



Manager Guidance – Special Leave

Time off for Dependant(s)

1. Introduction

Special Leave – Time off for Dependant(s) seeks to help balance the needs of employees with caring responsibilities with their role as a North Lanarkshire Council employee.

Applications & Payment

Leave may be available for employees with 26 weeks continuous service.

- Terminal Illness of a Dependent - Subject to the appropriate evidence a maximum of 16 working weeks leave be taken. Payment for leave may be available for up to 8 weeks paid and 8 weeks unpaid. The maximum period of leave may be extended in exceptional circumstances.
- Serious/Long Term Health Condition of a Dependant - Subject to the appropriate evidence a maximum of 8 working weeks leave may be taken. Payment for leave may be available for up to 4 weeks paid and 4 weeks unpaid.
- Post-Operative Recovery – The available time off in these circumstances will depend on the nature of the operation.(See section 4.2.3 of this guidance note)

Leave for all categories may be broken down into smaller periods of leave i.e. 1 day but cannot exceed the maximum working weeks.

Applications should be considered where the employee has the primary care responsibility for a dependant who has a terminal or serious illness.

Applications should be submitted at least 4 weeks prior to the start of the carers' leave period, and should provide appropriate medical evidence in support of the application. Link to the Application for Time off for Dependant(s) form can be found in the link below.



2. Key steps in the process

A table detailing the steps

| Step | Task | Who does it |
|------|--|--------------------|
| 1 | Submit application to Line Manager | Employee |
| 2 | Consider request & ensure criteria met | Line Manager |
| 3 | Submit application to Employee Relations (ER) Team for consideration | Line Manager |
| 4 | ER team Approve or Reject application and advise manager | ER Team |
| 5 | If approved, Line Manger completes part 3 section A of form and arranges authorisation | Line Manager |
| 6 | Submit authorised application to Employee Service Centre (ESC) HR Operations Team for processing | Line Manager |
| 7 | ESC HR Operations Team process leave including updating iTrent with dates and confirm dates to manager | HR Operations Team |

3. What do I as a manager need to know (things they need to remember/think about/timeframes/where the process might fall down)

Notifications for commencement of Time off for Dependant(s) should be sent to the ESC as soon as possible to ensure the employee's pay is calculated accurately.

Ensure employee meets all the necessary criteria and discuss with the employee the reasons for the request to ensure Carers' leave is the most appropriate action.

4. How do I get further help with this?

The following links provide further guidance and forms:

[Special Leave Policy](#)

[Special Leave Policy Employee Guidance](#) (inc. Application Form)

[Special Leave FAQ](#)

You can contact our People Operations team

escpeopleoperations@northlan.gov.uk