

## WITHAM AND HUMBER DRAINAGE BOARDS

*Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.*



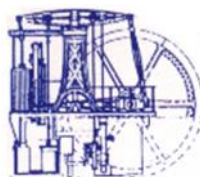
Witham First District IDB

[www.witham-1st-idb.gov.uk](http://www.witham-1st-idb.gov.uk)



Upper Witham IDB

[www.upperwitham-idb.gov.uk](http://www.upperwitham-idb.gov.uk)



Witham Third District

[www.witham3idb.gov.uk](http://www.witham3idb.gov.uk)



North East Lindsey

[www.northeastlindsey-idb.org.uk](http://www.northeastlindsey-idb.org.uk)

### Special Leave Policy

<b>Background</b>	The 4 Boards support their staff to balance their home life with the responsibilities of their working life.
<b>Statement</b>	This policy describes the steps to be taken by which employees may apply for paid or unpaid Special Leave for family or personal reasons which covers periods of absence from work which are not covered by any other policy.
<b>Equality and Diversity</b>	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.
<b>Association of Drainage Authorities (ADA)</b>	Local policy in line with ADA Lincolnshire Branch White Book of Wages and Salaries and Conditions of Service, 2019
<b>Dissemination</b>	Board website
<b>Version</b>	V2
<b>Approval Date</b>	JSC 20.07.20
<b>Review Date</b>	Within 3 years of approval date

#### 1. Introduction

1.1 The 4 Boards recognise the value of supporting their employees to have an effective work life balance. The 4 Boards value the contribution of all employees and recognise that supporting staff benefits the staff, the 4 Boards and the services the Boards provide.

1.2 This policy describes the steps to be taken by which employees may apply for paid or unpaid Special Leave for family or personal reasons which covers periods of absence from work which are not covered by any other policy.

1.3 Entitlements to certain types of leave are covered by statutory obligations, whilst other forms of leave are discretionary and may be granted by line managers. In all circumstances, requests will be considered sympathetically but are subject to the demands of the Boards and individual circumstances.

1.4 In some cases, staff may be able to work flexible hours which may enable staff to meet their needs under those agreed terms. If this is not possible, then further discussion with your line manager and/or HR Lead is required. Additional time may be approved, though this is at your manager's discretion.

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1.5 In exceptional circumstances additional paid leave may also be approved on a case by case basis.

The following categories apply for Special Leave:

- Time off for Dependants
- Discretionary Leave Paid
- Discretionary Leave Unpaid

### **2. TIME OFF FOR DEPENDANTS**

2.1 The provision for such leave is for caring responsibilities or where arrangements for care unexpectedly have broken down.

2.2 The aim of this is to allow the employee enough time off to make alternative arrangements for their dependants and return to work and is intended for short term emergencies only. Typically, this should mean that no more than 1 day's leave would be granted for each occasion.

To support the statutory right to reasonable unpaid time off from work for dependants, a dependant is:

- (a) an employee's spouse, civil partner, parent or child.
- (b) a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee.
- (c) anyone else who reasonably relies on the employee to provide assistance, make arrangements or act on their behalf.

2.3 An employee may take a reasonable amount of unpaid time off to deal with unforeseen emergency events regarding their dependants to:

- (a) provide assistance when a dependant falls ill, gives birth, is injured or assaulted.
- (b) make longer – term care arrangements for a dependant who is ill or injured.
- (c) take action required in consequence of the death of a dependant.
- (d) deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant (such as a child-minder falling ill) and/or,
- (e) deal with an unexpected incident involving your child while a school or another educational establishment is responsible for them.

2.4 However, where exceptional circumstances apply, managers should use their discretion when considering granting further time off, which would normally include a mix of flexi time, annual leave, Discretionary Leave Paid and/ or Discretionary Leave Unpaid for the duration of the absence.

### **3. DISCRETIONARY LEAVE PAID**

3.1 Discretionary Leave Paid may be approved for those occasions when Special Leave is needed for family or personal reasons.

3.2 This may be for a Family Emergency, Specific Caring responsibilities or other special requirements.

### **4. Bereavement**

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4.1 Where paid Discretionary Leave is requested due to the death of a close relative or dependant, appropriate paid leave may be granted to make any necessary arrangements and to attend the funeral. Managers should use their discretion when granting such leave, considering the specific circumstances of the request.

4.2 When granting paid Discretionary Leave for bereavement, a close relative or dependant is defined as:

- own child
- next-of-kin or nominated next-of-kin
- spouse/partner, civil partner
- parent, grandparent, grandchild
- brother or sister
- parent of spouse/partner, civil partner

### **5. Other reasons**

Childcare issues e.g. unexpected school closure

Dependant Assistance e.g. providing assistance when a dependant dies, falls ill, gives birth, is injured or assaulted.

Dependant Care e.g. where arrangements for the care of a dependant have become unexpectedly disrupted or terminated.

Domestic Emergency e.g. unforeseen serious property damage due to fire, flood, burglary etc.

Personal reasons (includes a Domestic Abuse situation)

### **6. DISCRETIONARY LEAVE UNPAID**

Managers may also approve reasonable periods of unpaid on a case by case basis.

### **7. EXCEPTIONS**

Hospital/Consultant/Specialist Clinic appointments are considered authorised absence and covered by the Absence Management Policy.