

<b>Title of report</b>	Annual Leave Policy
<b>Public/confidential</b>	Public
<b>Action</b>	For decision
<b>Summary/purpose of report</b>	This report provides managers and employees with a revised Annual Leave Policy that is up to date and compliant with employment law.
<b>Recommendations</b>	<p>The Resources Committee is asked to:</p> <ol style="list-style-type: none"> <li>1. approve the draft policy</li> <li>2. approve that, in exceptional circumstances, where there is a clear business need, EMT can offer employees up to a maximum of 10 days carry forward of annual leave.</li> </ol>
<b>Link to Strategic Plan</b>	The information in this report links to: Strategic Priority 6 - high standards of governance.
<b>Link to the Risk Register</b>	This report links to: Risk 5 - the SSSC does not have sustainable resources to support the delivery of strategic plan objectives.
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<b>Documents attached</b>	<p>Appendix 1: Draft Annual Leave Policy</p> <p>Appendix 2: Consultation Log - Annual Leave Policy – updated May 2019</p>

## **1. INTRODUCTION**

- 1.1 The SSSC promotes a positive and healthy work life balance and recognises the important of annual leave in achieving this.

## **2. BACKGROUND**

- 2.1 The draft Annual Leave Guidance/Policy has been discussed since May 2018. Full details of the consultation and the outcomes/actions from this are detailed in the attached consultation log.

## **3. NEXT STEPS**

- 3.1 At the last Resources Committee on 20 February 2019, further discussions took place and the Committee made several recommendations for policy changes. These have been actioned and are reflected within the revised draft policy – please see up to date consultation log.

- 3.2 The only outstanding item for further discussion and agreement, in relation to this specific policy, is for the Committee to:

- approve that, in exceptional circumstances, where there is a clear business need, EMT can offer employees up to a maximum of 10 days carry forward of annual leave.

- 3.3 It is requested that the Resources Committee reconsider their earlier decision in relation to the maximum carry forward for the following reasons:

- to allow management the flexibility to address staffing concerns in exceptional circumstances as detailed in the previous covering report for the Resources Committee on 20 February 2019, particularly in relation to the Fitness to Practice team
- to reduce the risks of being unable to meet the SSSC's statutory objectives. If left unaddressed, this will impact on the SSSC's ability to meet two of the SSSC's strategic objectives, namely the following strategic risks:
  - failure in our regime of registration or fitness to practice leads to public protection failure
  - the SSSC is not able to demonstrate to our stakeholders (including Scottish Government) that its operational activity is fulfilling its strategic outcomes.
- avoids the issue of employees trying to use up their leftover annual leave as a result of going the extra mile for the SSSC before the holiday year ends which can then often lead to an understaffed workplace which can cause major resource issues
- shapes the SSSC culture that promotes understanding and flexibility and is another positive employee benefit.

#### **4. RESOURCE IMPLICATIONS**

- 4.1 Any carry forward of annual leave will need to be contained within the relevant budget and therefore no additional resources are required.

#### **5. EQUALITIES IMPLICATIONS**

- 5.1 This activity will have no negative impact on people with one or more protected characteristics therefore a full equality impact assessment is not required.

#### **6. LEGAL IMPLICATIONS**

- 6.1 There are no legal implications arising out of the terms of this report.

#### **7. STAKEHOLDER ENGAGEMENT**

- 7.1 This policy has been shared with the Operational Management Team, Executive Management Team and Partnership Forum. All feedback received is included in the consultation log at appendix 2.

#### **8. CONCLUSION**

- 8.1 The Resources Committee are asked to:
- approve the draft policy
  - approve that, in exceptional circumstances, where there is a clear business need, EMT can offer employees up to a maximum of 10 days carry forward of annual leave.

#### **9. BACKGROUND PAPERS**

- 9.1 None.