

# Special Leave Policy

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## **1 Introduction**

Culture NL Ltd recognises that there will be times when employees may require special leave to undertake obligations or attend events outside of their working life. While it is expected that there will be instances where such responsibilities/events can be supported through the use of annual leave or flexible leave, this policy explains the additional support which may be available.

This policy should be read in conjunction with Culture NL Ltd 's Flexible Workstyle Options Policy, Managing Attendance Policy and Special Leave Guidance Note.

## **2 Legislation**

This policy was created taking into account and incorporating the following legislation:-

- (a) Juries Act 1974, and
- (b) Employment Relations Act 1999.
- (c) Equality Act 2010
- (d) The Shared Parental Leave Regulations 2014

## **3 Our Position**

Culture NL Ltd recognises the requirement for fairness and consistency when considering requests for special leave. All applications for special leave will be examined on an individual basis, having due regard to Culture NL Ltd policies on Equality of Opportunity in Employment and Fair Treatment at Work.

In authorising special leave, managers should consider:-

- all the circumstances surrounding the request,
- the need to ensure that services are minimally disrupted, and
- consistency of application of this policy throughout Culture NL Ltd .

Managers are required to ensure that, in line with responsibilities under the Equality Act 2010, special consideration is given to requests from disabled employees (or employees supporting a disabled dependant), where that request is linked to a matter arising from the disability. This will include the requirement to consider reasonable adjustments, as appropriate.

The Equality Act 2010 defines a disability as “a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.” If clarification is required on this or any area of the policy, managers should contact Human Resources.

## **4 Scope**

This policy is available to all employees of Culture NL Ltd , regardless of length of service or contractual status.

There are, however, eligibility criteria for Carers Leave (Section 6.3), Statutory Paternity Leave (section 7.2), Shared Parental Leave (section 7.3) and Career Break (Section 20).

All special leave granted will be to a maximum of an employee's contracted daily hours and calculated on the basis of a "normal working week".

## **5 Bereavement**

It is expected that managers will take all circumstances into account when granting paid leave for bereavement, such as the closeness of the relationship and whether the employee is responsible for making the funeral arrangements.

If necessary employees can take annual and/or, if eligible, flexi leave. This would be in addition to bereavement leave and subject to approval from his/her manager and the exigencies of the service.

The following guidelines should be adhered to bearing in mind the conditions detailed above:-

### **Close Relationships**

- 1 day to attend the funeral
- 2 compassionate days

However, the amount of leave granted will depend on the individual circumstances of each case, such as the closeness of the relationship. Close relationships would generally include:

- Parent(s)
- Sibling(s)
- Child/ren
- Spouse or partner
- Spouse or partner's parent(s) or child/ren
- Grandparents or grandchildren

These relationships would also include step relationships.

Additional leave of up to 2 days will be granted to conduct business in connection with the funeral if undertaking this responsibility. This leave will normally only be granted to employees who are the designated next of kin of the deceased person.

Bereavement leave for part time/job share/flexible working employees will be authorised as the equivalent of up to one of their normal working weeks. In all circumstances, paid leave will be up to a maximum of contracted daily hours.

### **Other relatives of the Employee or their Spouse or Partner**

Paid leave to attend the funeral up to a maximum of one day per occasion, with a maximum of three occasions in a rolling 12 month period.

## **Friend or Colleague**

Paid leave to attend the funeral up to a maximum of one half day per occasion with a maximum of three occasions in a rolling 12 month period.

The above allowances for each category of leave for bereavement are considered to be inclusive of any travel time necessary to attend the funeral.

## **6 Time Off for Dependants**

A dependant is the partner, child or parent of the employee, or someone who lives with the employee as part of his/her family. For example, this could be an elderly aunt or grandparent who lives in the household. It does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, for example, a live-in housekeeper.

A dependant may also be someone who reasonably relies on the employee to make arrangements for the provision of care. However, normally a dependant does not include a friend or neighbour.

Where special leave is required for the purposes of supporting a dependant, special consideration to appropriate provision must be made where the person for whom the employee is providing support has a disability. Further advice is available from Human Resources.

In all circumstances, paid leave will be up to a maximum of contracted daily hours.

