

EAST RENFREWSHIRE LNCT AGREEMENT

**LEAVE OF ABSENCE POLICY FOR EMPLOYEES COVERED BY SNCT
CONDITIONS OF SERVICE**



Education Department

LEAVE OF ABSENCE POLICY FOR EMPLOYEES COVERED BY SNCT

CONDITIONS OF SERVICE

1. INTRODUCTION

East Renfrewshire Council recognises there may be times when an employee may need to request time off work during working hours. This policy sets out East Renfrewshire Council's leave of absence provision during working hours for those employees covered by SNCT conditions of service. The leave categories are outlined in Section 4 and are split into three sections. The first section covers matters relating to balancing work and family life, the second section covers leave for national, public and community service and the third section covers 'other' leave not covered elsewhere.

- 1.1. The purpose of this agreement is to provide a framework for the management and administration of leave of absence requests to ensure all employees covered by SNCT conditions of service are treated fairly, equitably and consistently.
- 1.2. This agreement is without prejudice to all relevant employment legislation including the Employment Rights Act 1996, the Equality Act 2010, Flexible Working Regulations 2023 and Carer's Leave Act 2023.
- 1.3. Forming an integral part of this Leave of Absence Policy are the existing provisions within the [SNCT conditions of service](#).
- 1.4. This agreement only relates to leave of absence, it does not relate to annual leave and does not cover leave because of illness or maternity/paternity or adoption. The SNCT handbook, other relevant LNCT agreements and Council policies contain information regarding requests for family leave, including flexible working options, career breaks, self-funded sabbaticals, carer and dependant leave and time off work due to ill health.
- 1.5. The overarching principle in respect of leave of absence for all employees covered by SNCT conditions of service is that employees should not make personal arrangements which conflict with the requirement that they be at work at times previously agreed by the employer, other than the circumstances outlined in this agreement.
- 1.6. Wherever possible, requests for leave of absence should be submitted for consideration well in advance of the event, in writing (this may be by email) however it is recognised that in some exceptional circumstances, this may not be possible due to the nature of the leave of absence being requested. The need to ensure continuity of quality education provision makes it particularly important that these general principles should be scrupulously applied in the case of SNCT employees.

- 1.7. While financial considerations are obviously important, the most important consideration in the mind of those granting leave of absence should be the avoidance of unnecessary interruption of educational provision.
- 1.8. There is no automatic right to leave of absence, with or without pay, nor any assumption that such leave will be granted other than in accordance with this agreement and the exigencies of the service.

2. ELIGIBILITY

- 2.1. All SNCT employees (whether permanent or temporary, part-time or full-time, term-time or 52 weeks) covered by SNCT conditions of service are eligible to request leave under this agreement.

3. APPLICATION

- 3.1. SNCT employees who are seeking leave of absence should apply to their Head Teacher or appropriate Line Manager in writing. A Head Teacher should apply to their appropriate Line Manager on the Education Leadership Team in writing. The Head Teacher or appropriate Line Manager will reply to the Teacher in writing (i.e. email or letter). Verbal applications and decisions are not appropriate, except in exceptional circumstances, but should always be followed up in writing by the Head Teacher Line Manager confirming any decision/arrangements made. It is important to note that a request may be made to discuss the leave of absence face to face before a decision will be given.
- 3.2. It is important that any employee applying for unpaid leave of absence under this agreement be informed that, for the purposes of superannuation payments and pension, no scheme contributions are deducted for any period spent on unpaid leave of absence. Consequently, SNCT employees will not contribute to their pension during periods of unpaid leave of absence.
- 3.3. There is no provision to pay back contributions directly relating to leave of absence, but there are other options to increase benefits that employees may want to consider following a prolonged period of unpaid leave of absence. Further guidance can be found on the [SPPA's website](#).
- 3.4. Special leave, with or without pay, may be authorised for specified reasons within arrangements agreed by the Local Negotiating Committee for Teachers (LNCT) as outlined within this policy. The deduction for any agreed special leave without pay is 1.20513/235th of the annual rate of salary for each day of special leave for term time employees. This equates to a day's pay and annual leave accrual for that day. For SNCT employees who do not follow a term-time working pattern, the daily pay deduction is calculated by taking one-twelfth of their annual salary and then dividing this by the number of days in the month in which the leave is requested.

