

# EMPLOYMENT AND APPEALS COMMITTEE

26 March 2024

## UMBRELLA LEAVE POLICY

### Report of the Strategic Director for Resources

Strategic Aim	Providing good public services	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr A Johnson, Deputy Leader and Portfolio Holder for Governance and Resources	
Contact Officer(s):	Kirsty Nutton, Strategic Director for Resources	Tel: 01572 758159 Email: KNutton@rutland.gov.uk
	Fiona Rowntree, Head of Human Resources	Email: FRowntree@Rutland.gov.uk
Ward Councillors	N/A	

## 1 SUMMARY AND RECOMMENDATIONS

### 1.1 Summary

- 1.1.1 The Council has an Umbrella Leave Policy which sets out in one document the different types of leave that is available to employees.
- 1.1.2 The Policy has been reviewed to reflect changes in employment legislation and to keep the policy streamlined so that it is not overly lengthy or detailed.

### 1.2 Recommendations

1. The Committee approves the revised policy.

### 1.3 Reasons for Recommendations

- 1.3.1 The revisions ensure the Council is legally compliant and that employees and managers are aware of the entitlements for leave that are available.

## **2 REPORT**

### **2.1 Introduction**

- 2.1.1 The Umbrella Leave Policy was first introduced in 2016, with the aim of keeping a range of policies relating to leave in one document.
- 2.1.2 The Policy has been reviewed to update the content to streamline the document and to reflect changes in employment law and new legal entitlements. Changes have also been made to empower line managers to apply discretions available within the policy that had previously required Head of Service approval.
- 2.1.3 A copy of the revised policy is provided as a draft as an Appendix to this report.

### **2.2 Proposed Changes**

- 2.2.1 The substantive changes to the policy are outlined below.
- 2.2.2 Employees may carry forward up to 3 days' annual leave to the next leave year with their line manager's approval. The current policy required a Head of Service approval for any carry-forward and the policy did not include a cap.
- 2.2.3 The legal entitlement to carry forward leave that has not been taken due to sickness or family leave reasons is shown within the policy.
- 2.2.4 Line managers can use discretion to approve annual leave of 12+ days - previously this required Head of Service approval.
- 2.2.5 The policy would now allow paid time off to donate blood away from the workplace, where previously only on-site donations were covered.
- 2.2.6 A provision for career breaks has been removed, as this has never been used.
- 2.2.7 The policy now includes carer's leave, which is a legal entitlement that is being introduced from 1<sup>st</sup> April 2024 and provides up to a week's unpaid leave per 12-month period for the purposes of caring for a dependent.

### **2.3 Options Considered**

- 2.3.1 Alternative options have not been considered, as the policy has needed to reflect legal changes.

### **2.4 Consultation**

- 2.4.1 Unions have been consulted on the draft document and have been supportive of the changes proposed in the draft.

## **3 IMPLICATIONS OF THE RECOMMENDATION**

### **3.1 FINANCIAL IMPLICATIONS**

- 3.1.1 This section has been approved by Kirsty Nutton, Strategic Director for Resources, s.151.
- 3.1.2 There are no additional financial issues arising from this Report.

## **3.2 LEGAL IMPLICATIONS**

3.2.1 This section has been approved by Sarah Khawaja, Head of Legal & Democratic Services

3.2.2 The legal implications are set out within the body of the report.

## **3.3 Risk Management Implications**

3.3.1 There are no risks arising from this report.

## **3.4 DATA PROTECTION IMPLICATIONS**

3.4.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no identified risks or issues to the rights and freedoms of individuals.

## **3.5 EQUALITY IMPLICATIONS**

3.5.1 An Equality Impact Assessment (EqIA) has not been completed as the substantive changes are in line with legal provisions.

## **3.6 COMMUNITY SAFETY IMPLICATIONS**

3.6.1 The Council has a duty in accordance with S17 Crime and Disorder Act 1988, when exercising its functions, to have due regard to the likely effect of that exercise of those functions on and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social behaviour).

3.6.2 This duty has been considered and there are no community safety implications relating to the recommendations.

## **3.7 HEALTH AND WELLBEING IMPLICATIONS**

3.7.1 The substantive changes proposed in the Policy do not have implications for health and wellbeing.

## **3.8 ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS**

3.8.1 On 11 January 2021 Rutland County Council acknowledged that it was in a climate emergency. The Council understands that it needs to take urgent action to address it.

3.8.2 There are no environmental and climate change implications of the Recommendations.

## **3.9 PROCUREMENT IMPLICATIONS**

3.9.1 There are no procurement implications.

## **3.10 HR IMPLICATIOINS**

3.10.1 The policy provides clarity to employees and managers on the provisions available for leave. The provisions support work-life balance for employees which can assist with recruitment and retention and help the Council to promote itself as an employer of choice.

## **4 BACKGROUND PAPERS**

4.1 None applicable

## **5 APPENDICES**

5.1 A copy of the draft revised Policy is attached as an Appendix to this report.

An Accessible Version of this Report is available upon request – Contact 01572 722577.