It is accepted that in certain limited circumstances an employee may be unable to discuss the requirement for special leave in advance with his/her manager. In such circumstances, the employee must make contact with the appropriate manager by telephone (text messaging and email are not acceptable unless alternative contact arrangements have been made as part of a reasonable adjustment) as soon as possible and not later than the commencement of core time on the day the leave is required, or within 1 hour of normal starting time. Failure by the employee to make contact with his/her manager could result in the employee taking unauthorised leave of absence which may lead to disciplinary action.

An "occasion" as defined within the policy is one instance where an employee is required to apply for and take special leave. The number of occasions provided for relate to each employee and not each dependant. An occasion may be as little as one hour up to a maximum of one day – there is not an automatic entitlement to a full day off.

An employee may use annual and/or, if eligible, flexi leave in addition to each of the occasions outlined in Section 6, subject to authorisation by his/her manager and the exigencies of the service.

An employee is eligible to time off during working hours to take necessary action for the circumstances listed below.

### **6.1 Support of Dependand(s)**

Paid leave will be granted on up to 3 occasions in a rolling 12 month period, limited to a maximum of up to 1 working day on each occasion. Special leave may be granted to support the following circumstances:

- To provide assistance or make arrangements for the provision of care for a dependant who is ill, falls ill or is injured.
- To make alternative arrangements for the care of a dependant whose normal care arrangements are unexpectedly and unavoidably disrupted, i.e. illness of the usual carer.
- To make arrangements to deal with an incident which involves a child of the employee and which occurs unexpectedly in a period during which an educational establishment which the child attends has responsibility for that child.

Where the circumstances suit both the employer and the employee, these occasions may be taken as consecutive days (for category 6.1 only) with the agreement of the line manager. However, each occasion cannot be authorised in advance and the employee is required to contact his/her line manager by telephone (text messaging and email are not acceptable unless alternative arrangements have been agreed as a reasonable adjustment) on a daily basis. This should be done as soon as possible and not later than the commencement of core time on the day the leave is required or within 1 hour of normal starting time.

Special leave taken over consecutive days will only be granted subject to the exigencies of the service. Employees who are required to take this leave over consecutive days must be aware that they will not have any further special leave provision available to them under this category for a further 12 months.

### **6.2 Attending Hospital with a Dependant**

Paid leave will be granted on up to 2 occasions in a rolling 12 month period, limited to a maximum of up to 1 working day on each occasion, to attend a pre-arranged medical examination or hospital appointment with a dependant.

A hospital appointment card or a letter from the hospital will require to be produced, to be checked by the employee's manager prior to authorisation of leave.

### **6.3 Carers' Leave**

Carers' Leave seeks to help balance the needs of employees with caring responsibilities with their role as an employee of CultureNL Ltd. Carers' Leave, either paid or unpaid, will not be available until the applicant has accrued 26 weeks continuous service.

Employees who wish to provide support to dependants recovering from short term illness/recovery from surgery may be granted a temporary change in working hours e.g. later start or earlier finish, to assist in the provision of care or to assist with childcare responsibilities. In these circumstances, pay would be adjusted to reflect the temporary change in working hours. Alternatively, annual leave, flexi leave or unpaid leave may be granted.

Up to a maximum of 26 working weeks Carers' Leave in a rolling 12 month period may be granted. The maximum amount may be broken down into smaller blocks, but the cumulative total cannot exceed 26 working weeks.

Subject to the criteria detailed below, payment for Carers' Leave may be available for up to 13 weeks at full pay and 13 weeks at half pay. Carers' Leave for part time/job share/flexible working employees will be authorised as the equivalent of their normal working weeks. In all circumstances, paid leave will be up to a maximum of contracted daily hours.

Applications for Carers' Leave will be considered from employees who have the primary care responsibility for a dependant who has a terminal or serious illness.

A terminal or serious illness is an illness which has a finite duration in terms of treatment, recovery or life expectancy, and normally of no more than 12 months. The provisions are not intended to cover cases in which the illness or medical condition is permanent or degenerative and of ongoing duration. Eligible employees in such cases may be able to consider longer term options set out under the Flexible Workstyle Options Policy. Where Carers' Leave is requested, special consideration to appropriate provision must be made where the person for whom the employee is providing support has a disability.

