

Special Leave Policy

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1. Introduction

Purpose

The Scottish Social Services Council (SSSC) is committed to supporting work-life balance. The Special Leave Policy provides a range of additional leave options to help you take time away from work because of incidents or situations not covered by other types of leave.

During your employment, from time to time, circumstances can arise which make it particularly difficult to come into work. These could include the death of a close relative or illness of a dependent, unplanned medical treatment or a planned medical procedure. The Special Leave policy also covers situations when your absence from work is required to carry out a public service or to perform trade union duties and activities.

It is important that the SSSC supports you and your work life balance during these situations through providing special leave provisions or allowing you to take a more flexible approach towards arranging your working hours.

Special leave is not an entitlement and does not form part of your contract of employment, all applications will consider individual circumstances. In some situations, it is appropriate for you to use annual leave or flexi leave to allow suitable time off to respond to a situation. This policy is not exhaustive of all special leave situations and each application is dealt with on a case by case basis.

Scope

This policy applies to all temporary and permanent Scottish Social Services Council (SSSC) employees, agency workers and contractors, and external candidates. This policy does not apply to social service employers, workers or social work students.

Legislation

This policy has also taken into account the following legislation:

Acas Code of Practice on time off for trade union duties and activities
Criminal Procedure (Scotland) Act 1995
Equality Act 2010
Employment Rights Act 1996 (including Section 50 relating to employees who hold certain public positions having the right to unpaid leave)
Employment Relations Act 1999
Civil Partnership Act 2004
Juries Act 1949 (including the Jurors' Allowances (Scotland) Regulations 2010/424)
Parental Bereavement (Leave and Pay) Act 2018
Trade Union Labour Relations (Consolidation) Act 1992

Data protection

We will process any personal data collected keeping to our [Data Protection Policy](#) when dealing with special leave, We will record only the personal information required and keep the information only for as long as necessary.

Monitoring and review

Human Resources and the Partnership Forum are responsible for monitoring and implementing this policy to make sure that we apply it fairly and consistently and that we are meeting the stated principles and values. We will review this policy every three years (or earlier should legislation change) and make amendments as appropriate in consultation with the Partnership Forum. We will outline minor amendments in the change log and update the version control. Major changes will follow the consultation cycle – Equality Impact Assessment, Operational Management Team, Partnership Forum, Executive Management Team and Council.

2. Principles

Policy specific

In operating this policy, the following principles will apply:

- All requests for special leave are considered within the parameters of this policy.
- We recognise that employees may have to use different types of special leave. For example an employee may take part in public duties, require medical treatment and have to deal with a family emergency within a 12 month period. There is no limit on the number of special leave days an employee can take under the policy, however, as below, managers have discretion over granting leave and should discuss with HR any situations where a large amount of special leave is required to consider whether alternative leave arrangements are more suitable and supportive.
- Special leave is not an automatic entitlement. All requests are considered on their own merits and decisions to authorise leave are at the discretion of the appropriate line manager.
- For employees who do not work on a standard 35 hours per week basis, all entitlements are based on contractual working hours.
- Special leave is unpaid or paid depending on the reason for the leave.
- Employees may prefer to use part of their annual leave entitlement or flexi-leave in some domestic or personal situations, for example to take paid leave when the reason for leave would normally mean it is unpaid. The employee and manager may relax the parameters of the flexi-scheme in such circumstances. Managers must consult HR when considering this.
- All special leave and time off authorised is recorded appropriately.

Values

In everything we do, we believe the people of Scotland have the right to be safe when accessing social care services. We do this by listening, learning and then doing the right thing.

Work together

We treat each other with kindness and respect and value the contribution every member of staff makes.

- We recognise the value of positive and constructive involvement and participation from the recognised trade union. The commitment to partnership working is confirmed in the [Partnership Agreement](#) and is integral to the development and maintenance of harmonious employee relations.

Accept responsibility and accountability

We recognise the trust placed in us to ensure the safety and wellbeing of people who use our social services and that is our guiding mission

- We will respect confidentiality and only share information, as appropriate, with relevant postholders.
- We will deal with issues kindly and sensitively and show compassion.

Recognition and respect for others

We value the social service workforce and the life changing work they do. Our work increases recognition of that role and further develops that role. All our stakeholders contribute to our success and we recognise and respect their views.

