

## Appendix 3

Policy Section	Suggested Change	Reason for Change
2.10 Adoption and Foster Care Leave	Insert Foster Care entitlements	Updated policy
2.13 Compassionate Leave	Increase entitlement for death of spouse (partner) or child to fifteen days	Good practice
	Allow Chief Executive to exercise discretion on a case by case basis in exceptional circumstances	Flexibility
	Leave to be taken within six months	Flexibility to deal with estate matters etc
4.2 Long Service Award	Increase long service leave to five paid additional days in each of the 30 <sup>th</sup> , 35 <sup>th</sup> and 40 <sup>th</sup> years of service	To reward long service in response to employee survey request