

Title: Guidelines on Special Leave

Number: D6

Updated: January 2020

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. This should be recorded as leave by School Management and HR and not as an absence.

Where it is considered that special leave is not appropriate a teacher may apply through the annual leave purchase scheme (up to 20 days).

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	as necessary

<p>Paternity Leave for an employee who is the father of a baby or the partner of the baby's mother</p>	<p>teaching staff – up to 10 days leave (the first 5 days at full pay and the remaining 5 days at Statutory Paternity Pay)</p>
<p>House removal for an employee who qualifies for SBC relocation assistance</p>	<p>up to 2 days</p>
<p>Attendance at Court for jury service or as a witness</p>	<p>as required by Court (N.B. Employees must claim loss of earnings, which once received will be deducted from Council pay)</p>
<p>Attendance at annual training camp for Non Regular Forces</p>	<p>for a minimum of one week and maximum of 15 calendar days (Service pay and allowances will be deducted from Council pay)</p>
<p>Secondment to another organisation</p>	<p>up to 10 days (any longer period requires agreement from the Head of HR or Chief Executive)</p>
<p>Study leave for examination for employees on approved training courses</p>	<p>up to 1 day per exam</p>
<p>Attendance at examination for employees on approved training courses</p>	<p>up to 1 day per exam</p>
<p>Attendance at interviews both within and out with the authority.</p>	<p>Wherever possible, candidates should arrange interviews out with normal school hours. However teachers will be paid while attending interviews. This is a reciprocal agreement with other authorities.</p>
<p>Any other circumstances, e.g. serious personal crisis, representing country at sport</p>	<p>up to 10 days (any longer period requires agreement from the Head of HR or Chief Executive)</p>

Additional Notes

- When a teacher has to take time off to look after an ill relative or partner, then under certain circumstances this is treated as unpaid leave. However a **Headteacher has the discretion to award up to 5 days paid leave in any session, provided the teacher concerned is willing and able to use the equivalent number of days of their annual leave working in school. In such a case, each day would involve 4 1/2 hours spent in the school working.** This would take place at a mutually agreed time. The time could be aggregated in half day (2 ¼ hour) blocks.

- This system could also be used to award exceptional leave, for such things as removals, attending a close relatives graduation, or the funeral of a friend or colleague who is not a close relative.
- When a child or dependant relative falls suddenly ill, and this necessitates either calling in the doctor or going to the doctor to find out how serious the illness is, then this should be treated as paid leave: if it transpires that the illness is not serious or critical, then any subsequent time taken off would however be treated as unpaid leave.
- When a teacher has to take time off unpaid for such reasons as mentioned above, or indeed other reasons, then they are entitled to request access to the annual leave purchase scheme. This may be granted, depending on the ability of the school to make suitable alternative arrangements.