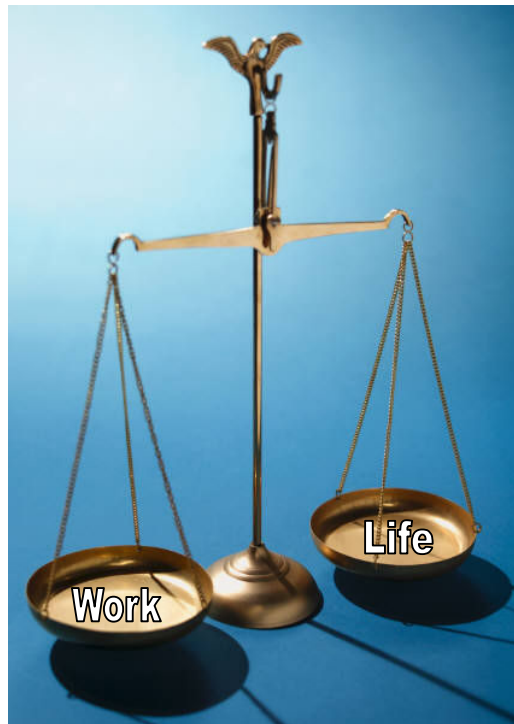




## **Striking the Balance**



**Our approach to work life balance**

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### **5. 'At a Glance' Guide**

## 1. Policy Statement

Leicestershire County Council believes that its employees are its most valuable resource and is committed to recruiting and retaining the best people for the delivery of the best services. This policy statement is the result of partnership working between managers, our recognised trade unions and Members of the Council working together to provide a positive framework for flexible working practices across the Council **to ensure our customers receive excellent services when they need and require them.**

We recognise that our workforce is increasingly diverse and includes a high percentage of people with caring responsibilities, as well as those with other responsibilities and interests. The Council supports more flexible and modern ways of working to help achieve a balance between home, work and leisure as part of its commitment to being an employer of choice. We also recognise that flexible working can increase employee motivation, build better relationships between the Council and its employees, help with retention, reduce sickness absence, help attract new talent and contribute to reducing employee stress. This will help improve productivity and the Council's efficiency agenda. We also recognise there are statutory rights relating to some elements of work-life balance, such as the right for certain categories of employee to request flexible working.

Striking the Balance is a framework for managers to empower and enable them to manage the workforce and service delivery at a local level responding to local need. This initiative provides the Council with a solid platform which gives managers freedom and flexibility within an agreed framework which encourages leadership, innovation and decision making at a local level. The framework will be developed further as the Council's Work Well programme develops to provide a totally flexible environment which benefits the organisation, employees and importantly its customers.

## 2. Introduction

There are increasingly new and different ways of working – mainly due to technological advancements - which mean the public's expectations of our services, and our own approaches to delivering them, are different to those of perhaps 10 or 15 years ago. This guide sets out a range of work options potentially available to managers and employees to maximise service delivery efficiency whilst also facilitating better employee work-life balance opportunities without compromising service provision.

The scope of working arrangements will affect employees in different ways according to their job role and service requirements. It must be acknowledged that not all employees or groups of employees will be eligible to participate in more flexible working arrangements where service needs do not lend themselves to this although requests from individuals will be given full and fair consideration. For example, some front line services and/or those employed on standard hours, shift patterns etc may not readily accommodate flexible working arrangements for previously determined business reasons. **The Council's organisational values include focusing at all times on the people of Leicestershire, being flexible, innovative and co-operative in the provision of our services.** Application of any of these working arrangements must therefore be considered in the context of these values.

At the same time, however, it is important that managers are also sensitive to the needs of individual employees particularly where a working arrangement may be a reasonable adjustment to accommodate the needs of a disabled employee, caring responsibilities etc (see section on Statutory Right to Request Flexible Working and Career Breaks). This does not mean completely redesigning the job or service around the employee but thinking creatively about how their needs might be accommodated within the aims of the business. In agreeing more flexible working arrangements managers should ensure that they treat all staff fairly in the application of these policies.

At some time in their working lives it is likely that an employee will need to take time off for personal reasons (other than annual leave). Others may wish to undertake public or voluntary service duties and all of us attend medical or dental appointments from time to time. This guide also sets out therefore different types of leave arrangements and the circumstances that apply – contractual, discretionary, statutory entitlement etc.

