

We recognise that there are circumstances where you need to have time off work, but it is not appropriate for you to have to take annual leave. We therefore have a scheme of special leave. In some circumstances, as detailed below, special leave will be with pay.

In other circumstances special leave will be unpaid, for example if you wish to add 2 weeks unpaid leave to 3 weeks annual leave for an extended holiday, or you wish to attend a course of study which has no relevance to your employment. In such cases up to 10 days unpaid leave can be granted within your department, but any longer period requires the agreement of the Head of HR or the Chief Executive.

If you need special leave you should contact your line manager and advise him/her of the reason. Your manager will consider your request, taking into account your individual circumstances and will advise you if special leave can be granted and if so whether it is paid or unpaid.

Where it is considered that special leave is not appropriate your manager will try to allow you to take time off by granting annual leave, flexi-leave, or time off in lieu.

Paid Special Leave

CIRCUMSTANCES	LEAVE AVAILABLE (Working days)
Death of an employee's mother, father, brother, sister, spouse, partner, child, guardian, in-laws or dependent relative	up to 5 days
Attendance at funeral of family member (other than those above)	up to 1 day
Serious illness (including attendance at hospital in emergencies) of employee's mother, father, brother, sister, spouse, partner, child, guardian, in-laws or dependent relative	up to 5 days
Employee's hospital appointment	as necessary (employees on flexi-time will be credited with hours lost in the normal working day of 9am – 5pm minus 1 hour lunch break)
Employee's GP or dental appointment etc You are expected to try to arrange appointments outwith working hours, or where this is not possible to arrange them to cause the least disruption to work e.g. first thing in the morning or late afternoon	employees not on flexi-time – as necessary employees on flexi-time – no flexi-time credit for hours lost

Maternity Support Leave for an employee (excluding teaching staff) who is the baby's father, or the partner or nominated carer of the mother	5 days
Paternity Leave for an employee who is the father of a baby or the partner of the baby's mother	teaching staff – up to 10 days leave (the first 5 days at full pay and the remaining 5 days at Statutory Paternity Pay) all other employees – up to 5 days leave at Statutory Paternity Pay (in addition to 5 days Maternity Support Leave)
House removal for an employee who qualifies for SBC relocation assistance	up to 2 days
Attendance at Court for jury service or as a witness	as required by Court (N.B. Employees must claim loss of earnings, which once received will be deducted from Council pay)
Attendance at annual training camp for Non Regular Forces	for a minimum of one week and maximum of 15 calendar days (Service pay and allowances will be deducted from Council pay)
Secondment to another organisation	up to 10 days (any longer period requires agreement from the Head of HR or Chief Executive)
Study leave for examination for employees on approved training courses	up to 1 day per exam
Attendance at examination for employees on approved training courses	up to 1 day per exam
Any other circumstances, e.g. serious personal crisis, representing country at sport	up to 10 days (any longer period requires agreement from the Head of HR or Chief Executive)