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East Dunbartonshire Council

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Education Procedure Manual 2/11

Special Leave

for

Teachers and Employees on

Scottish Negotiating Committee (SNCT)

Conditions of Service

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Monitoring and Review

This procedure manual will be reviewed in accordance with:

- Legislative change
- Changes to SNCT national conditions of service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade unions and/or Management.

Alternative Formats

All Education Procedure Manuals can be found on The Hub. The Procedure Manual and the associated Appendices can also be made available, on request, in a variety of formats. These can be requested from Education, People and Development . Information will be made available in accordance with the Council's Accessible Information Policy.

1.0 INTRODUCTION

- 1.1 The regulations on special leave for all employees of the council, including teachers, are based on the principle that employees should not make personal arrangements which conflict with their contractual duties. Wherever possible, careful foresight should be exercised and requests for special leave submitted well in advance. The need to ensure continuity of educational provision makes it particularly important that these general principles are adhered to in the case of teaching employees.
- 1.2 All employees have a statutory right to some forms of special leave, which may be with or without pay. However, there is no automatic right to other forms of special leave and granting of such leave will be in accordance with the terms of this Procedure Manual and the exigencies of the service.
- 1.3 The provisions of this Procedure Manual apply only to permanent teachers and to temporary teachers who are employed on a fixed term (part-time or full-time) basis. Teachers who are employed on a short term basis will not normally be granted special leave.
- 1.4 Sections 3.0–5.0 of this Procedure Manual set out a range of circumstances where special leave may be required, reflecting relevant national and local agreements. Section 2.0 details the process to be followed in connection with the application for, and granting of, special leave to employees.
- 1.5 Arrangements for Annual Leave, Family Leave (Maternity, Adoption, Parental, Shared Parental, Surrogacy, Maternity and Adoption Support) and Sick Leave are not covered within this Procedure Manual. Such leave is governed by SNCT National Conditions of Service. Employees should refer to the SNCT Handbook of Conditions of Service for information relating to these types of leave.
- 1.6 Leave relating to adverse weather conditions is covered in the Local Negotiating Committee for Teachers (LNCT) paper – Adverse Weather and Options for Teachers Who Haven't Attended Work (February 2013).
- 1.7 Any teacher who requests special leave without pay should be informed that such leave constitutes a break in service that can affect superannuation payments and pension. Such leave, however, does not affect continuous service.
- 1.8 Employees and Head Teachers should be aware that, where there is reason to believe that the scheme is being abused, disciplinary procedures may be invoked.
- 1.9 In all cases, the period of special leave granted includes any travelling time required.
- 1.10 Throughout this Procedure Manual, the term Head Teacher will be used to include Team Leaders and senior managers of those employees on SNCT Conditions of Service.

2.0 APPLYING FOR, AND GRANTING OF, SPECIAL LEAVE

- 2.1 Teachers who are seeking special leave should apply to the Head Teacher. A Head Teacher seeking special leave should apply to the Chief Education Officer.
- 2.2 The Application for Special Leave form, attached as Appendix 1, should be completed and submitted to the Head Teacher together with an appointment card or similar form of notification, where available. Applications should be submitted giving as much notice as possible.
- 2.3 It is expected that, in most situations, the paperwork for the request for special leave will be completed and submitted before the leave is taken but it is appreciated that, in a few circumstances, this may not be possible.
- 2.4 When approving requests for special leave, consideration should always be given to the operational requirements of the service along with any requests that may have been granted previously.
- 2.5 A Head Teacher can grant special leave of up to two days provided that the exigencies of the service can be met. Notice of such leave should be sent by the Head Teacher to the Chief Education Officer.
- 2.6 All requests for more than two days of special leave, or extensions to the period already authorised by the Head Teacher should be referred by the Head Teacher to the Chief Education Officer. The Head Teacher should provide the Chief Education Officer with a recommendation and any other pertinent details.
- 2.7 It is the responsibility of the Head Teacher to ensure that all special leave which has been granted is recorded on ITrent.

3.0 BALANCING WORK AND FAMILY LIFE

3.1 PERSONAL BUSINESS

- 3.1.1 If the Head Teacher is satisfied that the request is reasonable, short periods of less than a day can be granted, with pay, to deal with personal business.