Striking the Balance outlines in brief the various working arrangements and leave provisions available. **More detailed information and guidance can be found on CIS by clicking on the hyperlink where shown or by contacting Human Resources.**

### 3. Working Arrangements

There are a number of different types of working arrangements which may be considered at any time, particularly when making a new appointment. Proposals for new ways of working may be put forward by either side and appropriate consultation will take place between the manager and the employee(s). A 'business case' will be required and, before making a decision, account will be taken of the potential impact upon service delivery, the team overall and its interaction with other service areas and the individual employee's current and proposed working arrangements.

Some employees have a legal right to request flexible working under the Employment Act 2002 and the Council is duty bound to consider those requests under strict criteria and timescales. Other employees do not have a legal right but may still wish to request flexible working and the Council has agreed to consider those requests also on a case by case basis.

#### Statutory Right to Request Flexible Working - Child and Adult Care

Parents of children aged under 6 (*likely to increase to children under 16 from April 2009*) or disabled children aged under 18 and carers of dependant adults have the statutory right to apply to their employer for a change in their:

- Hours
- Start/finish times
- Work location

Employees must:

- Have worked for the employer for at least 26 weeks continuously at the date the application is made.
- Be the mother, father, adoptive parent, guardian or foster parent of the child (or be the spouse or partner of one of the above); or
- be, or expect to be, caring for a spouse, partner, civil partner or relative; or live at the same address as the adult in need of care.

The process for requesting and giving consideration to statutory requests for flexible working is available on the intranet.

## Requests for Flexible Working – Employees not covered by the Statutory Rights

The Council recognises that some employees without child or adult care responsibilities may wish to request a change in their working arrangements for other personal reasons. Such employees do not have a statutory right to request a change in their working arrangements but the Council will consider requests in the same way.

**In both cases, line managers can agree a change of working arrangements with an employee but can refuse a request should the arrangements not meet service needs.**

### STATUTORY RIGHT TO REQUEST TIME OFF FOR TRAINING

*NB from April 2009 employees likely to have a statutory right to request time off for training (not necessarily paid) where there may be a business benefit to the organisation as well as the employee. Likely to operate under the same process as the statutory right to request flexible working. Details awaited. Contained in Employment Bill not yet Act.*

## Management Driven Proposals

Managers may consider that a change to working arrangements may be beneficial to meeting service needs. For example where there are seasonal fluctuations in workload or where public demand is for a different time or method of service delivery. Managers will similarly have to make out a business case – an action plan - for proposing a different working arrangement outlining the specific requirements and the impact on, and advantages to, service delivery. Consultation with the employee(s) concerned will take place before any new arrangements are implemented.

Before reaching any decisions, managers should refer to the guidance on the intranet and, where necessary, seek advice from Human Resources.

## WORKING HOURS

### Full-Time Working

Under the terms of the National Agreement on Pay and Conditions of Service a standard working week for full-time employees is 37 hours. This is the amount upon which salary, annual leave and other associated contractual calculations are based.

### Part-Time Working

Work is considered to be part-time when employees are contracted to work anything less than 37 hours per week. Employees may occupy more than one part-time post simultaneously.

### **Job Share**

Job sharing is a form of part-time working where two (or occasionally more) people share the responsibility for one job, i.e. the same job, between them and carry out all the tasks associated with the job. Usually, there is an equal split of the post hours between the job holders but a different breakdown of the hours can sometimes be accommodated. The key differences between job sharing and part-time working are outlined in the guidance on the intranet.

### **Annualised Hours**

This is where an employee's hours are defined over a year, where there may be significant, usually seasonal, fluctuations in the amount of hours needing to be worked during particular periods. Annualised hours tend to be driven by service needs and require robust review mechanisms to ensure that service needs continue to be met and for reconciling employees' contracted hours against those actually worked.

[Link to policy .....](#)

### **Compressed Hours**

This is where an employee's full-time working hours are worked over fewer but longer days, for example, over 4 or 4.5 days per week, or worked over a 9 day fortnight. Requests to work compressed hours will normally only be approved on a temporary basis for employees with caring responsibilities. Requests from employees for other reasons other than caring responsibilities may be considered on a case by case basis. In all cases, there will be periodic reviews to ensure business needs continue to be met and to revisit the employee's current situation.

