



children's
hearings
scotland

Special Leave Policy



Review Schedule

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| Document Name/Title | Special Leave Policy |
| Document Type | HR Policy |
| Document Owner | People and Culture |
| Approving Body | PaCC |
| Summary of Changes | Small factual changes throughout |
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1. Introduction

1.1 CHS recognises that, on occasion, an employee may require special leave to undertake personal commitments or attend events outside of their working life where the use of annual or flexi leave may not be appropriate. All applications for special leave will be considered on their own merits, taking account of personal and operational requirements and in accordance with the principles of CHS' EDI Strategy.

2. Scope

2.1 This policy applies to all CHS employees from day one of employment.

3. Aims

3.1 To ensure Special Leave is managed fairly across CHS.

4. Special Leave

4.1 Special leave, with or without pay as specified, may be granted in the following circumstances as outlined in sections 5-12 of this policy.

4.2 Periods of unpaid leave as outlined in this policy will not be recognised as a break in service.

5. Compassionate Leave

5.1 Employees are entitled to paid leave in the following circumstances:

- up to one weeks' paid bereavement leave (depending on the employee's needs) in the event of the death of a near relative or similar relationship.
- one days' paid leave to attend the funeral of a near relative or similar relationship.

5.2 additional individual requirements may be considered by the relevant manager in consultation with the People Operations Team.

6. Medical Appointments

6.1 Routine medical (including dental) appointments should be made, wherever possible, out with normal working hours. However, permission will be given where:

- the line manager is satisfied that an appointment cannot be arranged outside normal working hours.

6.2 Employees covered by the Flexible Working Hours Scheme will be allowed credit only for that part of their absence which falls during core time i.e. 10.00-12.00 and 14.30-16.00.

6.3 Other special leave (see section 12) may be considered when an employee is required, for medical purposes, to accompany his/her partner, child or adult for whom he/she has caring responsibilities to a medical appointment.

7. Public Duties

7.1 Employees may be granted leave as specified below to perform duties as:

- a member of a local authority;
- a member of any statutory panel, tribunal or similar body;
- a Justice of the Peace;
- a member of any committee appointed by a government department or local authority; and
- a member of a School's Governing Body.

7.2 In all cases the amount of leave granted must be reasonable in relation to the public duties in question and the demands of CHS' work. The total amount of leave granted to an individual employee for any or all these purposes will not exceed 24 days in any year.

7.3 Employees will receive from CHS the difference between full pay and any allowances they are entitled to claim.

8. Service in Non-Regular Forces

8.1 A maximum of 15 days paid leave per year, subject to the deduction of service pay and allowances, will be granted to volunteers of the Non Regular Forces to attend Training/Summer Camp or other additional training which they are unable to arrange on days when they would not normally be working. This leave will be granted on the production of formal confirmation.

9. Attendance at Court

9.1 An employee who is called to attend court as a witness which is not related to their employment with CHS, will be granted leave without pay. Employees can claim the relevant amount in respect of loss of earnings from the person citing them.

10. Local Authority, Parliamentary, Scottish Parliamentary and European Election Agents/Candidates

10.1 Subject to operational requirements, unpaid leave for a period not exceeding 10 days will be granted at the time of the election to employees undertaking duties of an Election Agent or who are standing for election in the above circumstances.

11. Fertility Treatment

11.1 Employees with 26 weeks continuous service may be granted up to 2 weeks paid leave per year to undergo fertility treatment. The employee is required to give a minimum of 21 days' notice of any requested time off and will be required to produce a medical appointment card.

12. Other Special Leave

12.1 There may be occasions where special leave may be appropriate but which are not covered specifically in the Special Leave Provisions, such as participating as a representative of a country at a national or international sporting event. Line Managers with the permission of the relevant Director have the discretion to authorise special leave, either paid or unpaid, up to a maximum of 5 days in total.

12.2 In exceptional circumstances where special leave, either paid or unpaid, may possibly exceed 5 days, the manager should discuss this with the People Operations Team in the first instance.

13. Policy Approval

13.1 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment or withdrawal.

13.2 For any changes to the policy, CHS Team Forum will be consulted.