3.2 FAMILY AND DOMESTIC EMERGENCIES

- 3.2.1 For the purposes of this Procedure Manual, an employee's family is defined as a parent, child, spouse, partner, dependent or the employee's principal carer. Sympathetic consideration may, however, be given to requests involving relatives other than those listed above.

- 3.2.2 All employees have a statutory right to take reasonable time off work, to deal with unexpected or sudden problems concerning a dependent and to make any necessary longer term arrangements in accordance with SNCT Conditions of Service.
- 3.2.3 Family emergencies are situations which tend to happen when least expected. Examples of these might include a family member being involved in a serious accident or becoming ill and being admitted to hospital. This may also extend to situations where a family member of the employee, is ill at home or there is an unexpected problem with the day care normally provided for that dependent. This list is not exhaustive. Employees who find it essential to be absent from duty due to a family emergency, will normally be granted leave with pay for up to three days. If more than two days is required, the Head Teacher should pass the request to the Chief Education Officer. Leave which is granted beyond three days will normally be without pay.
- 3.2.4 In the case of emergency hospitalisation of a family member, as defined in paragraph 3.2.1, and where an employee has been advised by medical staff to stay at the hospital, leave with pay for up to 5 days will normally be granted.
- 3.2.5 Where an employee wishes time off work to allow them to care for a family member leave of absence without pay, subject to monthly review, may be granted. For long term absence, employees may wish to consider the Career Break Policy.
- 3.2.6 If employees are required to be absent from duty to deal with necessary arrangements arising from domestic emergencies due to natural or malicious events, such as floods, storm damage, fire or burglary, reasonable leave with pay will normally be granted.

3.3 BEREAVEMENT AND FUNERALS

- 3.3.1 In dealing with all cases of bereavement, it is expected that managers will be sympathetic to the situation. If an employee is experiencing difficulty in coming to terms with bereavement, confidential support can be accessed through the Employee Assistance Programme.
- 3.3.2 An employee will be given reasonable time off, as necessary, with pay, up to a maximum of five working days, including the day of the funeral, in cases where the funeral is of a family member. Two days with pay can be granted by the Head Teacher. The Chief Education Officer should be informed of leave granted. If more than two days are required, the request should be passed to the Chief Education Officer. Leave which is granted beyond five days will normally be without pay.
- 3.3.3 For the purposes of this Procedure Manual, an employee's family is defined as a parent, child, spouse, partner, dependent or the employee's principal carer. Sympathetic consideration may, however, be given to requests involving relatives other than those listed here. Other relationships may be taken into account if the teacher is required to make funeral arrangements.

- 3.3.4 One day with pay may be granted by the Head Teacher for an employee to attend a funeral. A second day with pay may be granted where attendance at the funeral requires an extended period of travel.
- 3.3.5 Any leave requested beyond two days must be referred to the Chief Education Officer. If granted, this leave will be without pay.

3.4 VICTIM OF DOMESTIC VIOLENCE

- 3.4.1 Where an employee is required to be absent from duty to make special domestic arrangements arising from being a victim of domestic violence, leave with pay for up to 5 days will normally be granted. Please refer to East Dunbartonshire Council's Domestic Abuse Policy for further details.
- 3.4.2 The Head Teacher can authorise 2 days. Any leave requested beyond 2 days and up to a maximum of 5 days must be referred to the Chief Education Officer.

3.5 MEDICAL TREATMENT

- 3.5.1 Reasonable time off with pay should be allowed for the purpose of (i) preventative medical examinations and (ii) medical interventions which support the management of medical conditions which are likely to be covered by the Equality Act 2010. These should, where feasible be made out with pupil contact time. This may be achieved by using a degree of flexibility around class and non class contact time.
- 3.5.2 The Head Teacher has the authority to grant such requests. The Head Teacher must be satisfied that all such requests are reasonable. Leave granted will normally be less than one day with pay. However, if circumstances dictate, longer periods of leave may be granted. If the request for leave exceeds 2 days, it must be referred to the Chief Education Officer.
- 3.5.3 Employees requiring time off with pay to attend hospital appointments will be required to submit a hospital appointment card or letter to the Head Teacher as soon as they have been informed of the appointment, and prior to the leave being taken.
- 3.5.4 Employees requiring to attend physiotherapy appointments will receive necessary time off with pay if the employee is referred by their GP or their GP provides a report in support of the treatment.
- 3.5.5 Time off for plastic surgery will be treated in accordance with the Wellbeing at Work Policy as long as the employee is referred by their GP or their GP provides a report in support of the treatment. Special Leave is not granted for elective plastic surgery.
- 3.5.6 An employee shall be entitled to time off with pay for the purpose of attending appointments related to fertility treatment.