Employees applying for Carers' Leave are required to provide appropriate medical evidence to support their application. Please refer to the Special Leave guidance note for more information on appropriate supporting evidence. If the employee is unable to provide this evidence, the individual circumstances should be discussed with the line manager in the first instance.

Where possible, employees are asked to submit applications for Carers' Leave no later than 28 days before the date they wish the leave to begin. Only in exceptional circumstances will further applications, in subsequent years, be granted to the same employee.

In all circumstances, the line manager must discuss the particulars of each request with the employee requesting Carers' Leave in order to clarify the reasons for the application and to ensure that Carers' Leave is the most appropriate option.

On receipt of a Carers' Leave application, the line manager must pass a copy to the HR representative and discuss the application before any decisions are made.

Employees granted Carers' Leave have a responsibility to maintain contact with their line manager. Appropriate contact arrangements should be agreed with the line manager when applications for leave are granted. In addition, employees are required to attend meetings with their manager, if requested, to review the ongoing situation. These meetings will be at the employee's place of work or any other suitable CultureNL Ltd establishment.

All carers leave granted will be counted as continuous service for contractual purposes.

#### **6.4 Attending Court/Children's Panel with a Dependant Minor**

Time off may be granted to an employee who is required to attend court/children's panel hearing with a dependant, and that dependant is a minor. A minor for this purpose is someone under the age of 16.

Paid leave will be granted on up to 2 occasions in a rolling 12 month period, limited to a maximum of up to 1 working day on each occasion.

## **7 Maternity /Adoption Support Leave, Statutory Paternity Leave and Shared Parental Leave**

### **7.1 Maternity Support/Adoption Support Leave**

Maternity Support/Adoption Support Leave of 5 days paid leave (or the equivalent of one of the employee's normal working weeks in the week that maternity support leave is to be taken) will be granted to the child's father or the partner or nominated carer of an expectant mother/principal carer at or around the time of birth. Paid leave will be up to a maximum of contracted daily hours.

The availability of this leave provision will not extend beyond 56 days (8 calendar weeks) after the date of the birth/placement of the child. It cannot be taken before the time of the birth/date of placement.

A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth/placement.

Maternity Support/Adoption Support Leave may be taken in one period or broken down into smaller periods, subject to the exigencies of the service.

Please note: Fathers or partners of expectant mothers/principal carers (who meet the eligibility requirements as set out in section 7.2) are legally entitled to 2 weeks statutory paternity leave, paid at the rate of statutory paternity pay. However, the provision of maternity support/adoption support leave for fathers/partners is given as an enhanced alternative to one week of statutory paternity leave. This brings total leave entitlement to 2 weeks, one of which will be paid at statutory paternity rates.

If an employee wishes to apply for maternity support/adoption support leave, he/she must notify their line manager in writing, using the Maternity Support Leave or Adoption Support Leave application form.

### **7.2 Statutory Paternity Leave**

In addition to Maternity Support Leave, a father, husband or partner of an expectant mother, who has 26 weeks continuous service with Culture NL Ltd at the start of the 14th week before the expected week of childbirth, is entitled to one week's statutory paternity leave. This period of leave **must** be taken as consecutive days and cannot be broken into smaller periods of leave.

To qualify for statutory paternity leave, you must be:

- The biological father, or
- Adopter of the child, or
- The mother's (or adopter's) husband, partner or civil partner, or
- Have, or expect to have, responsibility for the child's upbringing.

Statutory paternity leave can be taken either from the date of the child's birth or from another date after the child's birth. The leave can start on any day of the week, but must be taken within **56 days**



of the actual birth of the child. If the child is born early, the leave must be taken within the period from the actual date of the birth up to 56 days after the expected week of childbirth.

The introduction of statutory leave in effect affords an additional week's leave, for fathers, husbands or partners but with payment based on Statutory Paternity Pay rates, if eligible.

If an employee wishes to take statutory paternity leave, he/she must notify the line manager, in writing, using Form PS18, of the intention to take paternity leave, by the 14th week before the expected week of childbirth. If an employee wishes to alter the date on which leave will commence, he/she must give 28 days' notice of this alteration, in writing, where this is reasonably practicable, to his/her line manager.

### **7.3 Shared Parental Leave**

For more information on eligibility and entitlement to Shared Parental Leave please refer to the Maternity Policy or Adoption Policy.