- 3.5.** It should be noted that, requests for leave outlined within this agreement can be authorised by the Head Teacher/Line Manager, unless stated otherwise. Requests for additional leave or leave not covered within this agreement should be referred to the Education Senior Manager (Developing People) or a pastoral member of the Educational Leadership Team.

4. LEAVE CATEGORIES

4.1 Balancing Work and Family Life

The Council recognises that there may, on occasions, be challenges for employees in balancing work requirements with health considerations and family/caring commitments and events.

LNCT/40 Dependant and Carer Leave should be considered in conjunction with this section where appropriate.

Accordingly, the following leave arrangements will apply to support SNCT employees:

4.1.1 Medical Appointments/Treatment

SNCT employees who require to make G.P./Dentist appointments or receive optical, orthopaedic or other medical treatment should, except in emergency cases, arrange to make these appointments/ obtain such treatment, outwith normal working hours.

In an emergency or other circumstance where the Head Teacher/ Line Manager is satisfied that an employee cannot get an appointment outwith normal working hours, they may allow leave of absence with pay for the employee to attend the appointment.

SNCT employees shall be entitled to take such reasonable time off, without loss of pay, for the purpose of preventative medical examinations and medical interventions, which support the management of medical conditions that are likely to be covered by the Equality Act 2010. These appointments should be made out with pupil contact time. It is however acknowledged that depending on the nature of the clinic or appointment, employees may in some circumstances, have limited opportunity to influence the timing. Where the clinic or appointment cannot be re-arranged, every effort should be made to support an employee's attendance at such an appointment. Release for the appointment, if proving challenging, may be achieved by using a degree of flexibility around class and non-class contact time. Written confirmation for all appointments should be provided prior to any authorisation of leave.

The Head Teacher/Line Manager should be satisfied that all requests are reasonable, taking into account the nature and duration of the arrangements being requested. Leave of absence granted will normally be for less than one day. However, if a longer period of leave of absence for such examination or intervention is requested, this should be discussed with the Education HR Business Partner Team before authorisation.

Regular medical interventions/treatment programmes will require further consideration as to the level of support that can be offered subject to the exigencies of the service.

For the avoidance of doubt any period of recovery following a medical appointment will be classed as sickness absence which will be counted towards any triggers.

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 reasonable time off with pay.

For those SNCT employees who are not school based, time off may be taken through annual leave, flexi time (where appropriate), unpaid leave, or paid leave if authorised by the Line Manager.

4.1.2 Leave for Fertility Treatment

SNCT employees who are school based, who have decided to undergo fertility treatment, can take up to 5 days paid leave per school year for IVF and fertility treatment. Consideration will be given to further time off if required; however, this would be leave without pay and requests should be submitted to the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team. For those SNCT employees who are not school based, further time off may be taken through annual leave, flexi time (where appropriate) or unpaid leave.

Any medical appointments prior to starting treatment will be classed as a normal hospital appointment or doctor's appointment as appropriate.

An SNCT employee who is required, for medical purposes, to accompany their partner to a hospital appointment relating to fertility/IVF treatment will, on the production of written confirmation showing the necessity of their attendance, be accorded the same entitlements as employees attending a hospital appointment for themselves.

4.1.3 Domestic Abuse/Safe Leave

In line with the Council's Domestic Abuse Policy the provision of paid special leave (safe leave) can be granted to employees experiencing domestic abuse to enable them to attend medical appointments/counselling or to make necessary arrangements such as housing, schooling or to visit solicitors and other agencies.

It is expected that Head Teacher/Line Managers will be sympathetic to the situation faced by the employee. With regard to this Section of the policy, there is no specific minimum or maximum amount of leave that may be allowed.

In such instances, advice should be sought from the Education Senior Manager, (Developing People) although it is expected that managers will liaise and agree with the employee 'reasonable time off as necessary' having regard to all the circumstances and the agreed action plan/strategy.