- 3.5.7 An employee who is pregnant and who, on the advice of a doctor, midwife or health visitor, attends a clinic or other place for ante-natal care will be granted time off with pay.
- 3.5.8 Nursing mothers on their return to work will, where practicable, be allowed time off with pay during work hours up to 60 minutes per day for the purpose of breastfeeding if their baby is cared for nearby or to express milk.
- 3.5.9 Employees who have family members with disabilities will be granted time off with pay up to a maximum of 5 days per year with pay, to accompany them to hospital appointments as long as they must personally attend as they are the principle carer. Employees may wish to consider Parental Leave and/or Career Break policies should the medical treatment be required over a prolonged period.

3.6 ATTENDING A WEDDING

- 3.6.1 One day with pay may be granted by the Head Teacher for an employee to attend a wedding as a guest. A second day with pay may be granted where attendance at the wedding requires an extended period of travel.

The provisions in this paragraph do not refer to a teacher's own wedding.

- 3.6.2 Leave will not normally be granted for an employee's own wedding during the school term-time. Only in very exceptional circumstances (for example when the partner to be is in the armed forces and is unable to take leave during the school holiday period) will a limited period of leave be granted. One day shall be with pay; any further leave granted will be without pay. Such requests must be referred to the Chief Education Officer.

3.7 MOVING HOUSE

- 3.7.1 Where a house removal cannot be arranged for a holiday period, up to two days leave may be granted by the Head Teacher. One day shall be with pay, the second, if required shall be without pay .

3.8 RELIGIOUS FESTIVALS OR HOLIDAYS ETC DURING TERM TIME

- 3.8.1 Employees who celebrate festivals or holidays on days other than those allocated by the Council each year will be entitled to a maximum of three separate days' leave without pay per year to participate in religious festivals or holidays.
- 3.8.2 Up to one day's leave with pay may be granted to attend the ordination of, or similar service for, a near relative. Requests for additional leave, which will normally be without pay, should be referred by the Head Teacher to the Chief Education Officer with a recommendation and any other details.

3.9 HOLIDAYS DURING TERM TIME

- 3.9.1 Apart from compensatory time off in lieu, as defined in SNCT Handbook of Conditions of Service (Part 2, Section 6), leave with or without pay for going on holiday is not normally granted during term-time.
- 3.9.2 Leave will not normally be granted to allow an employee to accompany a partner on holidays or business trips. Any leave granted in exceptional circumstances will be without pay. The Head Teacher should pass such a request to the Chief Education Officer.

3.10 STUDY LEAVE AND EDUCATIONAL EXPEDITIONS

- 3.10.1 Leave with pay will be granted by the Head Teacher, subject to the exigencies of the service, for the purpose of final revision prior to sitting a formal examination (not a class examination). This will be limited to one day's leave per examination.
- 3.10.2 Leave with pay will be granted to employees with approved sponsorship to enable them to sit authorised examinations during normal working hours.
- 3.10.3 Leave without pay will be granted for re-sitting examinations.
- 3.10.4 Study leave with or without pay may be granted to assist teachers undertaking approved qualifying courses. The conditions relating to this are laid down in Education Procedure Manual 2/13 – In Service Training of Teachers : Leave of Absence and Payment of Expenses.
- 3.10.5 Leave will normally be granted where the applicant has been selected to undertake certain study tours of direct benefit to the education service by enhancing the applicant's experience relative to the teaching post held. Leave shall normally be with pay subject to the deduction of bursary or other payments made. Such a request should be referred to the Chief Education Officer with recommendations and an indication of whether duties can be covered.
- 3.10.6 Leave may be granted by the chief Education Officer to teachers who have been selected to accompany groups of children, other than their immediate charges, who have gained a study trip from an external body. Leave shall normally be with pay subject to the deduction of any grants made to the teacher.
- 3.10.7 Leave with pay will normally be granted to teachers who have been invited to participate in the work of professional bodies such as GTCS, Education Scotland etc, provided that the exigencies of the service permit. Requests for leave beyond two days should be referred by the Head Teacher to the Chief Education Officer with a recommendation and any other details including whether suitable arrangements can be made for the teachers duties to be covered.
- 3.10.8 Leave may be granted where an applicant has been selected to attend certain significant conferences or meetings of an educational or religious nature in a representative capacity. Leave will be granted with pay subject to the deduction of any bursary or other payments

made. Other than in exceptional circumstances the period of leave will not exceed five days.