## **8 Leave for Medical Purposes**

### **8.1 Non-Emergency Medical/GP Appointments**

Employees requiring non-emergency occasional medical treatment from opticians, dentists or GPs should make arrangements to obtain such treatment outwith working hours. Where this is not possible, appointments must be made for the beginning or end of the working day.

Employees with access to the flexi-system should clock in/out for their appointment and should submit a credit adjustment for any time taken to attend non-emergency appointments. Employees not on the flexi system should discuss time required to attend such appointments with their line manager. This will be provided on a paid basis. Time will not be credited for any appointments or part appointments that occurred outwith your normal working hours.

### **8.2 Hospital Appointments**

An employee who has been referred to a hospital for examination/treatment should, where feasible, try to arrange appointments outwith normal working hours. If this is not possible, then paid leave, up to a maximum of contracted daily hours, will be granted for attendance at hospital. Time will not be credited for any appointments or part appointments that occurred outwith your normal working hours. A hospital appointment card or a letter from the hospital will require to be produced, to be checked by the employee's manager prior to authorisation of leave.

For short-term medical conditions, elective surgery or routine treatment relating to a non-serious illness, where an employee is required to attend hospital on more than 4 occasions in a rolling 12 month period, the ongoing availability of special leave for this purpose should be discussed with the line manager in the first instance. In these circumstances the use of flexi-leave / annual leave or unpaid leave should be considered.

No such restriction will apply where treatment relates to a serious illness or chronic condition.

### **8.3 Fertility Treatment**

Paid leave will be granted for related absences during one cycle of treatment. A hospital appointment card or a letter from the hospital / clinic will require to be produced, to be checked by the employee's manager prior to authorisation of leave.

### **9 Participation in Sporting Events**

If an employee is selected to participate in a sporting event at national or international level as a representative of his/her country, up to a maximum of 5 days paid leave (or the equivalent of one of the employee's normal working weeks) in a rolling 12 month period may be granted.

This provision includes team managers or coaches required to attend the event. It also includes time off for an employee who is the parent/guardian of a child under the age of 16, and who is required to accompany the child while participating in the sporting event.

There is no age limit if required to accompany a disabled participant.

### **10 Jury Service**

If an employee is called to serve on a jury, there is a requirement for an employee to attend by virtue of the Juries Act 1974. The employee must notify his/her manager of the summons.

The jury citation letter will require to be produced, to be checked by the employee's manager prior to authorisation of leave.

An employee will be granted leave with pay to attend unless exemption is secured. The employee will claim the allowance payable under the Jurors Allowances Regulations. The employee should provide their manager with a copy of the letter from the court advising the amount of fees or earnings paid. The employee's line manager should then provide HR and Payroll with a copy of the letter and Payroll will then deduct this amount from the employee's earnings to ensure that the employee is not paid twice.

### **11 Service as a Witness**

If an employee is cited to attend court as a witness, leave of absence will be granted as follows:-

- If an employee is attending as a witness on behalf of Culture NL Ltd , leave with pay will be granted, on the understanding that witness fees received (excluding travel and subsistence expenses) are paid to Culture NL Ltd .
- In the case of an employee called as a Crown Court witness, cited by the Procurator Fiscal or equivalent, leave with pay will be granted, on the understanding that loss of earnings received by the employee from the Court, will be paid back to Culture NL Ltd . The employee should provide their manager with a copy of the letter from the court advising the amount of fees or earnings paid. The employee's line manager should then provide HR and Payroll with a copy of the letter and Payroll will then deduct this amount from the employee's earnings to ensure that the employee is not paid twice.

- In all other cases where the employee is called to attend court as a witness, leave without pay will be granted. Employees can claim from the person citing them, the relevant amount in respect of loss of earnings.

### **Employment Tribunal/Attendance at Court in Course of Duties**

If an employee is required to attend court as a witness on behalf of Culture NL Ltd , then paid leave will be granted.

### **12 Election Duties**

Subject to the exigencies of the service, and authorisation by the manager, paid leave will be granted to allow employees to undertake official duties at elections or referenda .

### **13 Local Authority, Parliamentary, Scottish Parliamentary and European Election Agents**

Subject to the exigencies of the service, unpaid leave for a period not exceeding up to 10 days (or up to the equivalent of two of the employee's working weeks) will be granted at the time of the election to employees undertaking the duties of an Election Agent for a Local Authority/Parliamentary/Scottish Parliamentary/European Candidate.

