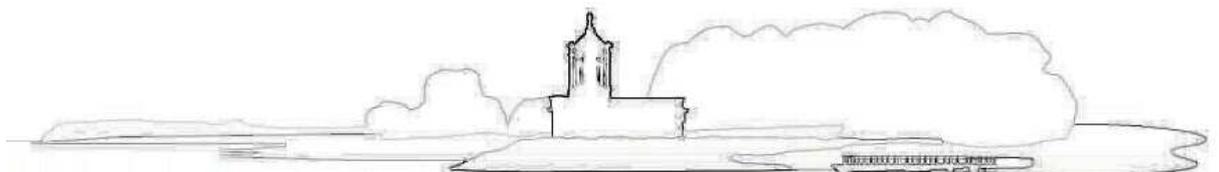


Rutland County Council

UMBRELLA LEAVE POLICY AND PROCEDURE

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Guardian	Human Resources Team
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Summary of document

Rutland County Council has a number of different forms of leave policies. This policy aims to bring them all together under one umbrella policy and to allow employees to see all of the options which may be available to them should they need to take time off work.

This policy does not cover any form of leave / absence that are already included in and covered by existing policy documents, i.e. Maternity, Paternity and Adoption Leave, Professional Training Policy, Facilities Agreement, Flexible Working Policies.

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Appendix A - Application for Special Leave

1. INTRODUCTION

- 1.1 Rutland County Council is committed to equality of opportunity in employment for all its staff, and to developing work practices and policies that support work-life balance. The Council seeks to offer a full range of options for leave to its staff that will help them strike a balance between paid work and personal life.
- 1.2 Rutland County Council recognises that there are occasions where employees may need to fulfil commitments they have outside of work. This policy sets out a clear framework which commits to being supportive and sympathetic to the needs of the employees in what can be a difficult time.
- 1.3 Entitlement to certain types of leave are covered by statutory and contractual obligations, whilst other forms of leave are discretionary and may be granted by line managers. In all circumstances, requests will be considered sympathetically but are the subject to individual circumstances and the demands of the service.

2. SCOPE

The Umbrella Leave Policy and procedure applies to all employees of Rutland County Council excluding staff in Schools.

3. PRINCIPLES OF THE POLICY

- 3.1 Requests for leave should be made on the appropriate form or by using the appropriate screens of the self service element of Agresso.
- 3.2 Approved applications / requests should then be authorised by the Manager on the Agresso system or manually recorded using the appropriate form. Approved requests for special leave should be forwarded to the Human Resources Team for action. At this point any adjustments to pay will be forwarded to payroll for any deductions to pay to be made.
- 3.3 It is a manager's responsibility to monitor leave requests and apply appropriate discretion, including those for compassionate leave within their own work area.

4. ANNUAL LEAVE / PUBLIC HOLIDAYS

- 4.1 Employees have the statutory right to take annual leave as part of their employment with Rutland County Council.
- 4.2 Rutland County Council's leave year is determined on an individual basis starting on the day of commencement into continuous Local Government service, eg. With a start date of the 10 June 2013 the leave year would be 10

June 2013 to the 9 June 2014. For part-time staff, all leave, including Bank Holidays, is pro rata to the hours worked and calculated in hours (see para 4.4).

4.3. Entitlement

For a full leave year, annual entitlement for full time employees is:

Up to spinal point 28	24 working days
Spinal point 29 - spinal point 40	26 working days
Spinal point 41 upwards	27 working days

4.3.1 All leave must be requested, in advance and is subject to the approval of the Line Manager.

4.3.2 Reasonable notice should be given by the employee to their Manager for approval. Managers will take into account the needs of the service when considering an employee's request for annual leave.

4.3.3 Commitments and holiday bookings should not be made until the leave dates have been agreed with the Line Manager.

4.3.4 Annual leave for employees on a casual/nil hour contract is accrued pro-rata to the hours worked, calculated and paid on a monthly basis.

4.3.5 Annual leave for employees working on nil hour contracts is paid pro rata to the hours worked, calculated and paid on a monthly basis.

4.4 Part time entitlement

Annual leave entitlement is pro-rata to the employee's contractual hours and calculated in hours rather than days as follows:

$\frac{\text{Contractual weekly hours}}{37} \times \text{full annual leave entitlement} \times 7.4 = \text{hours of annual leave entitlement for the year}$

For example:

An employee who works 20 hours and is entitled to 24 days annual leave

$$\frac{20}{37} \times 24 \times 7.4 = 96 \text{ Hours for the year.}$$

NB. See section on Bank Holidays

4.5 Carry over

4.5.1 Up to 3 days annual leave may be carried over from one year to the next with the authorisation of the appropriate Line Manager. A Director may approve the carry over of more than three days in special cases.