Further information about the Council's approach to Domestic Abuse and support can be found here. [Intranet ~ Domestic Abuse \(erc.insider\)](#)

4.1.4 Bereavement/Compassionate Leave

Reasonable time off with pay will be granted in the case of the death of an immediate relative, such as a spouse or partner, a child, sibling or the parent of an employee.

In dealing with bereavement, it is expected that Head Teachers/Line Managers will be sympathetic to the situation faced by the employee. In this connection, a maximum period of 4 weeks can be authorised by a Head Teacher, it being expected that managers will liaise and agree with the employee 'reasonable time off as necessary' having regard to all of the circumstances.

As everyone reacts differently to such circumstances, before agreeing any period of paid special leave in excess of 4 weeks, advice should be sought from the Education HR Support Team and authorisation from the Education Senior Manager (Developing People) or a pastoral member of the Educational Leadership Team who will have the discretion to agree an additional, reasonable period of bereavement leave determined by the closeness of the relationship, the circumstances surrounding the death and the individual reaction to bereavement.

Head Teachers/Line Managers should keep in touch with the employee whilst they are on bereavement leave to monitor and review the period of bereavement leave and to offer practical support, such as the employee assistance programme, and to encourage the employee back to work as soon as they are able to do so.

If a period of bereavement leave continues for a significant period of time it will need to end and be re-categorised as sickness absence. Advice should be obtained from the nominated Senior HR Officer for the establishment in question, about when and how, these situations should be managed.

Where an SNCT employee is required to conduct business in connection with a bereavement, leave as necessary will be allowed taking into account the circumstances and exigencies of the service.

4.1.5 Attending a Funeral

Where an employee requests to attend a funeral, an agreement should be reached between the manager and the employee about paid time off to attend the funeral service. It is expected that the employee will attend work before and after the funeral service. There are occasions, where for example, an employee has a significant distance to travel. In such circumstances no more than two days may be granted, only one of which may be with pay.

Where there are a number of colleagues within a team that wish to attend the same funeral service, it is at a Head Teachers/Line Manager's discretion as to how many colleagues and who can attend, taking cognisance of service delivery needs.

4.1.6 Pregnancy Loss Charter - Pregnancy Loss before 24 Weeks

East Renfrewshire Council has pledged support for the [Miscarriage Association's](#) pregnancy loss charter. This means SNCT employees who have been affected by pregnancy loss (including partners) will be eligible for bereavement leave under this guidance. Time off will be in line with Bereavement Leave as above, with reasonable time off being granted as necessary.

If an SNCT employee is affected by pregnancy loss from 24 weeks as the pregnant parent, or experience a stillbirth or neonatal loss, they should refer to the Maternity Scheme to understand entitlements.

4.1.7 Compassionate Leave

In exceptional circumstances, the Education Senior Manager (Developing People) is empowered to grant extended leave of absence without pay. In the first instance, the matter should be referred by the Head Teacher/Line Manager to the Education HR Business Partner for onward referral to the Education Senior Manager (Developing People) with a recommendation as to whether the leave can be supported, including whether suitable arrangements can be made for the employee's duties to be covered.

4.1.8 Marriage/Civil Partnership During Term Time

For those SNCT employees who are school based, and are planning their own wedding/civil partnership, leave of absence should not be granted during the school term time. Only in very exceptional circumstances (for example where the intended spouse is in the armed forces and is unable to take leave during the school holiday period) will a limited period of leave be granted. For those SNCT employees who are not school based, normal annual leave may be requested.

Requests to attend weddings/civil partnerships as a guest will be considered by the Head Teacher/Line Manager only in cases where the bride or groom is an immediate family member i.e. a child, parent or sibling. In all cases no more than two days unpaid leave may be granted, in exceptional circumstances one day may be granted with pay. For those SNCT employees who are not school based, normal annual leave may be requested.

4.1.9 Moving Home

For school based SNCT employees, where a house removal cannot be arranged for a school holiday period, no more than two days leave of absence may be granted. One day shall be with pay, the second, if required, will be without pay.

For non-school based SNCT employees, normal annual leave should be requested. Where an employee's full entitlement to annual leave is exhausted one day without pay may be granted.

