

# LEAVE POLICY

## Other Leave

### Leave Table

### Appendix 1

Type of Leave	Entitlement	Circumstances	Authorisation
<p><b>Time Off for Dependants</b></p>	<p>An employee will be entitled to take up to five days leave (pro rata for part time employees) with pay in any leave year. To provide assistance for, or deal with emergencies concerning, a dependant.</p> <p>A dependant is defined as a spouse, partner, child, parent or person who reasonably relies on the employee for care.</p> <p>This leave is not normally to be used in situations which are known about in advance and can be planned into normal leave arrangements. However, managers should respond sensitively and appropriately to requests according to the circumstances.</p>	<p>Time off will be given under the following circumstances:</p> <ul style="list-style-type: none"> <li>• When a dependant falls ill, gives birth or is injured or assaulted</li> <li>• To arrange care for a dependant who is ill or injured</li> <li>• Where the arrangements for care of a dependant are unexpectedly disrupted or terminated</li> </ul>	<p>Manager authorisation.</p> <p>Extensions beyond five days will be subject to manager discretion following discussion with the relevant People Business Partner. It will be considered reasonable to grant additional leave if it can be demonstrated that the circumstances require continuing or further action by the employee.</p>

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Type of Leave	Entitlement	Circumstances	Authorisation
<p><b>Bereavement Support Leave</b></p>	<p>Employees are entitled to take up to 5 days bereavement support leave (pro rata for part time employees) with pay in any personal leave year.</p> <p>Bereavement support leave does not need to be taken consecutively and the manager should be guided by the employee. It can also be used to attend and/or make arrangements for the funeral.</p>	<p>Bereavement support leave is intended to support employees in the immediate period following a loss. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.</p> <p>The five days will apply to the bereavement of a dependant (such as a spouse, partner, child, parent or person who reasonably relies on the employee for care) and close relatives defined as:</p> <ul style="list-style-type: none"> <li>• Grandparent or Grandparent of Spouse/partner</li> <li>• grandchild</li> <li>• brother or sister</li> <li>• son-in-law or daughter-in-law</li> </ul>	<p>Manager authorisation.</p> <p>Bereavement affects individuals differently, some employees may not need the full five days and other employees may require longer. If an employee remains absent from work for more than five days.</p> <p>Manager discretion on extensions beyond 5 days can be applied after a discussion with your relevant People Business Partner (used in exceptional circumstances for example where an employee may experience more than one bereavement within the personal leave year). Other leave</p>

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Type of Leave	Entitlement	Circumstances	Authorisation
<p><b>Bereavement Support Leave (continued)</b></p>		<ul style="list-style-type: none"> <li>• father-in-law or mother-in-law</li> <li>• brother-in-law or sister-in-law</li> <li>• uncle or aunt</li> <li>• nephew or niece</li> <li>• first cousin</li> <li>• or any person standing effectively in the same relationship as any of these to the employee.</li> </ul> <p>However, these categories can be flexible dependent on individual's circumstances, and this should be taken into consideration.</p> <p>Bereavement support leave can be used following a pregnancy loss before 24 weeks (miscarriage)</p>	<p>arrangements, such as annual leave, flexi leave and unpaid leave should also be considered.</p>

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Type of Leave	Entitlement	Circumstances	Authorisation
<p><b>Parental Bereavement Leave</b></p>	<p>From 6 April 2020, eligible parents will be entitled to take up to 2 weeks paid leave if they lose a child under the age of 18 or have a stillbirth from the 24<sup>th</sup> week of pregnancy. This right to take this leave is irrespective of length of employment.</p> <p>Up to 2 weeks can be taken either as a single block or as two separate weeks within 56 weeks following the child's death.</p> <p>If more than 1 child dies, the employee is entitled to 2 weeks Parental Bereavement Leave for each child.</p>	<p>Parental Bereavement Leave is time off to deal with the death of a child, if they die under the age of 18 or are stillborn.</p> <p>This right will apply to the:</p> <ul style="list-style-type: none"> <li>• biological parent</li> <li>• adoptive parent, if the child was living with them</li> <li>• person who lived with the child and had responsibility for them, for at least 4 weeks before they died</li> <li>• 'intended parent' – due to become the legal parent through surrogacy</li> <li>• partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship</li> </ul>	<p>To give notice to use Parental Bereavement Leave, the employee must tell their Manager:</p> <ul style="list-style-type: none"> <li>• when they want the leave to start</li> <li>• whether they want to take 1 or 2 weeks leave</li> <li>• the date their child died</li> <li>• this notice does not have to be in writing</li> </ul>