4.5.2 The calculation for determining the pro rata carry over for part time staff is:

$$3 \text{ days} \times \frac{\text{weekly hours}}{37} \times 7.4 \text{ hours} = \text{hours that can be carried over}$$

4.6 Leavers – calculating annual leave entitlement

4.6.1 When an employee leaves the Council wherever possible they will be expected to take the outstanding leave owed to them prior to completing employment.

4.6.2 If at the time of leaving they have exceeded their annual leave entitlement, the appropriate amount of pay for the additional days taken will be deducted from the final salary payment. Any annual leave not taken, will be paid in the final salary.

4.6.3 An employee will be paid at full basic rate for all absence on annual leave.

4.7 Additional Annual Leave

4.7.1 After five years continuous Local Government Service a further 5 days annual leave is granted. This is added to the annual leave entitlement.

4.8 Public Holiday Entitlement

4.8.1 Irrespective of length of service, all employees are entitled to a day off with a normal days pay on each of the eight public holidays as they occur, or their equivalent. The public holidays are as follows: -

- **Good Friday**
- **Easter Monday**
- **May Day**
- **Spring Bank Holiday (May)**
- **Late Summer Bank Holiday (August)**
- **Christmas Day**
- **Boxing Day**
- **New Years Day**

4.9 Bank Holiday calculation for part time employees:

Part time staff are entitled to a proportion of the Public/Bank holidays pro rata to their contractual hours. In order to manage this, a calculation is made of the entitlement, in hours, and added to the employee's annual leave entitlement. In some instances a bank holiday may fall on a normal working day, in other instances it may not – see below

4.9.1 The calculation is based on:

$$\frac{\text{No of contractual hours per week}}{37} \times 7.4$$

For Example - Employee works 20 hours per week
Entitlement = $\frac{20}{37} \times 7.4 \times 8$ Bank Holidays = 32 hours

4.9.2 Each part-time worker's entitlement will be calculated by their Line Manager and entered onto their annual leave card as a bank of hours to be added to their annual leave. (See *Annual leave calculator on the Intranet*).

4.9.3 Where a Bank Holiday falls on a day that the employee would normally have worked, the employee should deduct their contractual hours for the day from their annual leave/Bank Holiday entitlement.

4.9.4 If the employee was not due to work on the day of a Bank Holiday, they are still entitled to take a 'day' and as per 4.9.3 above, the hours should be deducted from their annual leave/Bank Holiday entitlement. The time off should be taken within a reasonable period, immediately before or after the Bank Holiday in question, to be agreed with the Line Manager.

Example

Part time employee working Monday, Tuesday and ½ Wednesday (18.5 hours)

Annual leave entitlement = $18.5/37 \times 24 \times 7.4 = 88.8$ hours

Bank Holiday entitlement = $18.5/37 \times 8 \times 7.4 = 29.6$ hours

Total entitlement = 118.4 hours

- Bank holiday on a Monday – normal working day
Does not work the Monday
Deducts 7.5 hours from total entitlement
- Bank holiday on a Friday – not normal working day
Does not work the Friday
Has a pro-rata entitlement (as per holiday/Bank holiday entitlement)
Can take:

Option 1 - whole day and deduct 7.5 hours from total entitlement,
or
Option 2 - 3.7 hours and deduct 3.7 hours from entitlement – this option is available to the individual as their pro-rata entitlement for each bank holiday is 3.7 hours – ie. 29.6 hours/8 days.

5. EXTENDED PERIODS OF LEAVE

- 5.1 Rutland County Council appreciates that there may be times when employees wish to take extended periods of leave. An extended period of leave would usually be requested by employees who wish to visit family / friends abroad where it would not be practical or cost effective to go for a short period of time.
- 5.2 Extended leave may be granted in certain individual circumstances where the employee wishes to take leave in excess of their annual leave entitlement.
- 5.3 Requests for extended periods of leave should be made in writing to the Manager at least three months in advance. Extended periods of leave have to be exceptionally approved on an individual basis and should be requested through the Manager and forwarded to the Head of Service for consideration.
- 5.4 Where the leave is planned and such leave is granted it is possible for the employee to “bank” holiday entitlement from the previous year’s entitlement. This is subject to complying with the Working Time Directive regulation for minimum statutory leave periods to be taken each year.
- 5.5 Any additional leave authorised will be unpaid and will only be granted after annual leave has been exhausted.
- 5.6 If delays are encountered upon return from a period of extended leave, i.e. the flight is delayed, the employee should contact the Manager as soon as possible before the planned return date. Full information should be given regarding the delayed return to work. Documentary evidence of the delayed return to work following an extended period of leave will be required.
- 5.7 In the event an employee fails to return by the return date without an acceptable reason, this may be considered a conduct issue under the Council’s Disciplinary Policy.