### **14 Local Authority,Parliamentary,Scottish Parliamentary and European Candidates**

Subject to the exigencies of the service, unpaid leave for a period not exceeding up to 10 days (or up to the equivalent of two of the employee's working weeks) will be granted to employees who stand for election to another Local Authority/as a Parliamentary candidate/as a Scottish Parliamentary candidate/as a European candidate.

### **15 Service in Non-Regular Forces**

An employee who is a member of the non-regular forces and who attends annual training camp for a period of not less than one week, will be granted leave with pay for the period of actual attendance at the training camp, up to a maximum of 15 days (or up to the equivalent of three of the employee's working weeks) and subject to deduction of service pay and allowances received.

If you are a Reservist and are called for duty into full-time service with the Regular Forces, a call out notice will be issued to you. In addition Culture NL Ltd will be issued with an acknowledgement notice, to be returned to the Ministry of Defence, as the consent of your employer is required.

Leave for the duration of Reservist duty will be paid leave. At the end of your period of duty, you have the right to return to your former employment or suitable alternative employment. For further advice on Reservists, contact Human Resources.

### **16 Community Emergency Services**

An employee who is a member of a community emergency service, for example retained fire fighters, will be granted paid leave to attend emergencies during working hours.

## **17 Holidays or Festivals of Religious or Ethnic Groups**

Employees who celebrate holidays or festivals on days other than those allocated by Culture NL Ltd **and** who have fixed annual leave (e.g. term-time) will be allowed , subject to the requirements of the service, up to a maximum of two of their working days, with pay to participate in such religious festivals. If you are not a term-time employees and you wish to take paid leave for religious holidays, you will have the option of annual or flexi leave.

## **18 Interviews**

Paid leave will be granted to employees called to attend a job interview for a post with Culture NL Ltd. The employee will require to produce an interview letter prior to authorisation of leave.

If an employee is called to attend a job interview for a post which is outwith of Culture NL Ltd, the employee will be required to use annual and/or, if eligible, flexi leave, for this purpose.

## **19 Training Connected with a Course of Study**

Please refer to the Learning and Development Policy for detailed guidance.

## **20 Career Breaks**

An employee applying for a career break must have two years continuous service with Culture NL Ltd at the commencement of the career break.

All career breaks will be unpaid leave of absence. In addition, the period of the career break will not be counted as continuous service. However, service prior to and following the period of the career break will be linked and these two periods will count as continuous service for contractual purposes, even although there has been a break in service.

In making an application for a career break, the employee must specify reasons for the request and what benefits will accrue to the employee and Culture NL Ltd as a result of the career break.

Culture NL Ltd will consider a Career Break of a minimum period of one year and up to a maximum period of two years. There is one exception to the maximum two year break, and this is referred to in Section 20.3 Education Break.

Employees on a career break will not normally be allowed to undertake full-time employment, either with Culture NL Ltd or another employer, other than on a seasonal basis. However, employees will be allowed to undertake part-time employment with another employer as long as it does not bring them into conflict with their post within Culture NL Ltd .

An employee will be required to submit an application form for a career break to his/her line manager. This will be considered by the service manager in consultation with the Human Resources Manager. If the application is refused, the employee has the right to raise a formal grievance using the agreed Culture NL Ltd grievance procedure.

A maximum of two career breaks may be taken by any employee during the course of their employment with Culture NL Ltd .

An employee must return to work from a career break for not less than two years before a request can be made for a second break.

Only in exceptional circumstances will early return from a career break be considered, with the exception of circumstances where a career break is used to extend carers leave.

In each case the resulting vacant post may be filled on a temporary basis for a period of up to two years or possibly longer in the case of an education break.

A career break can be requested for one of the following reasons:

#### **20.1 - Voluntary Work Overseas and in the UK**

An employee who wishes to work on a voluntary basis either overseas or in the UK for an extended period of time, can request a career break.

#### **20.2 - Extended Family Break**

A career break may be taken immediately following a period of maternity leave in order to extend time spent at home. The extended family break will include statutory maternity/parental/paternity leave if this occurs during the break.