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<p><b>Parental Bereavement Leave (continued)</b></p>	<p>Parents will also have a right to Bereavement Support Leave.</p>	<p>Taking leave in the first 8 weeks: -            If it's within 8 weeks (56 days) of their child dying an employee can start their leave as soon as they give notice.            They must tell their Manager before they start their leave. This can be on the first day of leave as long it's before they're due to start work.            They can also cancel the leave, as long as they tell their Manager before their leave starts.            Any cancelled leave can be taken later by giving notice again.</p> <p>Taking leave after the first 8 weeks:-            If leave will be taken more than 8 weeks (56 days) since their child died, the employee must give their Manager 1 week's notice:</p>	

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<b>Parental Bereavement Leave (continued)</b>		<ul style="list-style-type: none"> <li>to take leave</li> <li>if they want to cancel the leave</li> </ul> Any cancelled leave can be taken later by giving notice again.	
<b>Carer's Leave</b>	<p>From 6 April 2024 employees will be entitled to take one week's unpaid leave (pro rata) in a rolling 12-month period to provide or arrange care for a dependant who has a long-term care need. This right to take this leave is irrespective of length of employment.</p> <p>A 'week' means the length of time they usually work over 7 days. For example, if someone usually works 3 days a week, they can take 3 days of carer's leave.</p>	<p>A dependant is defined as:</p> <ul style="list-style-type: none"> <li>a spouse, civil partner, child or parent of the employee,</li> <li>someone who lives in the same household as the employee, other than the employee's boarder, employee, lodger or tenant or</li> <li>someone who reasonably relies on the employee to provide or arrange care.</li> </ul> <p>A person has a long-term care need if:</p>	<p>In order to take Carer's leave, an employee must tell their manager they qualify for carers leave and provide notice in advance of the requested leave.</p> <p>If the request is for half a day or a day, the notice period must be at least 3 days.</p> <p>If the request is for more than one day, the notice period must be at least twice as long as the requested</p>

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<p><b>Carer's Leave (continued)</b></p>	<p>The leave can be taken as half days, full days or in blocks.</p>	<ul style="list-style-type: none"> <li>• they have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months</li> <li>• they have a disability for the purposes of the Equality Act 2010 or</li> <li>• they require care for a reason connected with their old age.</li> </ul>	<p>leave. For example, if the request is for 2 days, the notice period must be at least 4 days.</p> <p>The notice period needs to be in full days, even if the request includes half day amounts.</p> <p>Wherever possible this notice should be provided, however, managers should apply discretion according to the request.</p> <p>A manager cannot reject a request if it meets the eligibility criteria, but can postpone the leave if it would unduly disrupt the business. In</p>

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Type of Leave	Entitlement	Circumstances	Authorisation
<p><b>Carer's Leave</b> <b>(continued)</b></p>			<p>these instances, managers should contact People Services.</p> <p>If leave is postponed, employees will be provided, in writing within 7 days of their request, the reason for the postponement and the agreed revised dates the leave can be taken on (which must be within one month of their original request).</p>
<p><b>Unpaid Leave</b></p>	<p>Unpaid leave may be requested where other leave provisions are not available to cover the employee's leave request.</p> <p>Employees have the right to request unpaid leave, but it is subject to the</p>	<p>Requests should be made in writing on the Unpaid Leave Request Form.</p> <p>Factors to consider when a request for unpaid leave is made:</p> <ul style="list-style-type: none"> <li>• The reason for and circumstances of the request (if not an emergency the</li> </ul>	<p>All unpaid leave is granted at the discretion of the relevant Director or their Head of Service nominee. Where a request is refused, the applicant will be advised of their right of appeal. The appeal should be in writing, and will be referred to</p>