6. TIME OFF FOR RELIGIOUS BELIEFS /RELIGIOUS FESTIVALS

- 6.1 Employees may require time off to observe a religious festival not covered by current statutory holidays, or for prayers. There is no express right to take time off in these circumstances and employers are not required to grant all

requests for leave for religious observance. Rutland County Council is fully committed to promoting equality and diversity and will therefore consider requests for time off for religious beliefs and other cultural events.

6.2 Where an employee wishes to observe religious festivals or other ethnic events, such leave is normally taken as part of the employee's annual leave entitlement or is taken as unpaid leave.

6.3 All requests for time off should be requested in writing and forwarded to the Manager. They will be considered in full and are subject to Line Management approval.

7. COMPASSIONATE/SPECIAL LEAVE

7.1 Statutory rights

7.1.2 Under the Employment Rights Act 1996, employees have the right to take a reasonable amount of unpaid time off work to take action that is necessary:

- to provide assistance on an occasion when a dependent falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is ill or injured
- in consequence of the death of a dependent
- because of the unexpected disruption or termination of arrangements for the care of a dependant or
- to deal with an incident involving a child of the employee that occurs unexpectedly during a period when the child is attending school.

7.1.3 Dependants are

- the employee's spouse or civil partner;
- the employee's child;
- the employee's parent;
- a person who lives in the employee's household (excluding tenants, lodgers and employees);
- a person who reasonably relies on the employee for assistance in the event of an accident or for care in the event of an illness or injury, for example an elderly neighbour; and
- in relation to the disruption or termination of care for a dependant, a person who reasonably relies on the employee to make arrangements for the provision of care.

7.2 Rutland County Council will view sympathetically requests for compassionate leave for bereavement, serious illness of a child or serious illness of other close relatives. This is normally to a maximum of five days paid special leave within a 12 month period.

7.3 The primary purpose of compassionate leave is to help employees to come to terms with the death of an immediate family member, a serious illness or injury involving an immediate family member.

In this policy:

- an immediate family member is defined as the employee's spouse, civil partner, partner, parent, child, sibling or grandparent.
- a dependant is defined as the employee's spouse, civil partner, child or parent, and any person who lives at the same house as the employee (other than as a lodger, tenant, boarder or employee) or who would reasonably rely on the employee for assistance or arrangements for care in the event of illness or injury.

7.4 Bereavement

7.4.1 In the event of the death of a member of the employee's immediate family, the employee should contact his/her Manager as soon as reasonably practicable to inform them of the circumstances and the need to take compassionate leave.

7.4.2 Each case will be viewed sympathetically. The manager will take into account matters such as the employee's relationship with the deceased, domestic responsibilities and travel requirement, but will not normally grant more than five days paid leave.

7.4.3 The request for compassionate leave should be made on the application form (see Appendix A). It will be necessary to give certain information, such as relationship to the deceased, place where the funeral is to take place and any other details relevant to the request.

7.5 Serious illness of a child

7.5.1 Compassionate leave may be requested to take care of a child or to come to terms with severe illness or the injury or critical illness of a child.

7.5.2 The employee should inform his/her Manager as soon as reasonably practicable. Each case will be reviewed sympathetically and the outcome of the employee's request will depend on the employee's circumstances. The manager will take into account factors such as the nature of the illness and other support immediately available.

7.5.3 Employees in these circumstances will normally be able to request to take a maximum of five days compassionate leave. In order that the request may be looked at sympathetically it will be necessary to give certain information,

such as age of the child, a general description of the illness and any other details relevant to the request.

7.5.4 If the employee wishes to take further leave this should be requested as annual leave / unpaid leave in the normal way.

7.6 Serious illness of other close relatives

7.6.1 Compassionate leave may be requested for the serious illness of other close relatives.

7.6.2 The employee should inform his/her Manager as soon as reasonably practicable of the circumstances. Each case will be viewed sympathetically and the outcome of the request will depend on the circumstances. The Manager will take into account factors such as the nature of the illness and if applicable the closeness of the relationship.