- 3.10.9 Leave will not normally be granted for an employee to attend an exhibition of their own work. Any leave granted in exceptional circumstances will be without pay.

3.11 ATTENDING AN INTERVIEW

- 3.11.1 Up to one day with pay can be granted by the Head Teacher for each post. If considerable travelling is required, a second day, without pay, may be granted.

4.0 NATIONAL, PUBLIC AND COMMUNITY SERVICE

4.1 RESERVE FORCES

- 4.1.1 An employee who is a member of 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.

4.2 JURY AND WITNESS SERVICE

- 4.2.1 An employee receiving a summons to serve on a jury must report the fact to their Head Teacher and will be granted leave with pay to attend unless exemption is secured, subject to the deduction of the allowances to which the employee is entitled under the Jurors Allowance Regulations which the employee must claim.
- 4.2.2 Where an employee is called as a witness by the authority the teacher shall be regarded as being on authorised school business.
- 4.2.3 In the case of professional witnesses, leave with pay will be granted, on the understanding that witness fees received (excluding travelling and subsistence expenses) are notified to Employee Services to allow the equivalent deduction from pay.
- 4.2.4 Employees who are required to attend an Employment Tribunal either as a witness or an appellant in cases involving East Dunbartonshire Council will be given reasonable leave with pay.
- 4.2.5 When the employee is called as a witness by persons other than the authority, the absence will be treated as leave with pay. The teacher shall be under an obligation to reimburse the authority for any loss of earnings allowance that is recoverable from the person(s) issuing the citation and accordingly must claim the allowance.

Upon receipt of a citation and after having reported the fact to their Head Teacher an employee should present the document to the Employee Services whereupon the

individual's current daily or hourly rate of pay will be entered in the loss of earnings section and certified as correct by an official stamp.

- 4.2.6 Having attended Court, the Court staff will calculate the loss of earnings/other expenses (as appropriate) to be paid and will record these on the citation. On payment of the claim the signature of the claimant will be required and the citation will be retained by the Court. The employee should ask the court staff for a copy of the recited claim and after recording his/her employee number thereon should submit the copy claim to the Employee Services so that the amount received for loss of earnings may be deducted from the next available salary/payment.
- 4.2.7 Any other expenses received (i.e. travelling and subsistence payments) should be retained by the individual.

4.3 PUBLIC DUTIES

- 4.3.1 Special leave will normally be granted without pay to teachers who are members of public statutory bodies eg health boards or community councils. Where there is a considerable benefit to the education service leave with pay can be granted. The Chief Education Officer should be specifically informed of each absence.
- 4.3.2 Leave with pay, as necessary, will be granted to all employees to attend meetings as members of School Boards and up to 10 days leave with pay to undertake duties associated with membership of the Children's Panel or to undertake duties as Justices of the Peace.

4.4 INTERNATIONAL AND NATIONAL SPORTING/CULTURAL EVENTS

- 4.4.1 An employee who is representing his/her country at an amateur international sporting event or an important international cultural event may be granted reasonable leave with pay, subject to the deduction of loss of earnings allowance or other payments made, depending on the nature and duration of the event.
- 4.4.2 Where individuals are representing their country at international events then a period of up to 10 working days leave with pay in any annual leave year may be granted.
- 4.4.3 In the case of special events e.g. Commonwealth Games, Olympic Games, World and European Championships employees may be entitled up to a further 10 working days leave with pay, which would mean that in a year where employees have a combination of Championships at a significant level, they could receive up to a maximum of 20 working days leave with pay within an annual leave year.
- 4.4.4 Requests may relate to duties such as being a national coach and umpiring /refereeing at sporting events.
- 4.4.5 Leave, without pay, may be granted for playing sport in a national championship.