4.2 National, Public and Community service

The Council is committed to supporting employees who have chosen to support their country or community, and to accommodating those employees called upon to carry out public duties. Accordingly, the following leave arrangements will apply:

4.2.1 Jury Service

Jury service is an important public duty. An SNCT employee receiving a summons to serve on a jury shall report the fact to their Head Teacher/Line Manager and provide a copy of their citation. Upon receipt of the citation, the Head Teacher/Line Manager shall grant special leave with pay to attend (unless an exemption is secured). The caveat to being granted this leave with pay is that whilst on Jury Duty, an employee is entitled to claim an allowance in respect of loss of earnings. The employee should claim the allowance payable under the Jurors Allowances Regulations and this amount will then be deducted from their pay. (See Appendix A for more information on the procedure for payroll deduction and expenses claims).

On conclusion of the required jury service the employee should provide their employer with written evidence of the duration of their time as a juror.

It can be that an employee is asked to attend court every day before being selected for a jury or being released from duty. In the latter case, the employee should return to work after being released. The employee should be granted special leave for the time spent at court, including reasonable travelling time for the return to work.

4.2.2 Court Witness

Where an SNCT employee has been cited to attend as a witness by the authority, the employee shall be regarded as being on authorised school business and leave with pay, on the understanding that any witness fees received (excluding travelling and subsistence expenses) are paid to the Council. An SNCT employee receiving a citation shall report the fact to their Head Teacher/Line Manager and provide a copy of this communication. Upon receipt of the citation, the Head Teacher/Line Manager shall grant special leave with pay to attend (unless an exemption is secured).

Where an SNCT employee has been cited to attend as a witness by persons other than the authority in either criminal or civil court proceedings, the absence will be treated as special leave with pay. As with Jury Service the employee shall be under an obligation to reimburse the authority for any loss of earnings allowance received during the period of absence, where such a loss of earnings allowance is recoverable.

In circumstances where the employee is called as a witness to events which happened on Council property, Procurator Fiscal guidance is that attendance should be treated as if the employee was attending as a witness on behalf of the Council, i.e. leave with pay, on the understanding that witness fees received (excluding travelling and subsistence expenses) are paid to the Council.

Where the individual is cited to attend as the 'accused' in a criminal trial or hearing, expenses cannot be claimed, therefore in this instance leave of absence without pay will be granted.

Employees who are required to attend an Employment Tribunal relating to their employment with the Council will be given reasonable leave of absence with pay. This covers employees who are called as witnesses, including those who are required to attend in relation to submissions that they have made against the Council.

4.2.3 Election Duties

Leave of absence, without pay, may be granted to SNCT employees who are local authority candidates or election agents. If granted, the leave should be for the period during an election and will be for a maximum period of one week. Requests for leave as the spouse of a candidate will not be granted.

Leave of absence, without pay, may be granted to SNCT employees who are parliamentary candidates or election agents. If granted, the leave should be for the period during an election and will be for a maximum period of four weeks. Requests for leave as the spouse of a candidate will not be granted.

4.2.4 Councillor Duties

Under Section 10 of the Local Government and Housing Act 1989, leave can be granted without pay, up to a maximum of two consecutive days at each time of asking, up to a maximum of 208 hours in any one financial year, to SNCT employees who are Elected Members of other local authorities. The Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team should be specifically informed of each absence. The Director of Education is empowered to agree special arrangements in the case of Provosts, Council Leaders and others holding very senior positions. Any such arrangements will be made known to the Head Teacher/Line Manager of the establishment/section concerned.

It should be noted that Section 10 of the 1989 Act does not apply where the employee is undertaking the duties of Provost of that local authority.

4.2.5 National Conference of a Political Party

Two days leave of absence without pay may be granted by a Head Teacher/ Line Manager depending on the exigencies of the service. Requests for leave beyond two days should be referred to the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team.

4.2.6 Public Duties

No more than 2 days leave of absence may be granted without pay to SNCT employees who are members of public statutory bodies. Where there is a considerable benefit to the education service, leave of absence with pay may be granted. The Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team should be specifically informed of each absence. Requests for leave

beyond two days should be referred to the Education Senior Manager (Developing People).