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<p><b>Unpaid Leave (continued)</b></p>	<p>agreement of the employer and the needs of the business.</p> <p>Extended periods of unpaid leave should be reviewed at 3 monthly intervals and it may become appropriate for the employee to return to work under a flexible working arrangement or to apply for a Career Break.</p>	<p>employee should give adequate notice)</p> <ul style="list-style-type: none"> <li>• The amount of leave requested</li> <li>• Implications for the service</li> <li>• Implications for other employees/team members</li> <li>• Implications for the applicant if request is refused</li> <li>• Have all paid leave options been considered?</li> </ul> <p>If it is not possible to grant unpaid leave, alternatives such as temporary flexible working, or a career break can be considered.</p>	<p>the Director or their Head of Service nominee. The decision is final; the Head of People Services should be consulted for advice if required.</p>

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<p><b>Antenatal Appointments for Spouse or Partner of a Pregnant Woman (unpaid)</b></p>	<p>An employee may be eligible (from day one of their employment and agency workers after 12 weeks in the same role), to take unpaid time off to attend up to two antenatal appointments for their spouse or partner</p>	<p>To be eligible to take this form of time off, the employee could be the husband or civil partner of the pregnant woman, or living with the pregnant woman in an enduring family relationship. In addition, employees are eligible for the time off if they are the biological father of the expected child.</p> <p>Employees are also eligible for the time off if they are the intended parent of a child in a surrogacy arrangement, for example if they expect to apply for a parental order in respect of that child. It is expected that normally no more than half a day (maximum of 6 and half hours) is needed for an antenatal appointment, but the leave includes the time needed to travel to the</p>	<p>Manager authorisation.</p> <p>If you would like to make a request for time off to accompany someone at an antenatal appointment, you should in the first instance speak to your line manager.</p> <p>Your manager will ask you to fill in a declaration form, (which is available via the intranet), to declare that you are eligible for this form of time off work.</p>

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<b>Antenatal Appointments for Spouse or Partner of a Pregnant Woman (unpaid) (continued)</b>		appointment and any waiting time needed for the appointment.	
<b>Flexi Leave</b>	<p>Employees working flexible hours may take up to one day's flexi-leave per four-week period (as half days or a full day), providing they have accumulated sufficient credit.</p> <p>Flexi-leave entitlement for part time employees is pro-rata to the number of contracted hours.</p>	Refer to the Working Hours Policy for further guidance.	Flexi leave must be authorised by the employee's line manager.
<b>Shared Parental Leave</b>	Employees who are mothers, fathers, partners and adopters are able to	The amount of leave available will be 52 weeks less the amount of maternity leave	Manager authorisation/People Services

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<p><b>Shared Parental Leave (continued)</b></p>	<p>choose how to share time off work in the first year following birth or adoption of their child.</p> <p>Each eligible employee can give up to 3 separate notices.</p>	<p>the mother has taken or intends to take.</p> <p>The mother must take two weeks compulsory maternity leave following the birth of the child.</p> <p>There are eligibility requirements for employees who wish to take Shared Parental Leave. Guidance on how to establish eligibility is detailed in the Support for Carers Managers Guidance.</p>	<p>When a manager receives notice from an employee that he or she intends to take shared parental leave, the manager should establish the employee eligibility as detailed in the Support for Managers Guidance and inform People Services who will request a copy of the child's birth certificate and the name and address of the employee's partner's employer.</p> <p>The employee must provide this within 14 days of the request (if People Services requests a copy of the birth certificate before the child has been born, the employee must provide this within 14 days of the birth). The employee will be asked</p>

