

## GUIDELINES ON SPECIAL LEAVE

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Author:	Human Resources
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Assessed by:	Iain Davidson – Employee Relations Manager
Contact details:	Human Resources Scottish Borders Council Head Quarters Old School Building Newtown St Boswells Melrose TD6 0SA ☎ Tel 01835 825052/3 (HR reception) ✉ <a href="mailto:askhr@scotborders.gov.uk">askhr@scotborders.gov.uk</a>
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## GUIDELINES ON SPECIAL LEAVE

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.

Although the periods of leave are stated as being up to a certain period, the figure stated is regarded as an appropriate period of time off in the circumstances described.

While an employee may not require the full period of time off in every case, the starting point is that the stated period is appropriate unless the employee believes otherwise.

In exceptional circumstances these periods of special leave can be extended by the employee's Director up to a maximum of 10 days.

Any longer period requires the agreement of the Director People, Performance and Change or the Chief Executive.

Exceptional circumstances may include where a funeral is delayed beyond a period of 5 days, where a relative not listed has been responsible for raising the employee, or where responsibilities fall on the employee as a result of the death or illness of a family member, the distance to be travelled to make arrangements and/or attend the funeral and any cultural or religious requirements.

However, this is not an exhaustive list and every case should be considered on its own individual circumstances. Advice can be obtained from [Human Resources](#).

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 Director People, Performance and Change or the Chief Executive.

If you need special leave you should contact your line manager and advise them 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.

Where it is considered that special leave is not appropriate your manager will try to allow you to take time off by granting annual leave.

You can also purchase additional annual leave. Please see the Annual Leave Purchase Scheme.

**Paid Special Leave**

<b>CIRCUMSTANCES</b>	<b>LEAVE AVAILABLE (Working days)</b>
Death of an employee's mother, father, brother, sister, spouse, partner, child, guardian, parents in-law or dependent relative	Up to 5 days
Death of a Child	Up to 5 days and a further 2 weeks (See Parental Bereavement Leave Policy).
Attendance at funeral of direct family member	up to 1 day
Serious illness (including attendance at hospital in emergencies) of employee's mother, father, brother, sister, spouse, partner, child, guardian, parents in-law or dependent relative	up to 5 days
Employee's hospital appointment	as necessary
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
Paternity Support Leave (Maternity & Adoption Support Leave) for an employee who is the baby's father, husband or partner of the mother/secondary adopter. Taken at or around the time of birth/placement for adoption.	Week 1: full pay Week 2: Statutory Paternity Pay (if employee meets qualifying conditions – see full Policy)  Both weeks to be taken consecutively.
Employee is the victim of domestic abuse (including physical/ emotional/ psychological/ economic abuse; coercive behaviour.)	At line manager's discretion, taking into account the circumstances and any action the employee requires to take (For example leaving family home, taking legal advice, attending court.)
House removal for an employee who qualifies for SBC relocation assistance	up to 2 days
Attendance at Court for jury service or as a witness (not if the employee is a party to the case)	as required by Court (N.B. Employees must claim loss of earnings, which once received will be deducted from Council pay)

Attendance at annual training camp for Non Regular Forces	for a minimum of one week and maximum of 15 calendar days (Service pay and allowances will be deducted from Council pay)
Time off work due to duties undertaken as a retained Firefighter,	At line manager's discretion.
Time off work due to Mountain Rescue service duties.	At line manager's discretion.
Secondment to another organisation	up to 10 days (any longer period requires agreement from the relevant Director)
Study leave for examination for employees on approved training courses	up to 1 day per exam
Attendance at examination for employees on approved training courses	up to 1 day per exam
Any other circumstances, e.g. serious personal crisis, representing country at sport	up to 10 days (any longer period requires agreement from Director People, Performance and Change or Chief Executive)
Volunteering (See Staff Volunteering Guidance)	Up to 2 days per year

**Related Policies and Enquiries:**

- [Annual Leave Policy](#)
- [Annual Leave Purchase Scheme](#)
- [Parental Bereavement Leave Policy](#)

For further information regarding Annual Leave Entitlement please contact your Line Manager in the first instance or [HR Shared Services](#) at Council HQ on 01835 825052/5053.