

SPECIAL AND OTHER LEAVE POLICY

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Date	Reviewed by	Approved by	Date Accepted by Trustees
March 2022	Operations Manager	Policy Review Committee	22/03/2022
March 2025	Helen Edwards	Policy Review Committee	November 2025

Introduction

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.

For Bereavement Leave, please see the separate policy.

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 dependent 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. Requests for further unpaid leave should be made to the Operations Manager

2. Dependant Care

Dependant care is when time is taken off in order to care for a sick member of the family. All employees have a legal right to leave without pay, should any necessary action be required in relation to a dependent. "Dependent" is defined as spouse/civil partner, child, parent, person who lives in the same household but is not a tenant, lodger, boarder or employee and those who reasonably rely on you for the provision of care or for assistance if they fall ill. This could be, for example, an elderly neighbour.

A reasonable amount of time off without pay will be allowed where there is an unexpected interruption in normal care arrangement for a dependent; annual leave may also be used. The purpose of the time off is to enable alternative arrangements to be set up, with the normal expectation that employees will return to work on the next working day. Where an employee is called to deal with an incident involving a child for whom they are parent or legal guardian at a time when the child is normally at school, a reasonable amount of time off without pay will be allowed, annual leave may also be used. The normal expectation will be that the employee will return to work on the next working day.

In emergency situations relating to the immediate family (spouse/partner, children, parents, parents-in-law), informal arrangements will be made to allow employees to take compassionate leave to enable them to cope with immediate practical difficulties and to set up any arrangements that might need to be made.

Requests for compassionate or dependants' leave will not be unreasonably refused and may be able to be accommodated in the immediate/short term within the Flexible Working policy provisions. For bereavement leave and parental leave please refer to relevant policies.

3. Other domestic emergencies

Generally, it is expected that staff make their own arrangements to meet day-to-day domestic problems that may arise. The expectation will normally be for this to be unpaid or for annual leave to be taken, however there will be more serious occasions that cannot be predicted which may leave employees in need of more time or assistance. In these cases, employees should speak to their line manager who may exercise discretion as to whether limited time off with pay might be appropriate. These provisions are available to all staff, regardless of length of service.

4. Sudden severe illness

Where an immediate dependant must attend hospital unexpectedly or requires care at home, a reasonable amount of unpaid leave will be given to enable alternative arrangements to be managed; annual leave may also be used.

5. Consultant, medical and dental appointments

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

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.

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.

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.

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.

6. Cosmetic appointments

As above it is expected that all medical appointments will be made outside of normal working hours, however for cosmetic procedures it is expected that either holiday or unpaid leave will be taken to cover such appointments and the subsequent recovery period required.

7. Disruption Leave

Wherever possible, when there is a disruption to usual working patterns, the Operations Manager may encourage staff to work from home or flexibly. However, when other options are not appropriate, 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, up to a maximum of five days in one calendar year (pro rata).

8. Public Duties

Employees are encouraged to work flexibly in order to fulfil public duties, however, they can request unpaid leave for certain public duties as well as their normal holiday entitlement. Requests should be made to the Operations Manager. All employees are entitled to take time off for jury service.