

SPECIAL AND OTHER LEAVE POLICY

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Last Reviewed	March 2022
Next Review Due	March 2025

Date	Reviewed by	Approved by	Date Accepted by Trustees
March 2022	Operations Manager	Policy Review Committee	22/03/2022

Triple C (Liverpool), hereafter referred to as Triple C, seeks to develop working arrangements and an environment conducive to the effective pursuit of business needs while taking due account of the interests and circumstances of employees. To this effect the Special and Other Leave Policy outlines circumstances and amounts of leave that may be available to an employee for occasions when leave that over and above any annual leave may be authorised. All leave will be pro rata.

1. Special Leave

- 1.1 Special leave is available for matters affecting the immediate family (spouse or partner, children, parents)
- 1.2 To become entitled to time off, an employee must tell their line manager as soon as reasonably practicable that time off will be required.
- 1.3 Employees should also inform their line manager how long they expect to be absent unless this is impossible until the employee returns to work.
- 1.4 An employee is entitled to take a reasonable amount of time off to:
 - help, or make care arrangements when an individual referred to at 1.1 gives birth, is injured or assaulted, or admitted to hospital
 - because of a disruption or termination of arrangements for the care of a person referred to at 1.1
 - to deal on the day of an incident involving a dependant child during school hours, or on a school trip or in circumstances when the school has responsibility for the child

In such instances, the Operations Manager or Chair have authority to grant up to two days paid leave (with the exception of the final point listed which involves an incident with a child during school hours).

- 1.5 Qualifying period is three months.

2. Dependant Care

Dependant care is when time is taken off in order to care for a sick member of the family

- 2.1 The Operations Manager or Chair have authority to grant dependant care for up to five days.
- 2.2 Dependant care is unpaid or taken from annual leave.

3. Disruption Leave

- 3.1 The Operations Manager or Chair have authority to grant disruption leave is paid to an employee who is unable to attend work due to severe emergencies or disruption, which have a major impact on the life or well-being of the employee, e.g. severe weather conditions, serious damage to or theft of property etc. Up to a maximum of five days in one calendar year (pro rata).
- 3.2 Qualifying period is three months.

4. Bereavement

- 4.1 In the event of the death of any of the persons referred to at 1.1 the Line Manager has authority to grant up to five days paid leave and a further five days without pay (pro rata).
- 4.2 A maximum of one day will be paid for attendance at funerals of close relations and friends not covered at referred to at 1.1

5. Public Duties

- 5.1 Employment law provides for employee's involvement within the local community, and providing prior agreement has been reached with Triple C, reasonable paid time off will be provided for employees who carry out the following public duties:
 - Justice of the Peace

- Member of a Local Authority
 - Member of a Statutory Tribunal
 - Member of a Health Authority
 - Prison visiting
 - Special Constable
 - Territorial Army
 - School Governors
 - Duties associated with professional bodies as provided by statute
- 5.2 Reasonable paid time off will also be granted for an employee to attend jury service and those called as witnesses in criminal cases and Employment Tribunals. If selected to accompany a colleague at a hearing relating to discipline/grievance, an employee will also be granted time off on full pay. Employees are expected to claim from the authorities any appropriate allowance in respect of lost earnings as any payment made at the discretion of Triple C will be, as a maximum, such as to make up the difference between any allowance to which an employee is entitled and their basic pay.
- 5.3 Employee representatives are entitled to reasonable time off to perform the duties provided for by statute. This time off will be paid at the appropriate hourly rate.

6. Medical Appointments

Triple C wishes to promote the health and well-being of its employees.

- 6.1 Triple C operates a flexible working policy, with hours worked each week generally variable for most employees. Nevertheless, within the working week there are specific times of working dedicated to a particular work task. Employees are encouraged to make appointments (eg. For GP, dentist or other health professional for consultation or check-up), outside of known dedicated task times.
- 6.2 Only in exceptional circumstances will Triple C consider paid leave for medical appointments. These will be considered at the discretion of the Operations Manager and in agreement with the chair/vice chair of Trustees.
- 6.3 If it appears to the Operations Manager or Chair that unreasonable amounts of time are being taken off work to attend GP etc., then the employee may be required to take unpaid leave for any such future consultations.
- 6.4 Should there be a serious or ongoing medical condition that requires regular or prolonged appointments/treatment, the employee should discuss this with their line manager.