



Saltash Town Council



Policy/Procedure:

Leave Policy

Date of Adoption:

November 2018

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	FTC
Date	October 2018	Date of approval	04.11.2018
Responsible Officer	ajt	Minute reference	366/18/19
Responsible Committee	Staffing Committee	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
October 2010	1	AK/RL	Original Leave Policy
October 2018	2	EW/RL/AJT	Combines Leave & Bereavement Policies

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by
14.05.2013	New Council	14.05.2013	Reaffirmed	FTC

Saltash Town Council

Leave Policy

1. Basic Leave Entitlement

The minimum paid annual leave entitlement for Full-time staff ('Green Book' 7.2) is twenty days with a further five days after five years of continuous service, and a further two days statutory holiday to be determined by the authority; rising to twenty-five plus two after five years' service. However, council policy is for twenty-three days, including the statutory additional two, rising to twenty-eight after five years' service. Part time staff have a pro-rate leave entitlement.

2. Statutory Additional Leave

- a. Other provisions of the 'Green Book' which apply to council employees include:

7.5 Public Duties

Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the council.

7.6 Maternity Support Leave

Maternity support leave of 10 days with pay shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

7.7 Time off for Medical Screening

Necessary paid time off will be granted for the purpose of screening.

11.4 Maternity Leave Entitlement

- a) All employees are entitled to ordinary maternity leave of 26 weeks duration.
And further provisions of that section regarding maternity leave.
- b. Further to these provisions the council will consider public duties to include:
 - Justice of the Peace;
 - member of a local authority (including a parish council or a county council established under the Local Government Act 1972);
 - member of a police authority;
 - member of a relevant health body;

- member (in England and Wales) of the managing or governing body of an educational establishment maintained by a local authority and members of the governing body of a further or higher education corporation;
 - member of the Environment Agency or the Scottish Environment Protection Agency;
 - member (in England and Wales) of boards of prison visitors, and in Scotland, prison visiting committees;
 - member of the service authority for the National Criminal Intelligence Service or the service authority for the National Crime Squad;
 - member of a water customer consultative panel
- c. The council will consider any application to become a retained firefighter, or take on other additional employment that may affect working hours but has a public service element, on a case by case basis; considering both the importance of the public service and the impact on the council.
- d. The council notes the recommendation in the Green Book Authorities to introduce an adoption leave schemes for employees adopting children and will consider this in the future as appropriate.

3. Discretionary Leave

Discretionary Leave shall be determined with reference to this policy by agreement of the Clerk and Chairman of Staffing. Where agreement cannot be reached between them the matter will be resolved by the Mayor (whether or not they are also Chairman of Staffing) if time urgent, and otherwise by the Staffing Committee. Issues arising from unclear policy will also be referred to the staffing committee for a decision on future amendments to policy.

It is expected that in ordinary circumstances discretionary leave will be applied for in advance; but the council recognises that this is not always possible. Failure to applying in advance will only prejudice the application for discretionary leave where such notice could reasonably have been given.

a. Medical appointments

These (including optician, dentist etc.) will normally be expected to be taken outside of work hours, but reasonable paid leave will be granted where this is not possible.

b. Moving House

This will normally result in one day's leave with pay, with additional leave to be taken as holiday or TOIL.

c. Bereavement & Funeral Leave*

- i. Three days compassionate leave with pay will normally be granted in the event of the death of:
- a) Husband, wife or partner
 - b) Child, including any adopted child
 - c) Mother or Father
 - d) Sister or Brother

With up to a further two days for distant travel where appropriate.

- ii. One day's compassionate leave with pay will normally be granted in the event of the death of:
- a) Grandmother or Grandfather
 - b) Mother-in-law or Father-in-Law, or Mother or Father of Partner
 - c) Grandchild, including any adopted grandchild
 - d) Other relatives or close friends at the discretion of the Clerk/Chairman of Staffing

With up to a further two days for distant travel where appropriate and essential.

*Employees should also refer to the protocol guide attached (Appendix 1)

d. Carers

The council will be sympathetic for requests for reasonable time off, with or without pay as appropriate, to care for ill or injured relatives. The amount of leave, and whether it is paid, will be determined with regard to the nature of the relationship with the employee, the need of care and any other relevant considerations.

e. Other Discretionary Leave

Requests will be considered as appropriate with regard to the needs of the council, the duty of care to staff, and the particular circumstances involved.

f. Unpaid leave

In addition to paid leave, or instead where paid leave is not appropriate, will be considered and granted where the circumstances indicate it.

4. Sickness Absence

- a. If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- b. In respect of absence lasting up to seven calendar days, you are required to inform the Town Clerk or Chairman of Staffing as appropriate and self-certificate your absence.

- c. In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- d. You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1st April to 31st March. Entitlement to payment is subject to notification of absence and production of medical certificates as required above.
- e. The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.
- f. The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.
- g. Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

5. Scale of Payment

Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other incapability or disability) you will be entitled to receive an allowance in accordance with the following scale:

during 1st year of service	one month's full pay and (after completing 4 months service) 2 months half pay
during 2nd -year of service	2 months full pay and 2 month's half pay
during 3rd year of service	4 months full pay and 4 month's half pay
during 4th & 5th year of service	5 months full pay and 5 month's half pay
after 5-years' service	6 months full pay and 6 months half pay

N.B. For the purposes of calculating “half” pay, the rate of pay for the agreed salary month will be used.

Appendix One:

Bereavement Policy (including protocol for application for compassionate leave)

1. The policy of the Town Council is to grant three days compassionate leave with pay on the death of any “Stage I” relative in the immediate family with up to a further two days for distant travel where appropriate.

This includes:

- a. Husband, wife or partner
- b. Child, including any adopted child
- c. Mother or Father
- d. Sister or Brother

This policy recognises that time will be needed to:

- Arrange and/or attend the funeral
- Support other members of the family

2. The policy of the Town Council is to grant one day’s compassionate leave with pay on the death of any “Stage II” relative in the family with up to a further two days for distant travel where appropriate and essential.

This includes:

- a. Grandmother or Grandfather
- b. Mother-in-law or Father-in-Law, or Mother or Father of Partner
- c. Grandchild, including any adopted grandchild
- d. Other relatives or close friends at the discretion of the Clerk/Chairman of Staffing

This policy recognises that time will be needed to attend the funeral.

3. All applications for Compassionate Leave must be made to the Town Clerk in the usual way, who is responsible for referring it with an appropriate recommendation to the Chairman or Vice Chairman of Staffing in their absence the authority will fall to the Mayor for determination.

4. In addition, the Chairman or Vice Chairman of Staffing will be authorised to determine:
 - Any application falling outside the above parameters
 - Any application made for Compassionate Leave without pay.

These will be determined after reviewing both the needs of the service and the wishes of the employee, whilst taking account of any recommendation from the Town Clerk.

5. Any application to take annual leave and/or Time Off in Lieu in association with Compassionate Leave must be made to the Town Clerk in the usual way, who is responsible for referring it to the Chairman or Vice Chairman of Staffing for determination.

Any such application will be determined after reviewing both the needs of the service and the wishes of the employee but taking account of any recommendation from the Town Clerk.

6. It is accepted that in some cases of bereavement it may not be possible to apply for and be granted Compassionate Leave in advance, and any such cases will be considered sympathetically in the interests of all parties.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.