[Link to policy.....](#)

### **Flexible Working Hours Scheme ('Flexi-time')**

The Council's Flexible Working Hours Scheme is widely available across large parts of the workforce subject to service needs. The scheme involves averaging hours over a calendar month with the facility to carry forward credits or debits of time and to take flexi-leave. It requires discussion and agreement between employees and their manager regarding working arrangements and respect and consideration of service provision and work colleagues.

[Link to policy...](#)

### **Term Time Working**

Term time working is fairly commonplace in educational establishments where there is a reduced need for services during school holidays. The Council recognises that employees in areas of work other than education may have child care responsibilities

and term time working is a flexible working option that may be accommodated subject to service requirements.

[Link to policy ...](#)

### Flexible Retirement

Local Government Pension Scheme members aged 50 or over can request to reduce their hours and/or grade and can request to take the pension benefits accrued to that point in time whilst continuing in employment. Salary is drawn from the job they subsequently occupy on the reduced hours or grade but the employee continues paying into the LGPS, on the basis of the new job, building up further pension benefits. A request to reduce hours will be considered in the same way as in any other circumstances. Pension will only be released where no cost falls on the County Council except where, in the interests of the business, the Council determines that an individual case uniquely meets a defined set of criteria for the release of pension. These instances will be rare, without precedent and will be considered on a case by case basis.

Employees should seek full advice on their pension benefits position before making any decisions about flexible retirement.

[Link to policy...](#)

## **WORK LOCATION**

### Homeworking

Homeworking is where an employee's place of work is in the home. Arrangements may be formal or informal. Informal arrangements should be short-term only e.g. to enable an employee to work on a particular project. Formal arrangements are where the agreed workplace is the home for which a comprehensive health and safety risk assessment must be carried out. This may be for the full week or part of the week at home and part in the work location. The deployment of the working hours and contact arrangements will be discussed and approved in advance with the Manager.

[Link to policy .....](#)

### Mobile Working

Mobile working is a key strand of the Work Well programme and requires line management approval. It is carrying out work at a location which is not a normal work location and usually involves the use of supportive technology. Employees can work flexibly at designated offices, referred to as Touch Down Points, around the county to make better use of their working time. The Council's policy is available on the intranet and is subject to continual review through the change programme on mobile and flexible working.

[Link to policy .....](#)



## 4. Leave

The Council gives time off, with or without pay, for a variety of reasons. These provisions are summarised below:

### **Annual Leave, Public and Concessionary Holidays**

#### **Annual Leave**

Annual leave is for the purpose of rest and relaxation. The Council is committed to ensuring the health and well being of its employees and, in addition to promoting and providing health and wellbeing initiatives, will ensure employees use their annual leave to take regular breaks from work.

The annual leave year runs from 1<sup>st</sup> June to 31<sup>st</sup> May for most employees. However, there may be variations in some departments for business reasons. Managers are responsible for ensuring that all periods of annual leave are managed locally and employees are responsible for keeping a personal record of their leave entitlement and leave taken.

Part-time employees are entitled to annual leave pro rata to the hours they work.

[Link to policy .....](#)

#### **Public and Concessionary Holidays**

There are 8 public holidays and 2 concessionary days each year.

##### **PUBLIC HOLIDAYS**

New Year's Day  
Good Friday & Easter Monday  
May Day  
Spring Bank Holiday Monday  
Summer Bank Holiday Monday  
Christmas Day & Boxing Day

##### **CONCESSIONARY DAYS**

Easter Tuesday  
  
  
  
  
1 day during the Christmas period\*

\*determined annually by the Chief Executive.

The entitlement to a public or concessionary holiday for part-time employees who do not work every day of the week will be pro rata to contractual hours, known as a "calculated day".