4.2.7 Children's Panels/Justice of the Peace

An SNCT employee who serves on Children's Panel, or as a Justice of the Peace, can be granted leave without pay in line with public/Councillor duties listed above, up to a maximum of two consecutive days at each time of asking. The Education Senior Manager (Developing People) should be specifically informed of each absence request. It would be expected that it would be extremely unlikely that any employee would require the maximum time of 208 hours.

4.2.8 Reserve Forces

SNCT employees who are members of the non-regular/reserve armed forces seeking to attend an annual training camp of one week or more, will be granted up to 15 days leave of absence with pay for the period during which they attend the camp. The salary paid will not be subject to the deduction of service pay and allowances received in respect of the period of leave. Any application for this leave should be submitted in writing to the Education Senior Manager (Developing People).

4.2.9 Sporting Events

Where an SNCT employee is asked to represent their country at an international level, leave of absence will normally be given. Requests may also relate to duties such as being the national coach or umpiring/refereeing at national events. Leave shall normally be with pay, subject to the deduction of loss of earnings allowance or other payments made. If the event involves the Teacher visiting a country with which relations are politically sensitive, the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team will refer the matter to the Director of Education.

Leave of absence, without pay, may be granted for playing sport in a national championship.

All other requests for leave for sporting events should be submitted in writing to the Education Senior Manager (Developing People) for consideration.

4.2.10 Cultural Events

Leave of absence will only be granted where the cultural event is of national or international significance. Such leave of absence will normally be without pay. Any request for this leave should be submitted to the Education Senior Manager (Developing People). If the event involves the SNCT employee visiting a country with which relations are politically sensitive, the Education Senior Manager (Developing People) will refer the matter to the Director of Education.

4.3. Other Leave

4.3.1 Religious Observance

4.3.1a Holidays or Festivals of Religious or Ethnic Groups

Subject to the exigencies of the service, up to two days with pay may be granted by a Head Teacher/Line Manager in any one school year. Where there are multiple requests for special leave for the one festival or religious holiday, the Head Teacher/Line Manager will consider the feasibility of granting leave for each of the requests, whilst ensuring the ongoing provision of learning and teaching in the establishment. Requests for such leave should be made as early in the session as possible and not later than 6 weeks prior to the date/s requested.

It may be that the Head Teacher/Line Manager is unable to grant all the requests for special leave and may have to consider granting these in rotation to ensure equity of opportunity for employees. It should further be noted that incurring additional supply cover costs as a result of such requests for leave will be a factor for consideration by Head Teachers/Line Managers and the Department.

Requests for leave beyond two days should be referred to the Education Senior Manager (Developing People) who will be empowered to grant further leave, which would normally be without pay. The total leave in any one year should not exceed five days.

4.3.2 Religious Ceremonies of a Family Nature

Up to one day's leave of absence with pay may be granted to attend the ordination of, or similar service for a child, parent, sibling or partner. Requests for additional leave, which will be without pay, should be referred by the Head Teacher to the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team with a recommendation and any other details.

4.3.3 Leave of Absence Following Exhaustion of Occupational Sickness Allowance

In line with section 23 of the Sickness Absence Capability Policy, an SNCT employee may, on the exhaustion of occupational sick pay, apply for a period of leave of absence without pay. Application should be made in writing to the Education Senior Manager (Developing People) for their consideration. A period of unpaid leave of absence will only be granted where there is a likelihood of the employee making a return to work. The period will be anything up to and not exceeding 6 months. During this period, the employee's post will be kept open.

Should the period of unpaid leave be granted, the Education Senior Manager will confirm in writing to the employee that upon expiry of the period of extension, the employees' contract will be terminated on the grounds of incapability due to ill health, if the employee is still unable to resume their duties. Throughout the period of unpaid leave, the

employee's absence will continue to be managed under the Sickness Absence Capability policy.

