

Report of the HR Manager

LEAVE SCHEME

1. Purpose of report

To consider amendments to the Leave Scheme.

2. Detail

A number of additions and amendments have been made to the existing Leave Scheme. Employees attending Court cases on behalf the Council will have the appropriate time credited back to them, although those attending Court on personal matters will not.

Shared Parental Leave has been added since the introduction of legislation in 2014.

The Compassionate Leave scheme and Emergency Time off for Dependents scheme have now been incorporated into this policy in order to reduce the amount of Council HR policies, with the proposal to delete the separate policies should the amendments to this scheme be approved.

During periods of suspension from duty, employees must make themselves available to facilitate investigatory meetings, however, should they wish to be unavailable, annual leave must be requested and booked in the normal way.

Untaken annual leave due to periods of sickness absence can be carried forward up to the statutory maximum (28 days) less annual leave already taken and employees moving onto half pay due to sickness should be encouraged to use annual leave to bring their pay back up to full.

Long service awards have been extended to recognise those with more than 35 years' service – this has been recognised in multiples of five years.

A copy of the leave scheme is circulated separately with the agenda.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee amendments to the Leave Scheme (and the deletion of the Compassionate Leave and Emergency Time off for Dependents schemes) to the Conditions of Service for employees.

Background papers

Nil