



FAKENHAM TOWN COUNCIL

SPECIAL LEAVE POLICY

An Employee may request Leave in the event of an unplanned major life event that requires their absence from work. The Council is mindful of the need to support its staff during any periods of personal difficulties but must balance this with its duty to taxpayers.

The only Statutory Entitlement to time off in such circumstances is provided under sections 57A and 57B of the Employment Rights Act 1996, Employees are entitled to take a 'reasonable' amount of unpaid leave, during working hours to take 'necessary' action to deal with emergency situations involving their Dependants

For the purposes of this Special Leave Policy the definition of a Dependant is a member of the immediate family and/or someone for whom the Employee has primary care responsibilities.

In the event of an emergency, the Chairman or Vice Chairman of the Council should be notified immediately so arrangements can be made to cover any urgent business. A formal request for Special Leave should follow at the earliest opportunity.

Events which may warrant Special Leave include, but are not limited to:

1. **Bereavement Leave:**

- 1 day's paid leave may be granted to attend a funeral
- Up to 4 days further unpaid leave may be granted if annual leave or time off in lieu is not available

2. **Emergency Care Leave:**

- 1 day's paid leave may be granted for a parent or in a case of established direct dependency.
- Further unpaid leave may be granted up to a maximum of 5 days if annual leave or time off in lieu is not available

3. **Leave - Other:**

- In wholly exceptional circumstances of a personal or domestic nature, unpaid leave may be granted where no other option such as annual leave or time off in lieu is available.

Requests for Special Leave will be decided by a simple majority of the available members of the HR sub-committee. In exceptional circumstances some discretion may be applied in response to the specific merits of a case.

Unpaid Leave.

Any unpaid element of Special Leave will be deducted from the Employee's next pay period.

Ratified and approved at Full Council 16th November 2021