

## Consultation Log – Special Leave Policy – May 2019

Who	Comments/Feedback	Changes made as a result/action
Policy Team February 2019 V1	Provided details of South Ayrshire Council who have introduced 'Safe Leave' to their Special Leave policy.	This has been considered for the special leave policy and a decision has been made to include 'Safe Leave' under the Special Leave policy for consideration by OMT and Resources Committee. The HR team believe that inclusion of this leave will show our commitment to being a progressive employer. Furthermore, it may be helpful for staff to understand that we are committed to supporting them and to make us aware if they have been affected by domestic abuse.
HR March 2019 V1	No mention of fostering leave in the policy or in a separate policy.	Fostering leave added as section 10. Employees will be provided with the equivalent of a standard working week to support fostering activities.
	Parental Bereavement Act 2020 will come into force in April 2020 therefore this should be included in the policy at the current time.	Agreed and included within the policy.
OMT March 2019 V2	The policy needs to be clear when special leave should be used compared to flexi/AL, etc	The introduction has been bolstered to state that special leave is not an entitlement and managers will use discretion when supporting special leave. The guiding principles have also been updated to state <i>"Special leave is not an automatic entitlement. All requests will be considered on their own merits and decisions to authorise leave will be at the discretion of the appropriate line manager."</i>
	Section relating to family emergencies is too specific and reads like there is an automatic right to 2 paid days off for childcare emergencies.	The example of a childcare emergency has been removed from the policy. A sentence has been added to state that time off is subject to the discretion and authorisation of the line manager in an emergency

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		situation.
	Remove 'at risk' from section 16.	This terminology has been removed. This was related to any employee being at risk of displacement, however, terminology is not used in any other policy.
	Section 17 refers to finding forms on the intranet but there is no intranet.	Sentence changed to state that employees can get the forms from HR or from the central info file.
Partnership Forum March 2019 V2	Change all time off will be calculated on a pro rata basis to the equivalent of a standard working week	Agreed. Change made
	Table – preventative treatment being paid. How much time is granted?	Paid time off will be treated as sickness absence under the Maximising Attendance policy. Policy updated to reflect this.
	Reserve Forces – why do we only allow 5 days when training can take 15 days.	A benchmarking exercise against other public bodies was undertaken and this has been amended to 15 days unpaid time off.
	Why do we not include volunteering in the policy?	A benchmarking exercise was undertaken against other public bodies and volunteering leave is not included in most policies. Our policy has been amended to state <i>"Leave without pay will be granted for volunteering activities such as membership associated with a Children's Panel up to a maximum of 5 days per year. If you require further days off, you should seek approval from your line manager."</i> Paid time off for childrens panels has also been removed following the benchmarking exercise as staff would effectively be paid twice.

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	Section 15.3 word referendums is missing from election activities.	Word has been incorporated. Policy updated
	Typo under 15.2 – “grated”	Typo changed to granted.
	Oversees volunteering is missing – was in previous policies.	This has been removed. A benchmarking exercise was undertaken across public services which highlighted that no similar organisations are providing this time off. We would treat any request for oversees volunteering in the same way as a volunteering request.
EMT 21 May 2019 V3	Kinship carers are not included within the foster leave section.	<p>Change made. Kinship carers carry out the same role as foster carers. Kinship care is when a child who cannot live with the birth parents is looked after by extended family members or others with whom they have a relationship (such as grandparents, aunts or uncles). Some arrangements are on an informal basis, although some apply directly for a court order to grant them parental responsibility.</p> <p>This has been include as kinship carers should be recognised for the contribution they make often in very difficult circumstances.</p>