- We treat each other with kindness and respect and value the contribution every employee makes.
- At every stage of the process there is no discrimination on the grounds of protected characteristics as listed in the Equality Act 2010.
- We will treat all employees fairly and consistently under this process and if any employee requires specific support and assistance due to them having a protected characteristic under the Equality Act 2010, we will accommodate them appropriately.

3. Roles and responsibilities

3.1 Council

People management policies which include any of the following are reserved for Council:

- any proposed fundamental change to terms and conditions of employment
- where Council has a clearly defined role to play.

Council is responsible for:

- making sure the structure of the organisation is fit for purpose to deliver objectives
- making sure that the application of this policy does not breach any statutory requirement placed upon the SSSC
- making sure that the Chief Executive and EMT have in place appropriate and up to date policies and procedures for the effective management of employees
- making sure those policies and procedures are applied fairly and in accordance with the law.

3.2 Executive management team

The EMT is responsible for:

- the approval of this policy
- overall responsibility for the implementation of the policy and creating a culture in which employees can flourish through interesting and rewarding work
- delegating responsibilities related to the policy to Operational Management Team (OMT) and line managers
- making sure that managers and employees receive appropriate development, support and training to implement the policy appropriately
- making sure that the application of this policy and procedure does not breach any statutory requirement placed upon the SSSC
- making sure that changes to people management policies not retained for the specific approval of Council are reported to Council on a quarterly basis for endorsement.

3.3 Operational Management Team

The OMT is responsible for:

- making sure their managers and employees are aware of the process to be followed regarding the arrangements for special leave
- making sure that any requests are considered appropriately
- making sure that employees are treated consistently and fairly, with no prejudging of any request, being mindful of the needs of the organisation as well as that of the employee.

3.4 Line manager

The line manager is responsible for:

- acting in a fair and consistent way, being open and honest
- dealing with issues kindly, sensitively and showing compassion
- respecting confidentiality and only sharing information, as appropriate, with relevant postholders
- considering our responsibilities under the Equality Act 2010 and, where appropriate, make reasonable adjustments for any employees who may have a disability or other protected characteristic
- making sure employees follow the procedure for requesting and approving special leave
- considering and responding to all requests in a sensitive, supportive, confidential and timely manner
- recording any special leave accurately.

3.5 Employees

We expect the highest standards of integrity and conduct from all employees. Employees must comply with the SSSC Code of Conduct for Employees.

Employees are responsible for:

- discussing their special leave request with their line manager and completing the Special Leave Request Form accurately as part of the approval process.

3.6 Human resources (HR)

Human Resources is responsible for:

- updating this policy and procedure in line with the agreed schedule, or as changes occur, to comply with employment and other pertinent legislation, best practice and the SSSC People Strategy
- developing this policy and procedure collaboratively to meet legal and business requirements
- developing template letters, forms and guidance if required
- offering advice on how to apply the special leave policy and procedure
- making sure the process is followed in line with the policy and procedure
- reminding employees and managers of their responsibilities under the policy, if required
- monitoring use of the policy and processes and reporting any non-compliance to heads of department/directors.

4. Policy

The SSSC recognise that life can present many and varied challenges to employees. Emergencies affecting you and your family could include incidents such as the sudden and unexpected illness of a close relative, partner or child, disruption to the care of a dependant or a close family member or being involved in a serious accident. Such emergencies can also include an incident of domestic abuse.

Events such as those outlined above can be traumatic. The SSSC believes that when you must cope with any of these events you could need the support of your employer. We do this in several ways and encourage you to discuss with your line manager or Human Resources any temporary adjustments or requirements you believe would support you.

When any form of special leave for domestic or personal reasons is needed, managers should also remind employees about the support available through the [Employee Assistance Programme](#) – organisation code SG (Freephone: 0800 032 9849).

The following sections give more specific guidance in relation to dealing with each of the incidents noted above.

5. Procedure

5.1 Compassionate Leave

You can request up to one standard working week paid leave to deal with the bereavement or critical illness of a partner, close relative or close friend or to deal with some other major family crisis or emergency. Line managers have discretion over the amount of leave granted and will consider each case individually. We will grant a reasonable amount of leave to deal with the situation (for example, if you are required at short notice to make arrangements for the provision of care in the event of serious illness or injury). Where the leave is expected to go beyond one standard working week and in exceptional circumstances, we can extend the leave, but normally unpaid. Line managers must seek advice from Human Resources in this situation.

Further guidance on the amount of special leave granted in the case of bereavement can be found in Appendix 1: Guidance on leave following bereavement.