4.5 YOUTH ORGANISATION HOLIDAY CAMPS ETC

- 4.5.1 Special leave without pay may be granted to employees who are required to organise or assist at Youth-Organisation Holiday Camps, etc., provided the exigencies of the service can be met.

4.6 ELECTION DUTIES

- 4.6.1 Leave without pay for a period not exceeding 4 weeks at the time of the election shall be granted to employees who are candidates or election agents for the Scottish, Westminster or European Parliaments or Local Elections within East Dunbartonshire Council subject to the exigencies of the service.
- 4.6.2 Subject to the exigencies of the service, leave with pay will be granted to allow appropriate employees to undertake official duties such as Presiding Officer, Polling Clerk or Enumerator at elections/referenda for which an Officer of the Council is returning Officer or Depute. Authorisation must be obtained from the Head Teacher prior to applying for election duties.
- 4.6.3 Two days leave without pay may be granted by a Head Teacher to allow an employee to attend the national conference of a political party . Requests for leave beyond two days should be referred to the Chief Education Officer.

4.7 COUNCILLOR DUTIES

- 4.7.1 Employees undertaking duties in connection with being a Councillor with another Local Authority will be allowed reasonable time off, subject to the exigencies of the service. The Chief Education Officer is empowered to agree special arrangements in the case of provosts, council leaders and others holding very senior positions.
- 4.7.2 Under Section 10 of the Local Government and Housing Act 1989 the amount of leave with pay for employees undertaking duties in connection with being a Councillor with another Local Authority is discretionary and requires management consent. This leave is subject to the exigencies of the service and is limited to 208 hours in any financial year. Thereafter any further leave will be without pay. This limit does not apply to employees who are appointed as Chair of a Local Authority, for example, the Leader or Provost.
- 4.7.3 An employee, who is elected as a Councillor with East Dunbartonshire Council, must resign from their post.

4.8 VOLUNTARY SERVICE

- 4.8.1 Employees who participate in improving the quality of life of others will be supported in their action where reasonably practicable. Leave without pay will be granted to allow an employee to undertake duties or services of an honorary, charitable, philanthropic and civic character to be undertaken. Normally this leave will not exceed five days in any one year.

5.0 SPECIAL CASES

5.1 COMPASSIONATE LEAVE

5.1.1 In exceptional circumstances, the Chief Education Officer will be empowered to grant extended leave of absence without pay, following discussion with the Depute Chief Executive - Education, Business and People. In the first instance the matter should be referred by the Head Teacher to the Chief Education Officer with a recommendation and any other details including whether suitable arrangements can be made for the teacher's duties to be covered.

5.2 OTHER SITUATIONS

5.2.1 Where an application is not strictly governed by the guidelines contained in this Procedure Manual or where compelling compassionate grounds are advanced in support of an application which would normally be refused, the request will be referred by the Chief Education Officer to the Depute Chief Executive - Education, People and Business, for consideration.

6.0 APPEALS

6.1 Where an employee feels that extenuating circumstances have not been fully recognised in the consideration of an application, the matter should be referred to the Chief Education Officer or Depute Chief Executive, as appropriate, for consideration.

APPENDIX 1

REQUEST FOR SPECIAL LEAVE

QUICK REFERENCE GUIDE

Type of Leave Requested and Procedure manual Reference	Duration of leave which may be authorised and authorising officer	With or without pay	NOTES
PERSONAL BUSINESS 3.1.1	Up to 1 day authorised by HT	With pay	HT should be satisfied that the request is reasonable.
FAMILY EMERGENCIES 3.2.3	Up to 2 days authorised by HT Requests for time off beyond 2 days to be referred to the CEO	Up to 3 days with pay Beyond 3 days without pay	
EMERGENCY HOSPITALISATION OF FAMILY MEMBER 3.2.4	Up to 2 days authorised by HT Requests for time off beyond 2 days to be referred to the CEO	Up to 5 days with pay	Leave is granted where the employee has been advised by medical staff to stay at the hospital.
DOMESTIC EMERGENCIES 3.2.6	Up to 2 days authorised by HT Requests for time off beyond 2 days to be referred to the CEO	Reasonable time off with pay	HT or CEO, as appropriate should be satisfied that the request is reasonable.
FAMILY BEREAVEMENT 3.3.2	Up to 2 days authorised by HT Requests for time off beyond 2 days to be referred to the CEO	Reasonable time off with pay up to 5 days Time off beyond 5 days normally without pay	5 days includes day of funeral
ATTENDING A FUNERAL 3.3.4 – 3.3.5	Up to 1 day authorised by HT 1 further day authorised by HT if extended travel required Requests for time off beyond 2 days to be referred to the CEO	1 day with pay 2 days with pay if extended travel required Beyond 2 days without pay	
DOMESTIC VIOLENCE 3.4.1 – 3.4.2	Up to 2 days authorised by HT Requests for time off beyond 2 days, up to maximum of 5 days to be referred to the CEO	Up to 5 days with pay	Refer to EDC Domestic Abuse policy