7.6.3 Employees in these circumstances will normally be able to request to take a maximum of five days compassionate leave. In order that the request may be looked at sympathetically it will be necessary to give certain information, such as closeness of the relative, nature of the illness and any other details relevant to the request.

7.6.4 If the employee wishes to take further leave this should be requested as annual leave / unpaid leave in the normal way.

8. PERSONAL GP, DENTAL AND MEDICAL APPOINTMENTS

8.1 Rutland County Council recognises that from time to time employees need to attend medical, hospital, dental, optician and other similar appointments. Whenever it is possible to do so, employees (both full time and part time) should endeavour to arrange such appointments in their own time or, if this is not possible, unpaid leave will be granted with the approval of the Manager.

8.1.1 Where an employee is referred to Occupational Health by Rutland County Council, time will be granted with pay for the employee to attend the appointment – unless their pay is already reduced due to sickness absence. Additional travel expenses (beyond normal home to work travel) will be reimbursed.

8.2 Cancer screening

8.2.1 Staff attending Doctors or Hospital appointments for cancer screening will be given paid leave.

8.2.2 Employees should request time off in writing as soon as they are made aware of the appointment, the Manager will need information regarding the

date, time and possible length of the appointment, and any other factors relevant to the request.

8.3 Fertility Treatment

- 8.3.1 Absence can be requested for fertility treatment. This should be taken as Annual leave, flexi leave or unpaid leave.
- 8.3.2 Requests for time off for fertility treatment should be requested in writing to the Line Manager. The written request should include details of the likely period for the fertility treatment and the amount of time and any other relevant information to the request.

8.4 Blood donating

- 8.4.1 Paid time will be granted for blood donor sessions that are conducted on site.
- 8.4.2 Any blood donor sessions that are conducted off site will be authorised subject to the needs of the Council. Any time taken off site should be taken in the employees own time.

8.5 Hospital Appointments

- 8.5.1 Staff attending hospital appointments will be given paid time off to attend. This should be discussed with the Manager as soon as details of the appointment are confirmed.

8.6 Organ and Bone marrow donation

- 8.6.1 Requests for paid special leave will be considered by the Manager for employees wishing to donate bone marrow or for organ donation.

8.7 Ante-natal Appointment/ Care

- 8.7.1 All pregnant employees are entitled to time off to keep appointments for antenatal care made on the advice of a registered medical practitioner, midwife or health visitor. Antenatal care may include relaxation classes and parent-craft classes.
- 8.7.2 Paid time off for antenatal appointment applies to all pregnant employees regardless of length of service.

9. PUBLIC DUTIES

Rutland County Council employees holding certain public positions are entitled to a reasonable period of unpaid time off to perform their duties.

9.1 Jury Service

9.1.1 Rutland County Council employees who are called for Jury Service should inform their Manager in writing at the earliest opportunity. Jury service normally lasts for 10 working days, but may be longer.

9.1.2 There is a statutory obligation to attend for Jury service if called. Where payment can be claimed back for the duties the employee should be paid as normal but they must refund the amount once they have received the payment.

9.1.3 It is the Line Manager's responsibility to notify HR and Payroll of the employee's attendance on Jury Service and the start and finish dates.

9.1.4 Where there is no payment for their duties the leave taken will be unpaid.

9.1.5 Employee's who are called for Jury Service and attend at court but are not required for the day should return to work if at all possible for the remainder of their working day.

9.2 Magistrates / tribunal members.

Magistrates, sometimes known as Justice of the Peace will be allowed a "reasonable" amount of time to fulfil their public duties. There is no statutory right for this time to be paid.

9.3.1 School Governors

Employees may request a "reasonable" amount of paid special leave for School Governor duties. There is no statutory right for this time to be paid.

10. UNPAID LEAVE

10.1 Rutland County Council appreciates that there may be certain times when employees need to take unpaid time off work, this would normally be appropriate where the individual has exhausted their annual leave entitlement, or it is not appropriate to take annual leave.

10.2 Territorial Army/ Reserve Forces

10.2.1 Employees may request unpaid leave for Reserve Forces training – there is no statutory right to payment for this period of time or during any military service.