5.2 Parental bereavement leave

Losing a baby or child is a devastating experience for all the family. You can request up to two weeks paid leave if you suffer the loss of a child up to the age of 18 or a still birth after 24 weeks of pregnancy. If you are a parent or carer (including an adopter, foster parent and guardian as well as more informal relationships such as a close relative or family friend and have taken responsibility for the child's care in the absence of parents) you can take this leave.

You can take leave in either one block or in two separate blocks of one week. You can take leave within 56 weeks from the child's death, to allow time for moments such as anniversaries, and notice requirements are flexible so you can take leave without prior notice. You can take this leave if your child is born prematurely or is sick.

5.3 Carers leave

We have employees with significant caring responsibilities and are supportive of them. We define "carers" as individuals who help a disabled, elderly or sick partner, relative or friend who is unable to care for themselves. You may have caring responsibility for a child, however, caring for a sick or disabled child is different from mainstream childcare responsibilities. An adult is not a carer if the adult provides or intends to provide care under a contract or through voluntary work.

The activities that carers undertake are wide ranging including:

- helping with personal care
- helping with mobility
- managing medication
- assisting with practical household tasks
- providing emotional support
- helping with financial matters or paperwork.

We offer up to five days (35 hours) paid time off per year for full time employees to support carers, pro rated for part time employees.

If you have primary caring responsibilities you can request paid leave. You might request paid carers leave for the following situations, although this is not an exhaustive list:

- to attend a carers assessment to identify if you need any support to carry on in your caring role
- to attend medical appointments with someone you care for
- to deal with unexpected disruption or breakdown in care arrangements
- to deal with unforeseen care needs such as unplanned/emergency hospital admission
- to care for an individual if they have an illness of a serious nature and you need to care for them
- to make longer term care arrangements for someone you care for
- to manage the transition from home to care home or hospital to home/care home
- to manage the hospitalisation of someone you care for
- to provide support when you are caring for someone who is terminally ill.

You should provide 21 days' notice in writing to your line manager for all requests for carers leave. However, we recognise that is not always possible. You do not need to take a continuous period of leave and can have half days or full days. You and your manager need to record this leave on My View.

If you need to work flexibly for a short period of time (of less than one month) your manager can agree this on an informal basis. We will pay you for the hours you work. When a change to hours or flexible pattern is required for longer periods of time, please refer to the Flexible Working Policy and Career Break policy.

We also offer support to carers through special leave, parental leave, family emergency leave, annual leave and flexi leave. Our employee assistance programme is also available 24 hours a day and offers a range of support including counselling services.

5.4 Fostering leave

The SSSC is supportive of all employees who are undertaking the care of a child/children under a foster-care arrangement with a local authority and recognise that, in such cases, you will have specific obligations towards the child/children in accordance with the arrangement in place with the local authority. Fostering leave also applies to kinship carers.

You must give your line manager not less than four weeks' notice of your intention to train as a foster carer if you are intending to foster a child/children. This makes sure that your line manager and colleagues can provide you with support and encouragement. If you request any special leave to care for the child/children, this notice gives your line manager enough notice to make any necessary arrangements for cover.

5.4.1 Time off for foster carers

We recognise that if you are a foster or kinship carer you may need to take time off work to help the child/children to settle into their new environment. You could need time off to attend training courses, meetings with professionals or appointments with the child/children.

You can request special leave if you require time off to attend training or meetings, or to care for the child/children at the start of the foster-care arrangement. You must make the request in writing and specify the time off that you require for this purpose. You

will receive up to one week off for this purpose, in addition to your normal annual leave entitlement in an annual leave year.

5.5 Family emergencies

You could need some absence from work to provide assistance or make the necessary arrangements in response to a family emergency. Employees are legally entitled to take a reasonable period of unpaid time off to deal with an emergency involving a dependant. You can have leave with pay for up to one working day for each incident subject to a maximum of two working days within any rolling 12 month period.

Your line manager has the authority and discretion to decide the amount of leave granted. You should use the time off to put arrangements in place for you to return to work as soon as possible. If you need more than one day per incident, you will need to use annual leave, flexi, or in some cases, unpaid leave.

5.6 Safe leave

We understand you may be absent because of an incident of domestic abuse.

Domestic Abuse is defined as: 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional.'

You can request up to one working week paid leave to deal with an incident of domestic abuse for such reasons as attending medical appointments and counselling, attending legal proceedings, seeking safe housing, visiting legal advisors or support agencies, for re-housing or re-organising childcare, or for other relevant appointments and matters because of family violence.