## **Maternity Leave, Maternity Support Leave, (including Statutory Paternity Leave), Parental Leave, Adoption Leave and Leave for Foster Carers**

### **Maternity Leave**

Employees are entitled to 52 weeks maternity leave in total, 39 of which are paid. Maternity leave comprises two components:

- **Ordinary Maternity Leave**  
26 weeks regardless of length of service or whether full or part time, temporary or permanent.
- **Additional Maternity Leave**  
A further 26 weeks' Additional Maternity Leave (AML), although only the first 13 weeks are paid (at the Statutory Maternity Pay rate).

Maternity leave can commence at any time after the 29<sup>th</sup> week of pregnancy. A comprehensive Maternity Information Pack is available on the intranet. Additional advice and guidance can be obtained from departmental HR sections.

[Link to policy .....](#)

### **Maternity Support Leave (including Statutory Paternity Leave)**

Under the Local Conditions of Service, all employees, regardless of their length of service, are entitled to 5 consecutive days' leave on full pay if they are the partner or main carer of a pregnant woman. A second week at full pay may be granted if there are special circumstances, e.g. multiple births, caesarean, post natal depression or other dependant children to care for etc. The leave is to be taken within the first month of birth. This provision enhances the statutory right to paternity leave.

Where there are not deemed to be special circumstances a second week's leave may still be requested under the Statutory Paternity Leave provisions. Such additional leave (SPL) can be taken (in conjunction with maternity support leave described above) and will be at the appropriate level of statutory paternity pay (SPP) and the SPL conditions will apply.

[Link to policy.....](#)

### **Parental Leave**

Employees with one year's service, who have a child (or children) born after 15<sup>th</sup> December, 1999, are eligible to apply for parental leave up to the child's 5<sup>th</sup> birthday. The entitlement is for 13 weeks unpaid leave for each child and must be taken in minimum blocks of one week up to a maximum of 4 consecutive weeks. Parents of children who have been awarded the Disability Living Allowance are entitled to 18 weeks unpaid leave up to the child's 18<sup>th</sup> birthday and the leave may be taken at day at a time.

### **Adoption Leave**

The provisions for adoption leave broadly mirror the maternity provisions. If both adoptive parents are employed by the County Council only one of the partners adopting can choose to receive adoption leave and pay. The other partner will receive statutory paternity leave and pay (SPP).

There is no statutory entitlement to paid time off prior to commencing adoption leave. However, the Council allows up to 5 days' paid leave, which can be taken in whole or part days, for prospective adoptive parents to attend pre-adoption meetings, assessments, training etc. If both parents work for the Council only one of the partners may take the leave or the leave may be apportioned between them.

[Link to policy .....](#)

### **Foster Carers' Leave**

The Council recognises the valuable role that foster carers play in caring for children and young people who cannot remain with their own families. Employees who are foster carers may be allowed up to 5 days' unpaid leave per year to attend meetings, assessments etc related to their fostering responsibilities. The leave may be taken in whole days or part days. If both foster parents are employed by the Council only one of the partners may take the leave or the leave may be apportioned between them

[Link to policy ....](#)

## **Medical, Dental, Hospital and Related Appointments**

### **Blood and Platelet Donors**

Paid time off will normally be granted to employees who wish to donate blood or platelets. Employees donating blood are expected to visit the mobile transfusion unit if/when it is in their work locality. It is recognised that donation of platelets can only be done at a hospital and where it is not possible to arrange the appointment outside of working hours reasonable time off may be allowed to attend the appointment subject to service needs.

[Link to policy .....](#)

### **Fertility Treatment**

There is no statutory entitlement to time off for IVF treatment. However, the Council recognises the potential emotional pressure employees may experience during the process. By way of alleviating some of the associated anxiety the Council has agreed

that time off to attend appointments and treatment will fall under the normal provisions for medical appointments.

Time off due to any side effects of the treatment will be normal sickness absence. Sickness absence associated with the treatment will not be classed as pregnancy related.

[Link to policy .....](#)

### **Medical and Dental Appointments including Medically Supported Therapeutic Treatments and Elective Surgery**

Employees are expected to attend routine appointments outside of work time. Most employees on flexi time or working part-time should be able to arrange their appointments outside of their core working hours.

Where hospital or dental appointments and/or treatment(s) are outside the control of the employee, or employees work shifts or set hours, managers may allow reasonable time off for attendance at the appointment or to undergo the treatment. Time off that may be required as the result of the effects of any treatment will be under the normal sickness absence provisions.