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<p><b>Shared Parental Leave (continued)</b></p>			<p>to sign a declaration which declares that they and their partner both meet the various eligibility requirements.</p> <p>A false declaration regarding entitlement to shared parental leave and/or pay will be treated as a disciplinary issue.</p>
<p><b>Time Off in Lieu (TOIL)</b></p>	<p>Access to Time Off in Lieu (TOIL) is used in varying degrees to recompense employees who are required to carry out work in their own time in order to meet organisational or service needs.</p> <p>Employees paid at LPP 16 and below are not entitled to take TOIL for hours worked in excess of 37 hours but will</p>	<p>Where managers can demonstrate that employees should be able to complete what is considered to be a reasonable workload within contracted hours, employees should not be allowed or encouraged to use TOIL as a preferred option.</p> <p>Managers must be alert to the implications of any consistent and on-going need for work which generates TOIL in relation to</p>	<p>All work which generates TOIL must be agreed in advance and authorised by an appropriate manager.</p> <p>It is the responsibility of Directors to monitor levels and use of TOIL within their services in order to identify and address resource</p>

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<p><b>Time Off in Lieu (TOIL)</b> <b>(continued)</b></p>	<p>instead receive a payment of overtime at a rate of 1.25.</p> <p>Employees paid above LPP16 will be entitled claim TOIL at plain time rates if they work in excess of 37 hours per week as a requirement of the service and by agreement with their line manager.</p> <p>Managers are responsible for managing the need for employees to work outside of contracted hours within their service areas.</p>	<p>overall workload and, in extreme cases, should be examining staff levels or the allocation of work.</p> <p>The use of TOIL to recompense officers covering the duties of vacant posts should be short term, primarily during the recruitment process. TOIL should not be used to avoid dealing with performance issues or to manage excessive and on-going workloads.</p> <p>Under no other circumstances should TOIL be carried forward from one leave year to the next unless it has been earned in the 12 weeks immediately preceding the end of the leave year. Then the period in which TOIL should be taken may be extended into the</p>	<p>needs and to control the budgetary implications.</p> <p>Employees must agree with their manager, at the time the TOIL is accumulated, a date by which it will be used.</p> <p>Wherever possible and appropriate the work to be undertaken should be supervised or authorised by an independent person. For example, if an employee is asked to attend an evening or weekend function, it should be authorised in advance and an appropriate officer on site asked to verify the work undertaken.</p>

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Type of Leave	Entitlement	Circumstances	Authorisation
<p><b>Time Off in Lieu (TOIL)</b>  <b>(continued)</b></p>		<p>following leave year by a corresponding period of time.</p> <p>Where there are genuine operational barriers to taking TOIL within an agreed timeframe, or where requests to take TOIL within a previously agreed timeframe are refused by the appropriate manager because of operational difficulties, TOIL may be carried forward from one period to the next i.e. 12 weeks. If lieu time has been booked and the employee becomes ill, the time will be re-credited on production of a fit note as with annual leave and sickness absence.</p> <p>Unless a specific agreement has been reached between an employee and manager in unusual and exceptional</p>	<p>Once agreed in advance and the work carried out, TOIL should be recorded with a clear agreement as to when it must be used by.</p> <p>TOIL cannot be taken in advance of accrual.</p>

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Type of Leave	Entitlement	Circumstances	Authorisation
<b>Time Off in Lieu (TOIL) (continued)</b>		<p>circumstances, no employee should be allowed to accumulate more than 20 hours of TOIL in any four-week period.</p> <p>Employees leaving a Service or the Council with outstanding TOIL must take the time accrued prior to their last day of employment. No payment will be made for outstanding TOIL.</p>	
<b>Leave for Public Duties</b>	<p>An employee may be allowed up to 24 days' special leave with pay in any leave year for the purpose of carrying out public duties.</p> <p>At the discretion of the Director, additional special leave for public duties may be granted either without</p>	<p>Public duties leave provision refers to and covers:</p> <ul style="list-style-type: none"> <li>• A magistrate</li> <li>• A member of another Local Authority</li> <li>• A member of a committee of a Local Authority</li> </ul>	<p>Employees are required to provide evidence of their requirement to carry out a public duty.</p> <p>All public duty leave is with the prior agreement and authorisation of the Director.</p>



