NORTHAW & CUFFLEY PARISH COUNCIL
7 Maynard Place, Cuffley, Herts, EN6 4JA
Telephone: 01707 875825

# SPECIAL LEAVE POLICY

## 1. Scope and Aims of the Policy

This policy aims to assist staff in balancing their work and personal responsibilities by detailing the circumstances in which special leave may be granted, and the procedures for requesting such leave. It applies to all employees of Northaw & Cuffley Parish Council. The Council recognises that from time to time, employees may need to take time off work for personal reasons or public responsibilities. This policy sets out the types of special leave available, whether paid or unpaid, and the procedure for making a request.

## 2. Types of Special Leave Covered by this Policy

Under current legislation, Northaw & Cuffley Parish Council must provide paid or unpaid time off work in specific circumstances, including Dependents' Leave, Antenatal Appointments, Jury Service, and Certain Other Public Duties. In addition, the Council recognises other circumstances in which staff may reasonably require time away from work, including Bereavement Leave, Compassionate Leave, Domestic Incidents, Exceptional Travel Disruption, Special Constabulary Duties, and Sabbatical Leave.

## 3. General Principles

All requests for special leave should be made to the employee's line manager or the Parish Clerk as soon as practicable. All decisions will be made fairly and consistently, taking into account operational needs and individual circumstances. During unpaid leave, salary, pension contributions, and annual leave accrual will be suspended.

## 4. Types of Leave

### *4.1 Dependents' Leave*

Employees may take a reasonable amount of unpaid time off to deal with emergencies involving dependents. Normally up to two days.

### *4.2 Jury Service*

Employees called for jury service must inform the Council immediately. Normal pay continues but court earnings are deducted.

### *4.3 Other Public Duties*

Reasonable unpaid leave for public duties, with payment only if approved by Full Council.

### *4.4 Bereavement Leave*

Up to ten days' paid leave for immediate family bereavement; may be extended for exceptional cases.

### *4.5 Statutory Parental Bereavement Leave*

Two weeks' paid leave for parents or guardians who suffer the loss of a child under 18 or a stillbirth after 24 weeks.

### *4.6 Compassionate Leave*

Additional paid or unpaid leave may be granted for serious distress/illness of close family.

### *4.7 Domestic Incidents*

Up to two days' unpaid leave for domestic emergencies such as fire or flood.

### *4.8 Sabbatical or Extended Leave*

Requests for extended unpaid leave will be considered at the discretion of the Council.

## 5. Procedure for Requesting Special Leave

Employees should inform their line manager or the Clerk as soon as possible, explaining the reason and expected duration of leave. Planned requests should be made at least two weeks in advance. Approval will be confirmed in writing, specifying whether the leave is paid or unpaid.

## 6. Summary of Entitlements

| Type of Special Leave | Paid | Unpaid | Typical Duration |
|---|---|---|---|
| Dependents' Leave | | ✓ | Up to 2 days |
| Jury Service | ✓ (less court pay) | | As required by court |
| Public Duties | | ✓ | Reasonable |
| Bereavement Leave | ✓ | | Up to 10 days |
| Statutory Parental Bereavement Leave | ✓ | | 2 weeks |
| Compassionate Leave | ✓ / | ✓ | Up to 5 days |
| Domestic Incidents | | ✓ | Up to 2 days |
| Sabbatical Leave | | ✓ | As agreed |

## 7. Monitoring and Review

This policy will be reviewed bi-annually by the HR Committee or sooner if required by changes in legislation or Council practice.

For adoption: HR Committee 2026
Review Date: November 2027
Approved by: Full Council