[Link to policy .....](#)

## **Public Service, Voluntary Service and Associated Types of Leave**

- **Public Service Leave**

**NB** Employees undertaking a combination of public service duties will be allowed an aggregate total of 15 days.

Subject to operational needs up to 15 days' leave with pay per year may be granted to employees who are members or officials of the public bodies listed below or to attend meetings concerned with National or Provincial Council affairs.

- local authority
- statutory tribunal (e.g. employment tribunal)
- police authority
- service authority for the National Criminal Intelligence Service
- service authority for the National Crime Squad
- board of prison visitors or prison visiting committee
- relevant health authority
- relevant education body (ie school/college governors)
- Environment Agency
- Youth Offending Panels

- Justices of the Peace
- School/College Governors

Where applicable, employees should claim the financial loss allowance directly and this will be deducted from full pay.

[Link to policy.....](#)

- **Voluntary Service Leave**

Employees who provide voluntary services to relevant charities or voluntary sector bodies are supported in their participation as part of our social responsibility for the work of these bodies within communities. Individual requests will be considered taking account of service needs and the nature of the work, the time commitment being sought and the availability of staffing cover. It is expected that employees will accommodate the time off required within their flexible working arrangements. Where this is not possible up to 5 days' unpaid leave may be granted subject to service needs.

[Link to policy .....](#)

- **Associated Types of Leave**

### **Special Constables**

Managers may grant up to a maximum of 7 days' paid leave per year to employees undertaking special constable duties subject to operational needs, the nature of the employee's duties and availability of staffing cover.

### **Cadet Corps**

Up to 5 days' paid leave may be granted to attend the annual training camp of the Army Cadet Corps or Air Training Corps.

### **Reserve Forces**

Members of the Reserve Forces fall into two main categories:

- Regular Reserves – comprising people who have formerly served in the regular forces and have an ongoing commitment to serve, i.e. they can be mobilised to serve in times of crisis or conflict at home or abroad for which a Call Out Order will be issued by the Defence Secretary.
- Volunteer Reserves – normally those who have joined the volunteer services directly from the civilian community, e.g. Territorial Army.

Up to two weeks' paid leave may be granted to attend the annual training camp.

[Link to policy .....](#)

## **Leave for Personal Reasons**

### **Unpaid Leave**

- **Career Breaks (including Carers' Leave)**

In certain circumstances employees may be granted a career break (unpaid) for a period of up to 12 months. Requests will be considered on an individual basis and approval will depend on the needs of the service as well as other considerations that may be appropriate to the case or the circumstances at the time.

Employees with caring responsibilities may apply for unpaid leave of up to 12 months under this policy in order to provide the care needed. Only in exceptional circumstances should applications for carers' leave not be approved and advice should be sought from Human Resources.

[Link to policy .....](#)

### **Short Term Unpaid Leave**

Managers receiving requests from employees for short term leave without pay will consider such requests taking into account the needs of the service. The manager will inform the employee of the decision.. Requests will be considered in view of the Council's commitment to Striking the Balance and associated policy developments.

[Link to policy .....](#)

### **Emergency and Compassionate Leave**

At some time in their working lives, all employees are likely to experience an emergency affecting either themselves, a close relative or a dependant. The Council's emergency leave provisions are designed to enable management to respond flexibly but fairly in these circumstances. Such leave is intended to enable the employee to deal with the immediate demands of the emergency.

Any further leave that may be required, after the immediate demands of the emergency have been dealt with, may be dealt with as compassionate leave or may count as sick leave if the distress of the situation renders the employee not well enough to attend for work.

[Link to policy.....](#)

### **Counselling**

Employees experiencing extreme personal difficulties may find it beneficial to talk to someone independent about their situation.

Reasonable paid time off to attend appointments with the Council's Employee Welfare Service may be taken within work time with the agreement of the line manager and taking account of service needs and available staffing cover. Appointments arranged outside of the employee's working hours will be in their own time.

[Link to policy .....](#)

### Disability Leave

Managers may grant up to a maximum of 10 days' paid leave in any 12 month period to an employee with a disability (as defined by the Disability Discrimination Act 1995) who needs to be away from work for reasons connected with:

- rehabilitation
- assessment
- treatment
- servicing of necessary equipment or disability aids; or
- other practical or environmental factors that render attendance at work impossible.