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<p><b>Leave for Public Duties (continued)</b></p>	<p>pay or, if the workload of the department permits, on the strict understanding that the time lost is to be made good by the employee. In agreeing to an extension of special leave the Director will need to be satisfied that the interests of the service will not be adversely affected.</p> <p>If an employee carries out more than one of the public duties defined, it is for him/her to decide how to divide the special leave allocation between them.</p>	<ul style="list-style-type: none"> <li>• A member of a public body/Whitley Council</li> <li>• A member of the national executive of a trade union</li> <li>• A delegate to a national conference of a trade union</li> <li>• A member of the managing or governing body of a state funded educational establishment</li> <li>• A member of a statutory tribunal</li> <li>• A member of a Strategic Health Authority.</li> </ul>	

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<p><b>Leave for Jury Service</b></p>	<p>An employee who receives a summons to serve as a member of a jury must report the fact to his/her Manager and Director so that s/he can be granted the appropriate leave of absence unless exemption from service is secured.</p> <p>Loss of earnings incurred by an employee serving as a juror should be claimed under the Juror's Allowance Regulations. Information about the allowance received by the employee under these regulations should be communicated to Payroll so that arrangements are made to deduct the equal amount of pay.</p>	<p>Managers should request evidence from the employee of his/her requirement for jury service.</p>	<p>The Council will generally authorise leave for jury service as long as the relevant evidence is provided. The leave should be recorded.</p>

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<p><b>Time off to appear in Court as a witness</b></p>	<p>An employee who receives a summons to appear in court as a witness on behalf of someone will be given permission to be absent from work for the appropriate period of time.</p> <p>The employee may elect to treat the time taken off work as annual leave, flexi leave or unpaid leave.</p> <p>If the employee is compelled to attend Court, (e.g. as a prosecution witness in criminal proceedings) rather than attending on a voluntary basis (e.g. in support of a private civil action) time off with pay will be given.</p>	<p>It should be made clear to the employee that it is in his/her best interests to ensure that a claim is made to the court for reimbursement of the full amount of any earnings lost.</p>	<p>An employee who receives a summons to appear in court as a witness on behalf of someone else must report the fact to his/her manager and get the appropriate authorisation for the leave.</p>

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<b>Leave to study for examinations</b>	An employee who is undertaking a course of study for a recognised qualification that has been approved by Director will, for the purpose of revision, be entitled to 0.5 day's paid study leave per examination subject or 3 days paid leave, whichever is the lesser of the two alternatives.	Study leave shall be for the purpose of revision prior to sitting for examinations.	Provision shall apply only to an employee who is pursuing a course of study approved by the Director and related to the job. Study leave must be agreed and approved by the relevant manager.
<b>Leave to attend for Interview</b>	An employee is entitled to up to one day's paid leave as appropriate, regardless of travelling distance.	<p>This leave is granted if an employee is invited to attend for interview either within CWC, at another local authority or for a position with the police force or fire brigade.</p> <p>An interview outside local government, the police or fire services does not attract paid leave. Employees will be expected to take</p>	Leave must be agreed in advance with the manager.

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<p><b>Leave to attend for Interview (continued)</b></p>		<p>either annual or flexi leave or TOIL as appropriate in these circumstances.</p>	
<p><b>Leave for service in non-regular Forces</b></p>	<p>An employee should be allowed additional leave with pay on the same basis as leave allowed for public duties in order to attend part-time service as a volunteer member of the non-regular forces.</p>	<p>Recognised services including non-regular forces are:</p> <ul style="list-style-type: none"> <li>• The Army Reserve</li> <li>• Royal Naval Reserve</li> <li>• Royal Marines Reserve</li> <li>• Royal Air Force Volunteer Reserve</li> <li>• Air Training Corps</li> <li>• Army Cadet Force</li> <li>• The Sea Cadets</li> </ul>	<p>Employees should advise their managers of their participation in these services prior to requesting any leave for service in the non-regular forces.</p> <p>Leave will be with the prior agreement and authorisation of the manager.</p>