- 10.2.2 Employees should request the unpaid leave at least four weeks in advance of the training, through their Line Manager, giving the dates of the training and any other relevant details for the requested absence.
- 10.2.3 Under the Reserve Forces Act 1985, members of the volunteer reserve forces, or the regular forces are liable to be called up at short notice for military operations. It is an offence under the Act to terminate a reservist employee's employment because he or she has been (or is liable to be) called up for active military service.
- 10.2.4 A reservist employee has the qualified right under the Reserved Forces Act 1985 to be reinstated in his or her former job after demobilisation. This right applies for six months after the end of the period of service. Re-employment should be to the same job and on terms and conditions no less favourable than if the employee had not been called up.

10.2 Sports Representative / Officials / Arts and Culture

- 10.2.1 Employees may request unpaid leave when they are selected to represent their county, region or country for sporting events, this may be for competing or for officiating at such events.
- 10.2.3 Unpaid leave may also be requested for representing the county, region or country for arts and cultural events, such as choirs etc.
- 10.2.2 Employees should request unpaid leave at least four weeks in advance of the event, giving full details of the need for special leave.

10.3 Work in the community

- 10.3.1 Rutland County Council appreciates that there are benefits for staff to use their skills in the local community, ie, working for a charity or enlisting as a retained firefighter.
- 10.3.2 Employees may request a reasonable amount of unpaid leave for work in the community.
- 10.3.3 Employees should put requests for this type of leave to their Managers in writing, stating the time requested, the reasons for the request and what the work in the community entails. All requests for working in the community will be considered in full.

11 CAREER BREAKS

- 11.1 Rutland County Council recognises the advantages in making career breaks available to its employees, this could be for a variety of reasons, such as looking after family, long periods of study or for long periods of travel. After

five years continuous employment, an employee may apply for up to twelve months career break.

11.1 Requests for Career Break

- 11.1.1 A career break request must be made in writing at least three months prior to the proposed start of the career break. The request will be considered on a discretionary basis, but will not be considered for the purpose of taking alternative waged/salaried employment. Career breaks up to a maximum of 12 months will be considered.
- 11.1.2 Approval of a career break will depend upon and take into account service delivery considerations, such as whether it is possible to provide cover for the absent employee without causing disruption to the service or incurring significant costs, whether the absence will provide a career development potentially for another member of staff, other absences requested or already agreed within the service area for the period requested, eg, maternity leave, adoption leave.
- 11.1.3 There is no right of appeal if a career break is refused.
- 11.1.4 On the return from a career break the employee has the right to return to a similar job to that which they held prior to the career break, and on the same salary pay spine point, grade and location of work.
- 11.1.5 If approved, the employee must ensure that their contact details including any emergency contact details are up to date prior to commencement of the break. During the period of any career break, the employee will be required to keep in touch with the Council at regular intervals.
- 11.1.6 There is no entitlement to pay, contractual or statutory annual leave or bank holidays during a career break.
- 11.1.7 The period whilst on a career break is not counted as pensionable service.
- 11.1.8 Employees who are granted an unpaid career break should be aware that their continuity of employment will be broken by the career break and that (after they return to work) this will have an effect on any statutory rights and contractual benefits that are linked to length of service.

11.2 Arrangements for Return from Career Breaks:

- 11.2.1 An employee requesting a career break must be prepared to commit to an agreement to return to work on a specified date at the end of the career break. Providing that this, and the other conditions for career breaks are met, the Council will guarantee the employee the opportunity to return to work at the end of the career break. This will be either a return to the same job as the employee occupied before his/her career break, or if that job is no longer available or it is not reasonably practicable from the Council's perspective to offer the same job, a return to another job on terms and conditions no less favourable.

- 11.2.2 The employee must notify their Manager of a return from a career break or whether it is their intention not to return at least 4 weeks prior to returning to work.
- 11.2.3 If they wish to return early from a career break, they will need to contact their Manager and advise them of this. The Line Manager will consider this in line with any arrangements that have been made for the career break. The Manager will write to the employee and let them know if the request may be accommodated and will confirm the return date at that time.
- 11.2.4 If the employee does not return from their career break and they have not contacted the Council about a return, Rutland County Council will consider that they have resigned from their employment with Rutland County Council.

