



Special Leave Policy

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Document Control Information

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0.1	11/06/14	Helen Elliott	D	Draft of new policy
0.2	09/10/14	Cath Cox	D	Revised draft
1.0	December 2014	Cath Cox	S	
1.2	September 2017	Lael Hird	D	Addition of parental leave in guidance
1.3	October 2017	Lael Hird	D	Changes from PPG 5.10.17
1.4	December 2017	Lael Hird	D	Approved at JSG
1.5	May 2018	Lael Hird	D	Rewrite following feedback from Values Steering Group. Approved at PPG 2.8.18
1.6	23/8/18	Lael Hird	D	Approved at JSG
2.0	September 18	Lael Hird	A	Approved at TMG
2.1	Oct 2021	Risk Team	A	Extension approved at TMG
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2.3	June 2023	Risk Team	A	TMG approved extension until December 2023

A = Approved D = Draft

Document Author = Lael Hird

Associated Documentation:

Special Leave Management and Employee Guidance

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1. POLICY STATEMENT

The six core values that represent our YAS employees behaviours, views, image and reputation are: One Team, Compassion, Empowerment, Integrity, Innovation and Resilience. These core values provide and underpin a foundation and framework for all of YAS decision-making processes. We translate our values into actions. They inspire everything we do. How we operate as a Trust, how we behave in practice and how we implement our processes and policies to meet our strategic outcomes, mission and vision. Non-compliance to live up to our values may be deemed misconduct and referred to the Trust's Raising Standards Policy and Procedure.

The Trust is committed to developing work practices and workforce policies that support work-life balance.

In support of this commitment, the Trust has developed a range of additional leave options (special leave) to help employees take additional time away from work for reasons that do not necessarily fall under existing leave provisions, such as domestic emergencies or appointments outside of work.

This policy and accompanying management guidance document sets out the principles and practices which the Trust will employ to ensure equity and fairness in the management of special leave, however it is not intended to be prescriptive and therefore each request should be considered on its own merit.

The Trust also recognises that some employees are engaged in public and civic duties outside the Trust and have also made provisions to support such cases through this policy.

2. INTRODUCTION

2.1 This policy will apply to all employees of YAS irrespective of their contractual status or length of service.

2.2 The Trust recognises that there are occasions beyond the control of employees where they are unable to attend work at short notice, and is committed to supporting employees within the scope and limit of this policy.

2.3 The purpose of this policy is to establish the principles and framework to be applied in the management of Special Leave across the Trust in a fair and consistent manner whilst still ensuring that all cases are considered on an individual basis.

2.4 This policy has been agreed between managers and recognised staff side representatives and demonstrates joint commitment to implementation and support for the principles detailed below.

2.5 This policy should be read in conjunction with the Special Leave: Management and Employee Guidance.

3. PRINCIPLES

3.1 All employees can request special leave and approval will be dependent on the circumstances of the request.

3.2 Whilst the Trust will make every effort to grant Special Leave following a request from an employee, there may be occasions when, due to service need or other circumstances, the request will not be granted. In these instances the Trust will work with employees to find alternative ways of assistance if Special Leave is not an option.

3.3 The Special Leave period will run as a 12 month rolling period.

3.4 Requests should be made at the earliest possible time and notification to the Line Manager should be made before shift start time or as soon as possible afterwards. Special leave will not be granted automatically and employees will normally be given the time off for an emergency with the understanding that they discuss the matter with their line manager upon their return to determine whether special leave can be authorised.

3.5 This policy depends on a level of trust between Line Managers and staff. Should a situation occur where a Special Leave request is found to be not genuine then action may be taken in line with the appropriate Trust policy.

4. PROCESS FOR REVIEW AND REVISION

This policy will be reviewed in three years' time unless changes (legislative or other) necessitate an earlier review.

5. ASSOCIATED DOCUMENTATION

This document should be read in line with the following documents:-

- Special Leave – Management and Employee Guidance
- Employment Break Policy
- Support for Learning and Development Policy
- Flexible Working Policy and Management Guidance
- Maternity and Maternity Support Policy
- Shared Parental Leave Policy
- Issue Resolution (Grievance) Policy
- Attendance at Work Policy and Management Guidance
- Secondary Employment Policy
- Disciplinary Policy
- Supporting Reservists Policy and Guidance

6. MONITORING COMPLIANCE WITH THIS POLICY

This policy will be monitored by the annual collation and analysis of requests for special leave and regularly monitored by the Workforce and Organisation Development Directorate to identify themes or trends that affect employee well-being and service delivery. Records will be kept of the number of applications received, and authorised to be paid or unpaid.

7. IMPLEMENTATION PLAN

This policy will be communicated via the following mechanisms:-

- Staff Update
- Locality meetings
- Trust intranet