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<b>Leave for service in non-regular Forces (continued)</b>		N.B. Where members of reserve forces are deployed, employer consent would be required; the employee's role would be kept open for up to a year; pension and continuous service rights would be protected; the employee would not receive pay whilst mobilised; annual leave would accrue.	
<b>Time Off to Search for Residential Accommodation in Wolverhampton</b>	In accordance with the Relocation Policy, up to three days special leave with pay may be granted to a new employee for the purpose of searching for a new residence in Wolverhampton prior to moving from another area.	This leave should only be sanctioned if an undertaking is given by the employee that s/he will be moving to a location within the city boundary of Wolverhampton and from allocation of more than 15 miles away from the City centre.	Leave should be agreed with the relevant Director by the recruiting manager at the point of offer of employment.

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<b>Time Off for Religious Observance and Festivals</b>	<p>For general religious observation during the working day, consideration should be given to:</p> <ul style="list-style-type: none"> <li>• adjusting working hours/days</li> <li>• use of lunch time in exchange for early departure</li> <li>• staggered working hours</li> <li>• swapping of hours or allowing time off to be made up.</li> </ul> <p>Existing arrangements for taking annual leave, flexible working or unpaid leave should be used to cover time off required by employees for religious festivals and periods of extended religious observance, such as pilgrimages.</p>	<p>All employees, regardless of religion or belief, are required to work in accordance with their contract. However, line managers should exercise flexibility where possible to accommodate religious observance requirements which fall, or potentially fall, within work time.</p> <p>Requests for leave should be made at least as far in advance as the length of the period of leave required e.g. a minimum of two weeks' notice for a two-week period of leave.</p>	<p>Line managers should exercise flexibility where possible to accommodate religious observance requirements which fall, or potentially fall, within work time.</p> <p>Line manager agreement is required for any leave arrangements.</p>

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<p><b>Time Off for Religious Observance and Festivals (continued)</b></p>	<p>All requests will need to be assessed in the context of the needs of the service being provided.</p>		
<p><b>Inclement Weather</b></p>	<p>If, owing to snow or other severe weather conditions, employees are unable to attend work, they should be allowed to take either flexi or annual leave.</p>	<p>Employees should ensure they advise their managers in good time if they are affected by inclement weather.</p> <p>Inclement weather, which does not impact on the ability of most staff to get to and from work, can be a problem for some staff with disabilities and appropriate reasonable</p>	<p>Managers are advised to wait for the appropriate notification prior to implementing the policy.</p>



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<p><b>Inclement Weather (continued)</b></p>	<p>Employees otherwise absent (unless as a result of sickness) are not entitled to paid leave.</p>	<p>adjustments may have to be made. Managers should be aware that they might need to give additional consideration to the needs of disabled employees, pregnant employees and employees with caring responsibilities. Advice should be sought from People Services.</p>	
<p><b>Election leave</b></p>	<p>Employees who support elections at polling stations will be entitled to Election Duty Leave on <b>polling day</b>, if this falls on their normal working day.</p> <p>Employees that support an election count that takes place overnight will be eligible to take the following day as Election Duty Leave, if the following day falls on their normal working day.</p>	<p>There is no entitlement for Election Duty Leave in the event that an employee is supporting elections for any other Local Authority other than City of Wolverhampton Council.</p> <p>Employees will only be entitled to Election Duty Leave for postal vote sessions that are during their normal working hours.</p> <p>The postal vote sessions are 9am – 6pm</p>	<p>Requests to support on elections should be made to your line manager in the first instance. Election leave must be booked on Agresso.</p>

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<p><b>Election leave (continued)</b></p>	<p>Employees that support an election count that takes place during normal office working hours will be entitled to Election Duty Leave on the day of the count, if this falls on their normal working day.</p> <p>Employees who support on the postal votes are entitled to Election Duty Leave to cover each postal vote session they support.</p>	<p>(morning or afternoon shifts or a full day).  Once the employee has completed their session they are expected to return to work as per their normal working hours.</p> <p>For example, an employee who supports a morning session for 4 hours on postal votes is entitled to book election duty leave for 4 hours but will be expected to return to their normal role on the afternoon as per their normal working hours.</p>	