#### **20.3 - Education Break**

An employee may apply for an education break to attend a course of study for up to two years.

An education break may be extended beyond two years if the course of study is for more than two years.

#### **20.4 – Other Career Break**

An application will be considered for a career break that does not come under any of the above categories.

This category can be used to extend a period of carers leave (Section 6.3 of Policy). However the maximum period of career break that can be added on to carers leave will be one year, with the provision that the employee may return earlier than the agreed return date if circumstances change during the period.

General conditions relating to career breaks are included in the Career Break Guidance Note.

### **21 Other Special Leave**

There may be occasions when special leave is appropriate but may not be covered by the Special Leave provisions. In these exceptional circumstances, the Chief Executive – Culture NL Ltd has the discretion to authorise special leave, either paid or unpaid, up to a maximum of 10 working days in total (or up to the equivalent of two of the employee's normal working weeks), for situations not already covered by this policy.

Examples of instances when this section of the policy could be accessed are additional bereavement leave; additional leave to participate in a sporting event. These are examples only and applications under this section should be given individual consideration before any decision is taken.

Applications for special leave which exceed 10 working days, either paid or unpaid, and which are not covered in the above provisions, must be referred to the Board of Culture NL Ltd for consideration on their individual merits.

It is requested that, prior to the submission of the above report to the Board, the Chief Executive or their nominated representative, consult with the HR Manager to ensure that no unintentional precedent is established. However, no consultation with the HR Manager is required for a request for leave of up to 10 days.

## **22 Process for Applying for Special Leave**

Please note that the process for applying for special leave will vary dependent upon the type of special leave requested. Details of how to apply are referenced above.

Note 1 -

Please note that leave granted in accordance with the terms of this policy, will be considered as continuous service with CultureNL Ltd.. The one exception to this is leave taken under Section 20, Career Breaks, where the period of leave will not be counted as continuous service.

### 23. SUMMARY TABLE OF SPECIAL LEAVE

Type of Leave & Policy Section	Paid Leave	Supporting Documentation Required	Approval Type
5. Bereavement Leave – Close relationships	Up 3 days;  Additional 2 days: next of kin who conduct business in connection with the funeral arrangements .	None	Line Manager
5. Bereavement – other relatives	Up to 1 day; maximum 3 occasions in a rolling 12 month period.	None	Line Manager
5. Bereavement – friend or colleague	Up to one half day; maximum 3 occasions in a rolling 12 month period.	None	Line Manager
6.1 Support of Dependant(s)	Up to 3 occasions in a rolling 12 month period, limited to a maximum of up to 1 working day on each occasion.	None	Line Manager
6.2 Attending Hospital with a Dependent	Up to 2 occasions in a rolling 12 month period, limited to a maximum of up to 1 working day on each occasion	Letter from Hospital or Hospital appointment card	Line Manager
6.3 Carer’s Leave - short term illness/ recovery from surgery	None – Employees may request a temporary change in hours to assist in provision of care, or take annual leave, flexi-leave or unpaid leave.	None	
6.3 Carer’s Leave – terminal or serious illness	up to 13 weeks at full pay and 13 weeks at half pay in a rolling 12 month period; normally available once in an employee’s career.	<ul style="list-style-type: none"> <li>• GP/hospital/ consultant letter confirming dependent discharge from hospital; or</li> <li>• GP/hospital/ consultant letter confirming likely recovery time (if applicable); or</li> <li>• GP/hospital/ consultant/</li> </ul>	Line Manager

		confirming care required for dependant.	
6.4 Attending Court/ Children’s Panel with a dependent minor (under age 16)	Up to 2 occasions in a rolling 12 month period, limited to a maximum of up to 1 working day on each occasion.	Appropriate evidence of court/children’s panel hearing date.	Line Manager
7.1 Maternity / Adoption Support Leave	Up to 5 days paid leave	Employee must complete the Maternity/ Adoption Support Leave application form, and submit: <ul style="list-style-type: none"> <li>the MATB1 Certificate, which is issued to the expectant mother prior to the birth, confirming the expected date of birth, or</li> <li>the baby’s birth certificate, confirming the actual date of birth.</li> </ul>	Line Manager
7.2 Statutory Paternity Leave	one week’s statutory paternity leave, paid at the rate of statutory paternity pay.	Employee must met the eligibility criteria and complete the ordinary paternity Leave request form.	Line Manager
7.3 Shared Parental Leave	please refer to the Maternity Policy or Adoption Policy		