More than 10 days may be granted with the agreement of the Head of Strategic Human Resources.

Such leave is considered a reasonable adjustment under the DDA to enable the employee to function and develop in the workplace and must not be classified as disability related sick leave. Disability related sick leave is where the employee is absent because they are medically unwell due to the effects of their disability and is recorded separately.

Absence due to illness not connected to the employee's disability is recorded as ordinary sickness absence, e.g. common cold etc.

[Link to policy ...](#)

## **Other Leave**

### **Elections**

- **Candidates for Parliamentary and Local Election**

Employees who stand as candidates for parliamentary or local election will be granted paid leave on the day of the poll. Consideration will be given to allowing time off to employees who are unable to carry out their normal duties for a period of time through acceptance of public office.

- **Election Duties**

One day's paid leave may be granted to employees who are appointed to work at a Parliamentary, County Council or District Council election or to assist with counting votes. Employees wishing to participate in both activities will be required to take annual, flexi or unpaid leave on the second day.

### **Examination leave**

Where an employee is undertaking examination(s) as part of a Council supported study programme they will be allowed half a day off immediately preceding the examination to prepare plus the time required to travel to, and sit, the actual examination. Details of the study syllabus will be known at or before the commencement of the study programme so managers will be prepared for the request.

### **Inclement Weather**

The Authority recognises that adverse weather conditions will, from time to time, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace. The Council's policy outlines clear contingency measures that can be activated with management approval when extreme adverse weather conditions prevail.

[Link to policy ....](#)

### **Job Interviews**

Managers may grant paid leave to employees attending interviews for posts with other local authorities and public sector organisations.

Employees who are eligible for redeployment under the County Council's Organisational Change Policy will be permitted paid time off to seek alternative work (including within private sector companies).



### **Jury Service and Court Attendance as a Witness**

Paid leave will be granted to employees undertaking jury service or required to attend Court, or a Tribunal, as a witness on behalf of the Crown, Police or Defence, or for either side in a civil case. Employees must claim the attendance allowance for loss of earnings paid by the Court. The amount received will be deducted from the employee's full pay.

### **Lectures etc**

Up to 5 days' paid leave per year may be granted to employees to undertake lectures, radio talks etc. Time off is subject to the needs of the service and must be with the approval of the manager. Employees must ensure that any fees are paid directly to the Council.

### **Professional Bodies – Attendance at Meetings**

- **Office Holders**

Employees who serve on a committee or council of a professional body may be granted paid leave to attend such meetings in working hours where operational needs permit. Managers may approve travel and subsistence expenses where these are not met by the professional body concerned.

- **General**

Where employees are not serving members of committees or councils of professional bodies, but it is considered of some benefit to the County Council to attend, managers may approve paid time to attend, travel and subsistence, where appropriate.

### **Religious Observance**

The Council recognises the diversity of its workforce. Any requests for annual leave, flexi leave or unpaid leave for the purpose of religious observance should be granted unless there are exceptional circumstances which make it impossible for the employee to be released.

Employees may wish to offer prayers whilst at work in accordance with their religious customs. Where religious observance needs to take place during working hours line management approval must be sought in advance and the time must be made up by the employee.

Information is also available regarding religious observance and mourning periods following bereavement. (See also section on Emergency and Compassionate Leave)

[Link to policy .....](#)

## Relocation

The County Council operates a scheme of financial assistance to employees who are newly appointed to the authority, or to existing employees whom it is considered must live near to their place of work, provided they meet the specified criteria. The scheme includes provision for one day's paid leave for the purpose of house hunting or moving house.

[Link to policy ...](#)

## Trade Union Activities

### **Meetings**

2 days paid leave per year may be granted to accredited trade union representatives for attendance at meetings etc. concerned with improvements in remuneration, status and conditions.

### **Conferences**

A limited number of accredited members from each Trade Union represented on the East Midlands Provincial Council for Local Authorities Services may be granted up to 5 days paid leave per year to attend the Union Annual Conference.