4.3.4 Education/Development Opportunities

4.3.4a Working for Other Educational Bodies

A request for leave of absence, should be submitted to the Head Teacher/Line Manager by SNCT employees who are invited to participate in the work of GTCS, Qualifications Scotland, Education Scotland or other approved bodies. The Head Teacher/Line Manager will consider the application for leave taking into consideration the exigencies of the service. Up to 2 days leave with pay may be granted by the Head Teacher if they are in agreement with the application for leave. Requests for leave beyond two days should be referred by the Head Teacher/Line Manager to the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team with a recommendation and any other details including whether suitable arrangements can be made for the teacher's duties to be covered.

4.3.4b Meetings or Conferences of an Educational or Religious Nature

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.

Any request for leave of this nature should be submitted in writing to the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team.

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. If the conference or meeting involves the Teacher visiting a country with which relations are politically sensitive, the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team will refer the matter to the Director of Education.

4.3.4c Leave for Examinations/ Study Leave for the purposes of Into Headship

Leave of absence of no more than 2 days with pay may be granted to SNCT employees for the purpose of sitting examinations applicable to their SNCT service. With regard to Into Headship participants, leave of absence with pay, may be granted for the purposes of preparation and submission of their final strategic change initiative. This should be at the discretion of the Head Teacher/Line Manager and subject to the exigencies of the service, any period authorised should be limited to no more than 1 day per calendar month and up to a maximum of 5 days of authorised paid special leave for the duration of the Into Headship programme.

4.3.4d Graduations

Up to one day's leave of absence with pay may be granted to attend the graduation of, or similar service for a child, parent, sibling or partner. Requests for additional leave, which will be without pay, should be referred by the Head Teacher to the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team with a recommendation and any other details.

4.3.4e Attendance at Exhibitions of an SNCT Employee's own work

Leave of absence will not normally be granted for this purpose. Any leave granted in exceptional circumstances will be without pay.

4.3.4f To attend an interview for another post

Up to one day with pay can be granted for each post. Employees should return to school on completion of the interview if during the working day. If considerable travelling is involved a second day may be granted without pay.

5. LEAVE OF ABSENCE NOT NORMALLY GRANTED

5.1 Holidays During Term Time

Apart from compensatory time off in lieu as defined in the SNCT Handbook, leave with or without pay will not be granted during term time, including in-service days (for part time employees in-service days that fall within an employees' working pattern).

5.2 Accompanying Spouse or Partner on Holidays and Business Trips

Leave of absence will not be granted for this purpose. Any leave granted in exceptional circumstances will be without pay.

5.3 Elective Surgery

If an SNCT employee is electing to have surgery for cosmetic purposes time off will not be granted for this period or for any recovery time necessary. SNCT employees electing to have any such cosmetic or other surgery should do so in their own time.

5.4 Sports Coaching

Leave of absence will not be granted for this purpose except in the circumstances outlined in section 4.2.

5.5 Attendance at annual meetings of organisations such as Ladies' Circle, Rotary and Round Table

Leave of absence will not be granted for this purpose.

6. Special Cases

Where an application is not strictly governed by the guidelines contained in this agreement, or where compelling compassionate grounds are put forward in support of an application that would normally be refused, the request will be referred by the Education Senior Manager (Developing People) or appropriate pastoral member of the Education Leadership Team for consideration by the Director of Education.

7. Appeals

Where an SNCT employee feels that the extenuating circumstances have not been fully recognised in the consideration of an application, an appeal can be submitted in writing, to the Education Senior Manager (Developing People) or an appropriate member of the Education Leadership Team, detailing the reason for the appeal and what aspects of the original request have not been given due consideration. Where the original decision was made by the Education Senior Manager (Developing People) or member of the Education Leadership Team then the matter should be referred to the Director of Education for review. Any decision made following review of the circumstances will be final and there will be no further recourse for appeal.

Appendix A

Court Expenses Procedure

Upon receipt of a citation and after having reported the fact to their Line Manager, an employee should send the document to Payroll at which point 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.

Having attended Court, the Court employees 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 employees for a copy of the receipted claim and after entering his/her employee number, should submit the copy claim to Payroll so that the amount received for loss of earnings may be deducted from the next available salary payment.

Any other expenses received (i.e. travelling and subsistence payments) should be retained by the individual.