

Draft



Special Leave Policy

1. Scope

This policy applies to all staff employed by TACTRAN (Tayside and Central Scotland Transport Partnership) and recognises that on occasion members of staff may encounter domestic crises which demand their attention. In such circumstances it is reasonable to make provision for special leave in addition to normal holiday entitlement.

2. Aim of the document

The aim of the document is to inform employees of TACTRAN's policy for special leave in order to ensure consistency of approach in line with employment legislation and TACTRAN's commitment to good employment practice.

3. Definition

Special Leave provides for any urgent domestic situation or personal crisis which is short-term, unplanned/unforeseen and unrelated to work or personal sickness.

4. Leave entitlement

Employees will be entitled to up to 5 days paid Special Leave per year. However, TACTRAN recognises that each case must be judged on its merits and an additional 5 days may be considered, dependent upon circumstances and with the approval of the Partnership Director.

5. Entitlement information

To obtain further advice on entitlement to Special Leave please contact the TACTRAN Office Manager

6. Examples of Special Leave

- To care for a sick child
- To care for an elderly relative
- To care for a sick partner
- Bereavement
- Unforeseen domestic crises e.g. dealing with a burglary, flood, etc.

7. Application of Policy

Where possible Special Leave should be authorised by the immediate manager in advance of an employee actually taking leave. However, it is recognised that this may not always be practicable and the employee should notify their manager as soon as is possible so that it can be authorised.

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