

London Borough of Bexley Special Leave Entitlement

Subject to the needs of the service, special leave, in addition to annual leave, may be granted in the following circumstances, either with or without pay, as follows:-

NB: Conditions apply to most of these leave allowances. For further details please refer to the relevant policy on the HR website or contact the HR Service.

Reason for Absence	Maximum entitlement (subject to conditions)
Family Friendly Leave Entitlements	
<p>Maternity Leave - various conditions apply to both leave and pay – see separate guidance under Family Friendly Policies.</p>	<p>52 weeks leave. Up to 39 weeks with pay (full, half or Statutory Maternity Pay) the remainder unpaid</p>
<p>Adoption Leave - As for Maternity Leave (above)</p>	<p>As above</p>
<p>Paternity Leave - Applicable to birth or adoption.</p> <p>Conditions apply – see separate guidance under Family Friendly Policies.</p>	<p>Up to 2 weeks leave to be taken in whole, consecutive weeks.</p> <p>1 week paid at full pay plus 1 week at the current rate of Statutory Paternity Pay (SPP).</p>
<p>Shared Parental Leave - Applicable to eligible mothers, fathers, partners and adopters.</p> <p>Conditions apply – see separate guidance under Family Friendly Policies.</p>	<p>Qualifying partners can share any remaining period of leave or pay where the mother or adopter chooses to return to work before their full entitlement to leave/pay has been exhausted.</p> <p>Any entitlement to pay will be at the statutory rate.</p>
<p>Maternity support leave - Granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of the birth.</p> <p>Conditions apply – see separate guidance under Family Friendly Policies.</p>	<p>5 days with pay</p> <p>(Cannot be taken in addition to Paternity leave)</p>

Parental leave - Granted to an employee for each child born up until the age of 18.

Conditions apply – see separate guidance under Family Friendly Policies.

Up to 18 weeks unpaid leave which can be taken in blocks of 1 week or more up to a maximum of 4 weeks for each child in a leave year. Employees with responsibility for a disabled child may take the leave on a daily basis.

Where maternity support leave is granted it shall count towards parental leave.

Dependants Leave - Time off may be given to deal with family emergencies or domestic incidents where a dependant relies on the employee's assistance (e.g. breakdown in child or nursing care facilities, illness, accident, injury, assault or a serious incident at school).

Reasonable unpaid time off. Where possible, managers should continue to vary working arrangements with the agreement of the employee to deal with family and domestic incidents.

Ante-natal appointments - Time off to accompany the pregnant woman at ante-natal appointments. This applies to:

- The husband or civil partner of the pregnant woman,
- The partner (including same sex partners) that live with the woman,
- The father of the expected child,
- A same sex partner treated as parent in case of assisted reproduction, and
- A potential applicant for a parental order under S 54 of the Human Fertilisation and Embryology Act 2008 in respect of the expected child (i.e. surrogacy cases).

Up to 6.5 hours unpaid leave on no more than two occasions.

Adoption Appointments - For employees who have been notified by an adoption agency that a child is to be placed for adoption with them - time off to attend appointments such as having contact with the child or meeting with the child's social worker or current carer, up to the date of the placement of the child.

Up to 6.5 hours paid time off on up to five occasions.

Appointments must have been made by or at the request of the adoption agency for which evidence may be required.

(Where a couple are adopting jointly, only one of them is entitled to paid time off, the other may take unpaid time off – see below).

Where a couple are adopting jointly, the employee who has not elected to take paid time off to attend appointments can elect to take unpaid leave.

Up to 6.5 hours unpaid leave on no more than two occasions.

The same rights apply to local authority foster parents who have been approved as prospective adopters and are notified that a child is to be placed with them. If, during the placement, the foster parents are subsequently notified by an adoption agency that the child is to be placed with them for adoption, this does not give rise to a further right to time off to attend adoption appointments.

Other Special Leave Provisions

Death/funeral of a member of immediate family - including partner, parent, child, brother, sister. (Deputy Director/Head of Service has a discretion to include a resident relative or close friend).

Up to 2 days with pay for death and another 1 day with pay for a funeral - up to a total of 5 days with pay at discretion of Deputy Director.

Serious illness of member of immediate family if supported by medical certificate - including partner, parent, child, brother, sister. (Deputy Director has discretion to include a resident relative or close friend).

Up to 2 days with pay.

Employee Volunteering Scheme Employees participating in approved volunteering activities (non-schools based staff).

Up to two days with pay.

Conditions apply – see Volunteering Scheme

Removal of home Newly recruited staff only who have had to move house

2 days with pay.

Service as JP or member of a public body, e.g. local authority or statutory tribunal, school governors, etc.

Up to 17 days with pay per annum.

Also paid leave for newly appointed JPs for full initial training period.

Candidate for European, national or local elections.

2 days with pay.

Additional unpaid leave at discretion of Deputy Director.

Attendance for interview for other posts in local authority service

Day of interview and necessary travelling time with pay.

Attendance for interview for posts outside local authority service

As necessary without pay.

Attendance at approved courses for examination and pre-examination study

Day of examination with pay. Additional ½ day per paper with pay for first and second attempts only.

Attendance at meetings of examiners for approved examinations

Up to 5 days with pay.

Service in non-regular Forces

Attendance at Summer Camp – up to 10 days leave with pay.

Compulsory additional training – reasonable time off with pay where this cannot be rearranged for non-working time.

Voluntary additional training – reasonable unpaid time off.

Active service, either voluntary or compulsory – unpaid leave in accordance with the Reservist Policy available on the HR website.

Agreed by GP Committee – March 09

In addition to the above, Deputy Directors may grant periods of unpaid leave of up to one month in a year (interpreted for practical purposes to be 30 calendar days) e.g. for attendance to celebrate religious and/or belief festivals or for religion or belief observance and disability related absences.

The Annual Leave Purchase Scheme is also available to employees to purchase up to ten additional days leave per year. The Scheme is available [here](#).

Pension Implications

Where an employee is in the Local Government Pension Scheme, employee contributions must continue during periods of unpaid leave up to a maximum of 30 days in a financial year. These deductions will be made automatically, usually by adjustments to pay following return to work. After 30 days, the employee will have the option to continue contributions.