12 BAD WEATHER

- 12.1 Rutland County Council appreciates that from time to time staff have to face severe weather conditions when travelling to and from work. Staff safety should remain paramount and it is essential that employees are not encouraged to attempt to attend work or remain in work should it be unsafe to do so.
- 12.2 During severe weather, heavy bouts of snowfall and dangerous conditions, resulting in travel becoming unrealistic, including protracted difficult conditions. Warnings are normally received in advance of severe weather conditions, It is essential that arrangements, such as, working from home, are made in advance.
- 12.3 Staff are encouraged to take a common sense approach to travelling in adverse weather conditions. If you are unable to reach your place of work contact should be made with your manager before your shift begins.
- 12.4 Options
 - 12.4.1 Following advance discussion with their manager and the agreement to do so, employees can take work home, where practical. This must have been agreed by the Manager in advance.
 - 12.4.2 Employees who are unable to attend work and for whom working from home is impractical, should make up time using flexi, Time off in Lieu, compressed day off or annual leave.
 - 12.4.3 A decision by the Chief Executive (or another member of the Senior Management Team in the Chief Executive's absence) will confirm that conditions are such that employees who may encounter dangerous travel conditions when returning home should leave work immediately.
 - 12.4.4 Employees who are forced to leave work early should make up the time in the same way as those who do not arrive at work.

12.4.5 An employee who does not have time available to take should be allowed to take time off in advance of it being accrued.

12.5. Time off for dependants

12.5.1 Whilst remaining aware of the need to maintain services, managers should take into consideration the pressures that fall on the employees who have caring responsibilities. They should be aware of statutory rights of carers to take reasonable time off to deal with unforeseen events affecting their dependants.

12.5.2 Additionally, for those employees with caring responsibilities, managers should ensure compliance with the Authority's policy relating to Compassionate/Special Leave (para 7).

12.6 In the event of clarification being required regarding adherence to the guidelines or their interpretation, further advice can be acquired by contacting your area Human Resources Adviser.

13 PARENTAL LEAVE

(Please also refer to the Council's policies on maternity and paternity leave)

13.1 The purpose of parental leave is to allow employees the opportunity to take time off work to care for a child. Examples of why an employee may wish to take parental leave include to:

- spend more time with his or her young child;
- be with the child while he or she settles into new childcare arrangements; and
- accompany the child during a hospital stay.

13.2 Eligibility for parental leave

13.2.1 Following the birth of a child, eligible employees are entitled to take up to 18 weeks' parental leave before the child's fifth birthday (18 where the child was disabled). Adoptive parents must take the leave by the fifth anniversary of the adoption, or the child's 18th birthday - whichever occurs sooner.

13.2.1 The right is available to both men and women, and to both full-time and part-time employees. However, workers who are not engaged directly by the employer - those engaged on a contract for services rather than a contract of employment - are not eligible to take parental leave.

13.2.2 Employees' entitlement to parental leave is subject to the following conditions.

- The employee must have a minimum of one year's continuous service with the employer by the time the parental leave is taken.
- The employee must have, or expect to have, parental responsibility for the child in question.
- The leave must be taken for the purpose of caring for the child.

13.2.3 A person has parental responsibility for a child if he or she is the natural parent of the child (although where the father is not married to the mother, he must be registered as the child's father). Adoptive parents are also deemed to have parental responsibility as from the date of placement of the child with them for adoption. Stepparents may acquire parental responsibility for their spouse or civil partner's child by means of an agreement with the child's natural parents. An individual who is a child's guardian will also have parental responsibility.

13.2.4 Foster parents are not eligible for parental leave unless they adopt the child whom they are fostering.

13.2.5 A parent does not have to live with the child to take parental leave, as long as he or she has parental responsibility.

13.3 Length of parental leave

13.3.1 The total amount of parental leave that may be taken is 18 weeks in respect of each child.

13.3.2 The maximum amount of parental leave that may be taken in any one year in respect of a child is four weeks.

13.3.3 Parental leave may not be taken in blocks of less than one week, except where the child is disabled, in which case it may be taken one day at a time. Where this occurs, the employer should add together the individual days of parental leave taken by the employee to make up complete weeks.

13.4.1 Pay during parental leave

13.4.1 There is no obligation on employers to pay employees during periods of parental leave.

Managers comments:

I * support / do not support the *paid / unpaid special leave request.
The use of flexi-leave and other alternative arrangements have also been considered.

Line Manager's/ Supervisors Signature:

Date:

APPLICATION *APPROVED / NOT APPROVED

Head of Service/Assistant Director/Director:

Signature

Date:

If authorisation has not been granted please provide reasons below: *(continue on a separate sheet if necessary)*

Please return the completed form **only** (leave card not required) to Human Resources (a copy will be retained on the employee's personal file).

HR USE ONLY

HR Adviser signature **Date**

Copy sent to Payroll

A large print version of this document is available on request



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