Your line manager has discretion to decide the amount of leave granted and will consider each case individually. We will give a reasonable amount of leave to deal with the situation. If leave is expected to go beyond the standard working week and in exceptional circumstances, we can extend the leave but normally unpaid.

Line managers must seek advice from Human Resources in this situation.

Your request for safe leave and any information relating to you is handled in the strictest confidence and retained securely in line with UK GDPR requirements.

5.7 Medical treatment

We recognise that from time to time you may need to attend medical, hospital, dental, optician or other similar appointments. You must try to make appointments for planned medical and health care treatment in your own time or if this is not possible where there is minimal disruption to your work, for example at the start or end of the working day.

You must try to give your manager reasonable notice for all medical appointments and similar.

We have a duty to make reasonable adjustments if the appointments relate to a medical condition that could be considered a disability under the Equality Act 2010. This means that we consider providing paid time off to attend appointments. You must always seek advice from Human Resources in this situation.

| Type of medical treatment | Occasion / Appointments | Paid or unpaid time off | Time off |
|---------------------------|---|--|---|
| Medical appointments | Dental Optical GP Hospital | Unpaid | You are expected to make these appointments outwith your normal working hours wherever possible. You should use flexi time to take this time off where this is not possible. If you have to attend several or ongoing appointments you and your manager should discuss how best to support these and seek advice from HR. |
| Medical procedures | Essential or medically advised procedures, including any recovery period. Elective treatment for the benefit of others, for example compatibility testing for organ donation | Paid – treated as absence under the Maximising Attendance policy | This time is counted as sick leave and you are required to self certify or provide medical certificates/fit notes, as appropriate. Further information about pay entitlements during sick leave is found in the Maximising Attendance Policy. Managers will support an employee who volunteers for a medical procedure for the benefit of others. Reasonable paid time off under the Maximising Attendance policy is provided. |
| Fertility treatment | IVF treatment | Paid | Where you are undergoing fertility treatment, you are entitled to take up the equivalent of one working week paid leave in any one year. This applies equally to an employee whose partner is undergoing fertility treatment. |

5.8 Jury Service

If you receive a summons to serve on a jury, you must advise your line manager as soon as possible in order that the line manager can make arrangements to cover your work.

You will receive a form from the Court to make a claim for loss of earnings and you should submit this to Human Resources for completion.

The SSSC's overall intention is to ensure that there is no detrimental effect to your wages because you attend Jury Duty. As a supportive approach, we will continue to pay your full wages in the normal way to ensure there is no immediate detrimental impact to your normal salary payments while any loss of earning claim is processed.

You are required to apply in good time to the Court for any loss of earnings although there is no immediate impact on your salary while you attend Jury Duty. When you receive payment from the Court, you must notify Human Resources immediately who will then make an appropriate adjustment to your next available pay (the net deduction is equal to the loss of earnings payment that you received from the court). You may alternatively choose to make a payment directly to the SSSC by bank transfer or cheque to ensure there is no impact to your next net salary payment.

We expect this process as outlined above to be completed without delay and certainly within 8 weeks of you completing Jury Duty. If you do not complete this within the time frame outlined above and no alternative arrangement is made with Human Resources, a deduction for unworked time will be recovered from your next available salary payment.

5.9 Witness service

Where you are cited to attend as a witness, leave of absence is granted as follows:

- as a professional witness connected to your role for the SSSC (or the Care Inspectorate), you are expected to attend as part of your employment. Leave with pay is granted, on the understanding you advise your line manager of witness fees received, if applicable, to allow the equivalent deduction from pay
- where you have been called as a witness by the SSSC, or Care Inspectorate to appear, for example, at an employment tribunal or a conduct hearing you are expected to attend as part of your employment and considered on authorised business
- if you are asked to attend a hearing another regulatory body such as the Nursing and Midwifery Council, to give evidence regarding something you have witnessed in the course of your employment, similarly you are granted leave with pay. You should discuss such matters with your line manager. You are expected to do all that you reasonably can to recover any loss of earnings or other expenses arising from your attendance from the party asking you to attend and to reimburse the SSSC accordingly
- if you are called as a witness or cited to attend at court or ordered to attend at an Employment Tribunal as a witness in any proceedings other than in connection with the SSSC (or do so voluntarily, without any citation or order), and this requirement has no connection with the carrying out of your work for the SSSC, you can receive leave without pay. It is your responsibility to recover any loss of earnings from the party citing/inviting you. Alternatively, you can request to use annual /flexi leave, subject to the approval of your line manager. If you agree to attend without having been cited or without an order for your attendance having been made, you must seek the approval of your line manager to use annual/flexi leave.

