their Service Manager if they are called for jury service. Where the claim does not cover fully the earnings St Anne's will make up the difference to their normal pay.

2.4 Leave for Court as a Witness

Employees who are subpoenaed to attend court as a witness shall be granted leave with pay on the understanding that any witness fee is claimed and is handed over by the employee to St. Anne's. Employees must inform their Service Manager if they have to attend court as a witness.

2.5 Leave for Magisterial Duties/Membership of Public Bodies

(a) Employees who are appointed as a magistrate, elected or appointed to a Public Body may, at the discretion of the Chief Executive and subject to the exigencies of the service, be granted up to 18 days paid leave in any 12 month period.

(b) Leave may be taken in days or half-days as required.

(c) Employees must obtain permission from the Chief Executive in writing prior to making an application to serve as a magistrate, standing for election or applying to serve as a member of a Public Body.

2.6 Leave for Examinations/Study Leave

The following provisions will apply where an employee has had a sponsorship approval from St Anne's and is receiving support in terms of contribution towards course fees or paid time off to attend a course

(a) Paid leave for the purpose of sitting examinations and up to half a day study leave per exam will be allowed under the Sponsorship scheme. In addition, where employees are required to attend short residential courses (maximum 5 days' per year), this will be allowed as paid leave.,

(b) Leave with pay shall be granted to professional staff to attend courses/study days to enable them to maintain their statutory and/or professional registration.