8.1 Non-Emergency Medical/GP Appointments	<p>Appointments should be made outwith of normal working hours.</p> <p>Where this is not possible, appointments must be made at beginning or end of the working day. Time will not be credited for any appointments or part appointments that occurred outwith your normal working hours.</p>	proof of appointment may be requested.	Line Manager
8.2 Hospital Appointments	<p>Appointments should where feasible make appointments outwith of working time. If this is not possible, reasonable paid time off will generally be provided, up to a maximum of contracted daily hours. Time will not be credited for any appointments or part appointments that occurred outwith your normal working hours.</p> <p>For short-term medical conditions, elective surgery or routine treatment relating to a non-serious illness, where an employee is required to attend hospital on more than 4 occasions in a rolling 12 month period, the use of flexi-leave / annual leave or unpaid leave should be considered. No such restriction will apply where treatment relates to a serious illness or chronic condition.</p>	hospital appointment card or a letter from the hospital required	Line Manager
8.3 Fertility Treatment	Paid leave will be granted for related absences during one cycle of treatment.	Hospital appointment card or a letter from the hospital / clinic required.	Line Manager
9. Foster Carers leave	For preparation and assessment process to be registered as Foster Carers – up to 3 days	Evidence of meetings/ appointments	Line Manager

	<p>paid leave.</p> <p>For accepted Foster Carers – up to 1 day paid and up to 4 days unpaid leave in a rolling 12 month period to allow attendance at meetings convened in respect of the placement of a child.</p>	required.	
10. Participation in Sporting Events	up to a maximum of 5 days paid leave (or the equivalent of one of the employee’s normal working weeks) in a rolling 12 month period	Evidence of selection to participate must be provided.	Line Manager
11. Jury Service	Paid Leave to attend unless exemption is secured	jury citation letter	Line Manager
12. Service as a Witness	<p>On behalf of CultureNL – paid leave (claimed witness fees to be reimbursed to CultureNL).</p> <p>Crown Court Witness – paid leave (claimed loss of earnings from Court to be reimbursed to CultureNL)</p> <p>Any other court attendance as a witness (e.g. for defence) – unpaid.</p>	Citation to attend court required.	Line manager
13. Election Duties	Paid leave	None	Line Manager
14. Election Agents	up to 10 days (or up to the equivalent of two of the employee’s working weeks) unpaid leave	None	Line Manager
15. Local Authority, Parliamentary, Scottish Parliamentary and European Candidates	up to 10 days (or up to the equivalent of two of the employee’s working weeks) unpaid leave	None	Line Manager
16. Service in Non-Regular Forces	annual training camp attendance for a period of not less than one week – paid leave for the period of actual attendance at the training camp, up to a maximum of 15 days (or up to the equivalent of three of the employee’s working weeks),subject to deduction of service pay and allowances received.		Line Manager
16. Reservist	Paid leave for duration of Reservist duty	Call-out notice required	Line Manager
17. Community Emergency	Paid leave to attend	Proof of role	Line manager

Services (e.g. retained firefighters)	emergencies during working hours	required.	
18. Holidays or Festivals of Religious or Ethnic Groups – term Time employees only	up to a maximum of two working days paid	None	Line manager
Holidays or Festivals of Religious or Ethnic Groups – non term time	Must use annual leave/ flexi-leave/ unpaid leave	None	Line Manager
19. Interviews	With CultureNL – paid leave to attend	interview letter / email	Line Manager
19. Interviews	Outwith CultureNL (including North Lanarkshire Council) – must use annual leave / flexi-leave/ unpaid leave.	interview letter / email	Line Manager
20. Training Connected with a Course of Study	Please refer to the Learning and Development Policy for detailed guidance.		
21. Career Breaks	Unpaid Leave minimum period of one year and up to a maximum period of two years (Education breaks can be longer.)	none	Line Manager / Service Manager
22. Other Special Leave (for situations not covered by this policy)	either paid or unpaid, up to a maximum of 10 working days in total (or up to the equivalent of two of the employee’s normal working weeks)	Case by case basis	Chief Executive – CultureNL Ltd