### **Courses**

Subject to operational needs, up to 11 days paid leave per year to attend appropriate training courses may be granted to learning representatives, lifelong learning advisors, shop stewards and safety representatives.

### **Meetings of Unison Branch Committee**

Meetings of the Unison Branch Committee may commence at 4.00pm and members of the Branch Executive may be allowed up to one hour's paid travelling time to attend these meetings in appropriate circumstances.

### **Convenors – CYPs and ASC Departments and Unison Branch Secretary**

Full time paid release from substantive work duties is granted to the above officials. Full time cover for their substantive posts may be appointed.

[Link to policy .....](#)

## LCC Workers' Groups

The Council supports a number of groups including Disabled Workers Group, Black Workers Group and Lesbian, Gay Bi-Sexual and Trans-Gender Group. Employees are encouraged to join these groups and should be supported to attend within working hours subject to service provision.

## 5. 'At A Glance' Guidance

<u>Type of leave</u>	<u>Paid ✓</u> <u>Unpaid x</u>	<u>Amount of</u> <u>leave per year</u> <u>that may be</u> <u>granted</u>	<u>Delegated</u> <u>authority</u> <u>to</u> <u>approve</u>	<u>Guidance</u> <u>notes/ policy</u>  <u>(please follow</u> <u>hyperlink)</u>	<u>Entitlement (E)</u>  <u>Right to Request (R)</u>  <u>Negotiable (N)</u>
Adoption leave	✓ / x	Variable	N/a		E
Annual leave	✓	Variable	Line Manager		E – as per contract N – re timing and amount taken
Blood and platelet donors	✓	Period of appointment	Line Manager		N
Career Breaks incl Carers' Leave	x	Up to 12 months	Service Manager		N
Emergency leave	✓	24 – 48 hours	Line Manager		E – emergency leave
Compassionate leave	✓	Leave after emergency leave up to balance of 5 days with up to 10 in exceptional circumstances			N – amount of paid time off
Counselling	✓	Reasonable time within work time with line management approval.	Line Manager		N
Disability leave	✓	Up to 10 days	Line Manager		N
Election Duties (polling or count)	✓	One day (Second day – annual, flexi or	Line Manager		N

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		unpaid)			
Elections – Candidates for Parliamentary or Local Election	✓	1 day	Line Manager		E – day of election
Examination leave (LCC sponsored courses)	✓	0.5 day	Service Manager		E
Fertility treatment	✓	As per arrangements for medical appointments/treatment	Service Manager		N
Foster Carers' Leave	x	Up to 5 days	Line Manager		N
Job interviews (with other local authorities)	✓	Flexible	Line Manager		N
Jury Service (including court attendance)	X Allowance to be claimed	As necessary	Line Manager		E
Lecture leave	Fee to be paid to LCC	Up to 5 days	Service Manager		N
Maternity leave	✓ / x	Variable	N/a		E
Maternity support leave	✓	5 days / 10 in exceptional circumstances  Additional 5 days at SPL rate where no exceptional circumstances	Line Manager		E – 5 days N – any additional leave
Statutory Paternity Leave	✓		Line Manager		E - SPL
Medical, dental and hospital appointments	✓ / x	Flexible	Line Manager		N
Professional bodies	✓	Flexible	Line manager		N
Public holidays					

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and Concessionary Days	✓	10 days			E (as per contractual arrangements)
Public Service Leave incl. Governors' leave Youth Offending panels Justices of the Peace	✓	Up to 15 days	Service Manager		E
Religious leave	x	Flexible	Line Manager		N
Relocation (moving house or looking for a property)	✓	1 day	Line Manager		E
Special constables (with Leicestershire Constabulary)	✓	Up to 7 days	Line / Service Manager		E
Statutory paternity leave	See above – maternity support leave				
Trade union activities	✓	Variable	Service Manager		E
Unpaid leave	x	Variable	Line / Service Manager		N
Voluntary service leave	x	Within flexible working arrangements. Or time off for non flexi-time staff up to 5 days	Line / Service Manager		N
Volunteer forces, cadet corps and reservists - Annual training camp	✓	Non regular forces - 10 days Cadet corps 5 days	Line Manager		N
LCC workers' groups	✓	As required subject to	Service Manager		

Draft version – V5.6.08

		service provision			N
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