5.10 Public and community service

You can take leave with or without pay, subject to the operational needs of the service, if you serve on public bodies or undertake public duties.

5.10.1 Community emergency services and reserve forces

If you participate in community emergency services, for example, retained fire-fighters or lifeboat crew, you will get leave of absence with pay to attend emergencies which occur during working hours. You should advise your manager of any time off required for such duties. Your line manager will monitor time off and advise whether it is reasonable on an ongoing basis.

If you are a member of the reserve forces, you may have to undertake training and/or serve alongside the regular forces. Reservists who do so are granted unpaid leave for up to 15 days within a 12 month period. You should use annual leave for any additional time required. If you wish to apply for a further period of unpaid leave, this will require approval from the relevant Executive Management Team member. You are responsible for claiming any financial assistance under the Reserve Forces Regulations.

5.10.2 Public Service

If you perform public services or duties you are granted reasonable paid and unpaid time off to carry out these roles subject to operational requirements. We give paid leave for 50% of the time commitment (the table below outlines the full commitment) and you must use annual leave and flexi leave to accommodate the remaining days.

If you are performing public duties in any capacity not listed below then you must speak with HR who can advise whether these are covered by this policy.

| Public duties | Normal annual limit in days |
|--|---|
| Magisterial duties (justice of the peace) | 18 |
| Local government work (elected member of a local authority, including provost/chair of council) | 18 (24 if duties equate to those of a Lord Provost) |
| Children's Panel (Scotland) | 18 |
| Community Council | 6 |
| NHS Health Board (special or regional) or health authority | 6 |
| Board of prison visitors or prison visiting committee | 6 |
| Governance/management of educational institution, school/college council or governance of central institution/college of education | 3 |
| Attendance at meetings of fee-paying bodies (eg industrial tribunals) | 3 |
| Lay membership of Education Scotland inspection teams | 18 |

5.10.3 Election candidates and agents

You can have unpaid leave for up to 10 days at the time of an election if you are a candidate or an election agent for the Scottish, Westminster or European Parliaments or Local Elections or referendums. This is subject to the operational needs of the service and managers will consider this in conjunction with the SSSC's Code of Conduct.

You must first get written permission from your line manager and discuss whether there are any implications for your role with the SSSC or for the organisation itself before engaging in any political activity. If your line manager does not provide consent you can, if you wish, appeal to the Head of Human Resources. This is in conjunction with the SSSC's Code of Conduct.

5.11 Time off for interviews

If you need to attend an internal interview for a vacancy within the SSSC (or Care Inspectorate), you are entitled to receive reasonable paid time off for attending an interview which falls within working hours. You will not receive payment of expenses for attending an interview.

If you need to attend an external interview you must take annual leave or flexi leave. In cases of redeployment, paid time off is authorised to attend external or internal interviews and considered to attend internal or external training for a new job.

You must discuss all time off for interviews with your line manager in advance at the earliest opportunity.

5.12 Time off for trade union duties and activities

We support reasonable paid time off with full pay for union representatives (ie those identified by Unison to HR as being appointed as union representatives) to take time off to perform trade union duties and activities for SSSC members. While union representatives can be elected to perform different specialisms (eg Stewards, Equality, Health and Safety, Learning) for the purposes of requesting time off we do not differentiate between them.

We define trade union duties and activities as:

- attending branch meetings
- attending the Health and Safety Forum
- attending Partnership Forum
- attending training (introductory and advanced) for newly appointed representatives
- attending any other related organisational meetings as required to support partnership working
- preparing and supporting individual union members, for example in relation to grievance, disciplinary, capability and attendance review meetings.

We will support the branch secretary and one other nominated representative to be granted paid time off to attend the National Delegate Conference.

Trade union representatives are responsible for seeking and receiving authorisation to take time off from their line manager using MyVeiw. Line managers are responsible for agreeing reasonable requests where it is operationally feasible to do so.

We will not authorise time off (with or without pay) where the activities constitute industrial action.