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Type of Leave Requested and Procedure manual Reference	Duration of leave which may be authorised and authorising officer	With or without pay	NOTES
MEDICAL TREATMENT 3.5	Up to 2 days authorised by HT; although normally less than 1 day. Requests for time off beyond 2 days to be referred to the CEO	Reasonable time off with pay.	HT must be satisfied that request is reasonable. Appointment card/letter should be provided
NURSING MOTHERS 3.5.8	Up to 60 mins per day authorised by HT	Up to 60 mins per day with pay	
HOSPITAL APPOINTMENT WITH FAMILY MEMBER 3.5.9	Up to 5 separate days per year authorised by HT Requests for time off beyond 5 separate days to be referred to the CEO	Maximum of 5 days per year with pay	
ATTENDING WEDDING AS A GUEST 3.6	1 day authorised by HT HT can authorise 1 further day if extended travel required	1 day with pay 2 days with pay if extended travel required	
ATTENDING OWN WEDDING 3.6.2	All requests to be referred to the CEO. A limited period of leave may be granted.	1 day with pay Any further leave without pay	Leave would only be granted in very exceptional circumstances.
MOVING HOUSE 3.7.1	Up to 2 days authorised by HT	1 day with pay 1 day without pay	
RELIGIOUS FESTIVALS/HOLIDAYS 3.8.1	1 day authorised by HT (on 3 separate occasions per year)	1 day (on 3 separate occasions per year) without pay	
ORDINATION/ CEREMONY OF NEAR RELATIVE 3.8.2	Up to 1 day authorised by HT Requests for time off beyond 1 day to be referred to the CEO	Up to 1 day with pay Time off beyond 1 day normally without pay	
HOLIDAYS DURING TERM TIME 3.9	All requests to be referred to the CEO.	Any leave granted without pay	Leave would only be granted in very exceptional circumstances.

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Type of Leave Requested and Procedure manual Reference	Duration of leave which may be authorised and authorising officer	With or without pay	NOTES
STUDY LEAVE Final Revision prior to formal exam 3.10.1	Up to 1 day per exam authorised by HT	With pay	
STUDY LEAVE Sitting examinations 3.10.2	Up to 1 day authorised by HT	With pay	
STUDY LEAVE Re- sitting examinations 3.10.3	Up to one day per exam authorised by HT	Without pay	
STUDY LEAVE Teachers undertaking approved qualifying courses 3.10.4	All requests to be referred to the CEO.	May be with or without pay	SEE Education Procedure Manual 2/13 – In Service Training of Teachers of Expenses.
STUDY TOURS 3.10.5	All requests to be referred to the CEO.	Normally with pay	subject to deduction of any bursary/other payments
EDUCATIONAL EXPEDITION 3.10.6	All requests to be referred to the CEO.	Normally with pay	Subject to deduction of any bursary/other payments
WORK WITH PROFESSIONAL BODIES 3.10.7	Up to 2 days authorised by HT Requests for time off beyond 2 days to be referred to the CEO	Normally with pay	
ATTENDANCE AT EDUCATIONAL/ RELIGIOUS CONFERENCES IN A REPRESENTATIVE CAPACITY 3.10.8	Requests for time off beyond 1 day up to a maximum of 5 days to be referred to the CEO.	Normally with pay	Subject to deduction of any bursary/other payments Leave may be increased in exceptional circumstances.

