

Special Leave (Attendance & Wellbeing Policy)

Reason for Leave	Further Details	Days Allowable (Paid unless otherwise specified)	Authority to approve
1. Bereavement	a. Death of immediate relative: Husband/ wife/ partner/ child/ parent*/ sibling*/ civil partner/ guardian/ dependant. <i>*not for in-laws or step parent/sibling</i>	10 days. This may be extended in exceptional circumstances by Assistant Director/ Director	Line Manager
	b. Death of other relative:	1 day for day of funeral.	Line Manager.
	c. Death of a member of staff.	Leave to attend funeral. – for direct line manager or representative Other employees may request leave/ flexi	Line Manager.
2a. Domestic / Personal emergencies	Leave to deal with certain unexpected or sudden emergencies which are immediate, severe and/or tragic and to make necessary long-term arrangements. Some examples are: critical illness of family/ fire/ theft/ flood	Depending on the circumstances of the case, up to a maximum of 2 days leave for each circumstance	Line Manager
2b Dependant care arrangements	To make arrangements for care (not actually caring for) of dependants	Up to 1 day paid per instance This will be monitored and where it is shown to be excessive then limits over a period of time will be set. Guidance on this is available in the A&W Toolkit	Line Manager

<p>3a. Personal Medical appointments</p>	<p>Authorised absence for medical reasons to attend e.g. GP, dentist, optician, etc.</p> <p>GP's, dentists and opticians often have extended hours and so employees should make every effort to make appointments outside of their normal working hours. Where this is not possible the appointment must be made for the start/ end of working hours</p>	<p>Where not possible to arrange an appointment outside of working hours time allowed for appointment and reasonable travel time. This is usually up to 2 hours, although extended reasonable time may be agreed. This will be monitored and where it is shown to be excessive then limits over a period of time will be set. Guidance on this is available in the A&W Toolkit</p>	<p>Line Manager</p>
	<p>Hospital appointments/ OH appointments/ Employee Counselling Service</p>	<p>Time allowed for appointment and reasonable travel time. This will usually be 2 hours, although extended reasonable time may be agreed. This may be extended to a maximum of 1 day in exceptional circumstances e.g. IVF treatment/ day surgery/ medical procedure. This will be monitored and where it is shown to be excessive then limits over a period of time will be set. Guidance on this is available in the A&W Toolkit</p>	<p>Line Manager</p>
<p>3b. Dependant appointments</p>	<p>Accompanying dependants to attend a medical appointment at a hospital or GP which cannot be made outside normal working hours. (i.e. for circumstances where the relative cannot attend on their own).</p>	<p>Time allowed for appointment and reasonable travel time, this would usually be up to 2 hours, although extended reasonable time may be agreed. This will be monitored and where it is shown</p>	<p>Line Manager</p>

	<p>Accompanying dependants to non medical appointments e.g. social worker, care professionals which cannot be made outside normal working hours (i.e. for circumstances where the dependant cannot attend on their own). Where 2 employees working for the Council have the same dependant usually only 1 of them may claim this unless there are exceptional circumstances</p>	<p>to be excessive then limits over a period of time will be set. Guidance on this is available in the A&W Toolkit</p> <p>Time allowed for appointment, this would usually be up to 2 hours, although extended reasonable time may be agreed. This will be monitored and where it is shown to be excessive then limits over a period of time will be set. Guidance on this is available in the A&W Toolkit</p>	<p>Line Manager</p>
<p>4. Sporting /Cultural Events.</p>	<p>Employees who are selected to participate in representative sporting or cultural events at National/ International levels.</p>	<p>Participants in representative events to be allowed to stay for the duration that they are actively participating in the event, up to a maximum of 5 days.</p> <p>Requests in excess of above may be considered in exceptional circumstances.</p>	<p>Line Manager</p>
<p>5. Training</p>	<p>Leave to sit approved examinations relevant to job plus examinations approved through post entry training scheme.</p>	<p>Time required to sit exam plus up to 3 days revision leave, maximum ½ day per examination.</p>	<p>Line Manager.</p>
	<p>Leave to attend personal graduation.</p>	<p>Up to ½ day.</p>	<p>Line manager</p>
<p>6. Attendance at job interview</p>	<p>For jobs within Cardiff Council.</p>	<p>Time required to attend interview.</p>	<p>Line Manager</p>
	<p>Any other job interview.</p>	<p>Annual leave / flexi leave.</p>	<p>Line manager</p>

		<p>For roles which do not have the ability to take ad hoc annual leave (e.g. term time working) nor have access to flexi time – special leave will be permitted as long as evidence of the interview is provided. This will be restricted to no more than 3 days per annum to attend interviews in other Local Authorities / public bodies.</p> <p>(Paid special leave will be given for the time required to attend any interviews for employees under notice of redeployment/ redundancy)</p>	
7. Public Duties	<p>Leave to attend official meetings/ mandatory training during working hours for employees who are</p> <ul style="list-style-type: none"> • members of Local Authorities; • appointed by a Govt. ministry, assoc. of local authorities or a local authority to serve on a Committee, Tribunal or panel; • Justices of the Peace; • School Governors; • Official Prison Visitors; • Any other body in accordance with Sect 50 of the Employment Rights Act 1996. • Special Constabulary 	<p>Up to a maximum of 18 days p.a. for all categories (up to a total of 18 days aggregated over all categories listed).</p>	<p>Initial approval by Line Manager</p>
	<p>Military Service (Non Regular Forces).</p>	<p>Up to a maximum of 2 weeks per annum for annual camp.</p>	<p>Line Manager</p>

	Candidate in Local Authority, Parliamentary, Welsh Assembly or European Election.	One day's leave on polling day	Line Manager
8. Cardiff Council run Elections	Employees involved with election duties i.e. Senior Election Staff, Presiding Officers, Poll Clerks, Count Assistants and Assistants for the issue and opening of postal ballot papers.	1 day off with pay per election, subject to business requirements	Line Manager.
9. Volunteering Activities	Employees undertaking approved volunteering activities in accordance with Cardiff Volunteering Service www.vcscymru.org.uk	Up to a maximum of 5 days (pro rata).	Line Manager.
10. Attendance at Court as a witness or a juror (not in connection with work)	Time required to attend court. (Employee must claim and pay to the Council any "loss of earnings" payable).	Time required attending court.	Line Manager.
11. Attendance at Court as a Defendant	Special Leave available where employees are required to attend court either by the Council or where this is a requirement of their job .	Depending on circumstances.	Line Manager.
12. Adverse Weather	Non attendance due to adverse weather e.g. snow	Annual leave, flexi, unpaid leave or making up of hours	Line Manager