5.13 Branch secretary

We recognise the importance of funded time off for the branch secretary. The Partnership Forum sets the amount of funded time off on an annual basis. Once approved, the branch secretary will not be required to seek permission from their line manager to take time off to perform trade union duties. The branch secretary is required to use this time to further the interests of Unison members within the SSSC and will record this time using MyView.

5.14 Requesting special leave

You must submit special leave requests on the Special Leave Form which is available on the intranet or from Human Resources.

You should provide this to your line manager giving as much notice as possible. You must provide appointment cards or other notification where requested. Once your line manager has approved the request they will send the form to Human Resources for recording purposes.

You should always discuss and confirm approval for all special leave requests with your line manager in advance. You must contact your line manager, or other appropriate manager, as early as possible on the first day of your absence in circumstances, where this is not possible. If you fail to make contact with your manager or we cannot verify your whereabouts, we may treat this time as unauthorised leave, which may result in disciplinary action and deduction of pay.

You must provide evidence to support any special leave request where appropriate.

All requests for safe leave and any information relating to you are handled in the strictest confidence and retained securely in line with GDPR requirements.

5.15 Pension implications

If you have a period of authorised special leave on no pay (other than reserve forces service leave), you will not build up pension during that period. However, you can, if you wish, buy back the amount of pension you lost during that period by paying Additional Pension Contributions (APCs). You can do this regardless of whether you are in the main or 50/50 section of the pension scheme.

If you wish to buy back lost pension resulting from unpaid special leave, the SSSC will meet two thirds of the cost provided you make an election to do so whilst you are an active member of the Scheme and within six months of returning to work after the period of absence (please note that the standard time frame in which to do this is 30 days and the extension to 6 months is a discretionary benefit provided by the SSSC). You are responsible for paying the other third of the cost. If you make an election after six months and whilst still an active member you can still buy back the amount of lost pension but at whole cost to you.

To buy back lost pension, you should contact Human Resources in the first instance to get confirmation of the pension section that you were in at the time of absence (50/50 or main) and the amount of lost pensionable pay. Once these details are confirmed, you should obtain a quote from the [LGPS Scotland](#) member site and give this completed quote to Human Resources for processing.

Full details on purchasing missed pension benefits are available on the LGPS Scotland member site.

6. Further information

6.1 Learning and development

We will support the fair and consistent application of this policy by making sure managers have full awareness and understanding of the processes relating to special leave. We will include training on this policy in line management development programmes and make sure that all managers participate.

6.2 Sources of support

If you require more information or want to discuss the implications of special leave further the support below is available.

- Line manager
- The Employee Assistance Programme
- Unison representative
- ACAS
- Human Resources.

6.3 Related documents

In addition to the Special Leave Policy, other related policies include:

- [Flexible Working Policy](#) and Scheme Guidance
- [Annual Leave](#)
- [Family Friendly Leave](#)
- [Support for Carers](#)
- [Maximising Attendance](#)
- [Partnership Agreement](#)

You may need or wish to use other policies in an emergency or special situation either instead of or in conjunction with this Special Leave Policy. As with special leave, other types of leave may be on a paid or unpaid basis.

Appendix 1 – Guidance on leave following bereavement



The following guidance provides an indication of how much special leave you may be entitled to in case of Bereavement.

| Who has passed away? | Entitlement | Additional information |
|--|--|--|
| A close relative eg husband, wife, brother, sister, parent, grandchild. | Up to the equivalent of one working week with pay depending on the circumstances of the situation. Time is for before and including the funeral service to make the necessary arrangements. | <p>If the person who has passed away does not fall into the category of a close relative, managers have discretion to grant up to the maximum entitlement depending on the circumstances eg a person who has acted as a guardian for the employee.</p> <p>Additional time required is taken as flexi or annual leave unless signed off as unfit by GP then the Maximising Attendance Policy would apply.</p> |
| A child up to the age of 18 or a still birth after 24 weeks of pregnancy for whom you have parental or carer responsibility. | Up to the equivalent of two working weeks within a 56 week period. This is taken in one block or as two separate weeks. | This leave is available to parents or carers. |
| Not a close relative but you are responsible for making the funeral arrangements. | Up to 3 normal working days with pay. This time is for before and including the funeral service to make the necessary arrangements. | Additional time required is taken as flexi or annual leave. |
| All other cases. | Where a funeral service is held within working hours; the time necessary to attend the funeral service, including travel, of up to one day with pay may be granted. Line managers and employees should liaise to agree the reasonable amount of time needed to attend the service and then potentially return to work. | Additional time required is taken as flexi or annual leave. |



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