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Type of Leave Requested and Procedure manual Reference	Duration of leave which may be authorised and authorising officer	With or without pay	NOTES
EXHIBITION OF OWN WORK 3.10.9	All requests to be referred to the CEO.	Without pay	Leave would only be granted in very exceptional circumstances.
INTERVIEW 3.11.1	Up to 1 day authorised by HT for each post HT can authorise 1 further day if extended travel required	Up to 1 day with pay 1 further day without pay	
ANNUAL TRAINING CAMP RESERVE FORCES 4.1.1	All requests to be referred to the CEO. Time off can be granted up to maximum of 15 days	Up to 15 days with pay	Subject to the deduction of service pay and allowances
<u>COURT ATTENDANCE</u> Summons to serve on a Jury 4.2.1	Time off as required CEO to be informed	With pay	Subject to deduction of allowances
<u>COURT ATTENDANCE</u> As a witness (called by authority) 4.2.2	Time off as required CEO to be informed	With pay	Time off recorded as authorised school business
<u>COURT ATTENDANCE</u> As a professional witness 4.2.3	Time off as required CEO to be informed	With pay	Subject to deduction of witness fees
<u>COURT ATTENDANCE</u> At an employment tribunal as a witness or an appellant 4.2.4	Reasonable time off as required CEO to be informed	With pay	
<u>COURT ATTENDANCE</u> As a witness (called by persons other than the authority) 4.2.5	Time off as required CEO to be informed	With pay	Authority to be reimbursed if there is a loss of earnings allowance.

Type of Leave Requested and Procedure manual Reference	Duration of leave which may be authorised and authorising officer	With or without pay	NOTES
PUBLIC DUTIES Attendance at meetings as a member of a community council, health board 4.3.1	Up to 2 days authorised by HT Requests for time off beyond 2 days to be referred to the CEO	Without pay With pay (if there is considerable benefit to the education service)	
Attendance at meetings for members of school boards or Children's Panels; carrying out duties as Justices of the Peace 4.3.2	Up to 2 days authorised by HT Requests for time off beyond 2 days up to 10 days to be referred to the CEO	With pay	
<u>SPORTING/CULTURAL EVENTS</u> Representing country (including coaching, umpiring, refereeing) at amateur international sporting or important cultural event 4.4.1- 4.4.4	All requests to be referred to the CEO. Up to 10 days in any one year. A further 10 days leave may be granted in case of special events eg Commonwealth games, Olympic Games etc	Up to 10 days with pay A further 10 days with pay in case of special events	Subject to deduction of allowances
<u>SPORTING EVENTS</u> Playing sport in a national championship 4.4.5	All requests to be referred to the CEO.	Without pay	
Organising /assisting at a youth organisation holiday camp 4.5.1	All requests to be referred to the CEO.	Without pay	
Election duties for candidates or election agents for Scottish, Westminster or European Parliaments or Local Elections 4.6.1	All requests to be referred to the CEO Up to maximum of 4 weeks	Without pay	

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Type of Leave Requested and Procedure manual Reference	Duration of leave which may be authorised and authorising officer	With or without pay	NOTES
Official election duties (Presiding Officer, Polling Clerk, Enumerator etc) 4.6.2	All requests to be referred to the CEO	With pay	Authorisation must be obtained from the Head Teacher prior to applying for election duties.
Attending the national conference of a political party 4.6.3	Up to 2 days authorised by HT Requests for time off beyond 2 days to be referred to the CEO	Without pay	
Councillor duties with another Local Authority 4.7.1	All requests to be referred to the CEO.	Reasonable time off with pay	CEO can agree special arrangements in case of provosts, council leaders and others holding very senior positions. SEE Section 4.7 of the Procedure Manual
Voluntary Service 4.8.1	Requests to be referred to the CEO. Up to a maximum of 5 days in any one year.	Leave without pay	
Compassionate Leave 5.1.1	Requests for extended leave of absence to be referred to the Depute Chief Executive, Education, Business and People) by the CEO	Without pay	

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APPENDIX 2
Application for Special Leave

Please refer to Education Procedure Manual 2/11, Special Leave for Teachers, prior to completing this application

Name	<input type="text"/>
School	<input type="text"/>
Post	<input type="text"/>
Requested Start Date of Special Leave	<input type="text"/>
Requested End Date of Special Leave	<input type="text"/>
Total Number of Days Requested	<input type="text"/>

Reason for Requested Special Leave

Signature of Employee : **Date:**

.....

Number of days special leave with pay granted Number of days special leave without pay granted
Special Leave not granted

Notes:

Signature of Head Teacher : **Date**

Signature of Chief Education Officer : **Date**