



Employee Guidance – Special Leave

Time off for Dependant(s)

1. Introduction

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

Applications & Payment

Leave may be available provided you have 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 will be considered where you have primary care responsibility for a dependant who has a terminal or serious illness.

You should submit your Application for Carers' Leave form to your line manager at least 4 weeks prior to the start of the request for carers' leave. You should also provide appropriate medical evidence in support of your application. Link to the Application for Time off for Dependant(s) form can be found in the link below.



2. What do I need to know?

You should ensure you meet all the necessary criteria and discuss the reasons for your application with your line manager to ensure Special Leave – Time off for Dependant(s) is the most appropriate action for you.

3. What do I need to do?

You submit your request as soon as possible to your line manager to ensure this is sent to the Employee Service Centre as soon as possible to ensure your pay is calculated accurately. You should ensure you provide the appropriate medical evidence in support of your application.

4. What does my manager need to do?

Your manager should meet with you to discuss the reasons for your request to ensure that Special Leave – Time off for Dependant(s) is the most appropriate action for you.

Your manager should arrange for your authorised application to be submitted to the Employee Service Centre for processing.

5. What else do I need to consider/be aware of?

Where you wish to provide support to a dependant who may be recovering from a short term illness or recovering from surgery, you may be able to temporarily change your working hours. You may also be granted annual leave, flexi leave or unpaid leave.

2. 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