

# BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



## Special Leave Policy

**Date of review: 8<sup>th</sup> November 2022**

**Next review date: October 2025**

1. Bingley Town Council recognises that an employee's domestic, personal, family, can, at certain times, impact on their working lives. We are committed to equal opportunities and recognise the need for flexible employment policies which assist employees to balance the demands of work with public, personal and family care responsibilities.
2. The policy does not apply to planned events such as domestic repairs, refurbishment, building or trades work, installation of appliances, home deliveries etc. Special leave can be requested for times of urgent and unforeseen need and may be paid or unpaid leave according to the circumstances. Payment is at the line manager's discretion. The Staffing Committee will receive an update once a quarter on Special Leave.
3. The types of special leave which could be requested is as follows (this list is not exhaustive):
  - Bereavement/compassionate.
  - Illness of a child, relative or dependant.
  - Carer, fostering leave and other arrangements.
  - Religious Holidays and Holy Days (please note, these can be recorded as special leave but would be unpaid - alternatively, annual leave can be used).
  - Domestic or unforeseen emergencies.
4. Ordinarily, up to five days of paid special leave (or a working week for part-time employees) per employee can be authorised in any one rolling year period. As special leave is usually granted to help the employee make alternative arrangements, it will normally only be for one day at a time with employees returning to work as soon as is practically possible. However, each application for absence will be considered individually in the light of the circumstances and internal factors such other staff absences and immediate work pressures.

### Notes

Employment Rights Act 1996

Section 57 of the Employment Rights Act 1996 gives employees the right to a reasonable amount of unpaid time off work to "care for dependants". This allows employees to take time off in the event of unforeseen circumstances affecting their dependants, for example the death, illness or injury of a spouse, civil partner, parent or child. However, this right does not cover domestic emergencies.

There is no statutory right for an employee to be granted time off work to deal with a domestic emergency, nor to be paid if such time off is granted.