
Frequently Asked Questions – Education Procedure Manual 2/11 Special Leave

The revised Education Procedure Manual 2/11 comes in place on **6th January 2021** and was approved at LNCT on 18th December 2020. Toolkits for Managers have been developed including a Toolkit for the mobilisation of Reserved Forces.

Education Procedure Manual 2/11 applies to teachers and those on SNCT Conditions of Service. All other Local Government Employees, Craft Employees and Chief Officers should refer to the Corporate Special Leave Policy.

This FAQ document aims to provide you with answers to some of the questions you may have in relation to the procedure manual update and what these changes mean for you.

1. What has changed from the previous Education Procedure Manual 2/11?

The main changes to the policy are:

- Clearer information in relation to types of leave available to employees and the criteria for Special Leave to be requested and granted.
- The definition of a “Teachers Family” now includes grandchildren.
- Updated information in the teacher’s policy to reference new employee assistance programme.
- Increased leave provision for victims of domestic abuse up to 5 days with the Head Teacher having discretion to extend this up to 10 days.
- Section added for “Reserve Forces” entitlements to leave for training and mobilisation purposes.
- Section Added on “Emergency Services” for the provision of paid time off in circumstances where there is no risk to business continuity in times of a national emergency/critical incident.
- Clearer guidance provided on time off for international/national sporting events – If an employee is representing their country in an international event they are entitled to a period of up to 10 working days paid leave in one year. Leave without pay may also be granted for national championship or unofficial sport events.
- Clearer guidance provided for employees involved in election duties – paid leave will be granted for employees undertaking official duties. Authorisation will be required from the Head Teacher.
- Updated election candidates & agents section.
- Councillor duties section updated in line with East Dunbartonshire Council policy.
- Removal of “When an employee is requested to attend a court on a designated public holiday appropriate time off in lieu will be given”.

2. What types of special leave are available to me and in what circumstances?

Teachers have Special Leave available to them and can be offered with or without pay. The table on the next page summarises the main types of leave requested and/or required to support employees however further detail around all leave can be found in the policy.

Circumstances	Leave Entitlement
Family Domestic Emergencies	Leave with pay for up to 3 days normally granted
Emergency hospitalisation of family member & employee advised to stay at the hospital	Leave with pay for up to 5 days normally granted
Care for family member	Leave without pay subject to monthly review

Domestic emergency e.g. floods, fire, burglary	Reasonable leave with pay.
Domestic violence	Leave with pay for up to 5 days with discretion to extend to 10 days
Non-emergency/routine medical treatment e.g. optician, dentist, GP	Appointments should be arranged out with pupil contact time. This may be achieved by using a degree of flexibility around class and non-class contact time. The Head Teacher has the authority to grant such requests and must be satisfied that all such requests are reasonable.
Hospital appointments (medical examinations/interventions)	Reasonable time off with pay
Physiotherapy	Necessary paid time off if referred by GP or GP supports the treatment.
Fertility Treatment	Time off with pay for appointments
Disabled Family Members	Time off with pay (max of 5 days per year) for hospital appointments subject to employee using annual leave for 50% of leave required
Bereavement	Reasonable time off up to a maximum of 5 working days, including the day of the funeral in cases where the funeral is of a family member. Other relationships may be taken into account or requirement to travel overseas.
All other bereavement cases	Paid time off to attend the ceremony
Reserve Forces	Up to 15 days leave with pay subject to the deduction of service pay received for the period of leave
Jury & Witness Service	Leave with pay to serve on jury. Leave with pay in cases of professional witness. Leave without pay where called as witness by person other than the Council. Leave with pay for attending tribunal involving the Council. Unpaid leave for those taking claims against the council.

Public Duties	Leave without pay for attendance at community council, health council, benefits agency appeals tribunal, college board of management, board of visitors for Prisons and Young Offenders Institution. Leave with pay to attend meetings as members of school boards. Up to 10 days leave with pay for duties with Children's panel or Justice of the Peace.
Election Duties	Paid leave to undertake official duties such as Presiding Officer, Polling Clerk & Enumerator at elections
Interviews	Time off with pay for interviews with local government. Employee who is in a redundancy/redeployment situation paid time off for interviews
Study Leave	Leave with pay for one day for final revision to formal examination, leave with pay granted for employees with approved sponsorship and no leave granted for resitting examinations
Severe Weather/Adverse Conditions	Generally unpaid leave if an employee is unable to report to work. Individual cases will be considered on their own merit and severity of weather conditions

The procedure manual also outlines other entitlements to leave for the following:

- Emergency Services – In the event of a National Emergency or Critical Incident
- International Sporting/Cultural Events
- Youth Organisation Holiday Camps etc.
- Election Candidates & Agents
- Councillor Duties
- Voluntary Service (including overseas)
- Leave for Third Party Claims
- Visiting overseas relatives
- Religious Festivals or Holidays

3. How do I apply for Special Leave?

You should submit a special leave form to your line manager before the leave is taken where possible, although it is accepted in a few circumstances this may not be possible. Appointment cards or other evidence are available these should be provided along with the special leave form. The Special Leave Form can be found in the Education Special Leave Toolkit for Managers or on the hub under HR Forms.

4. Are you a member of Armed Forces Reservist or participate in Cadet Groups?

The Council offers support and promotes involvement of its employees in the Armed Reserve Forces. This is reflected in the signing of the Armed Forces Covenant in 2018. Therefore if you are a Reservist we request you inform your line manager. We would also like to record under your personal details on iTrent that you are a Reservist and for which

Force. This is so the Council is aware of who is participating in such activities and ensure the correct support is provided for training and in the case of mobilisation. If you are a reservist you should apply for special leave when you have training. If you are mobilized you must inform your manager and there is a toolkit to ensure this process and your return is undertaken smoothly.

5. Special Leave can be paid and unpaid. If I take unpaid leave will this affect my continuous service and pension?

If you take unpaid leave this will affect your pension contributions for the period of time of the leave, however if you need more information on what impact this will have and what options you have to repay pension contribution please contact Payroll or the Scottish Public Pensions Fund (SPPA) directly. Any periods of agreed unpaid Special Leave will not affect your continuous service.

6. Can Special Leave be extended?

Employees can request to extend or substitute special leave by using their annual leave.

7. Where can I seek additional information and support from?

If you have any further queries you can speak to your line manager in the first instance. You can also address any queries to the following contacts in the HR & OD Team:

HR Case Advisers			
Name	Job Title	Email	Ext No
Anne Marie Cunningham	Team leader HR Operations	annemarie_cunningham@eastdunbarton.gov.uk	5535
Nikki Edgar	HR Case Management Adviser	nikki.edgar@eastdunbarton.gov.uk	5647
Lorna McLaughlin	HR Case Adviser Management	lorna.mclaughlin@eastdunbarton.gov.uk	3243
Susie Andrews	HR Case Adviser Management	susie.andrews@eastdunbarton.gov.uk	5608
Susan Hamilton	HR Case Adviser Management	susan.hamilton@eastdunbarton.gov.uk	5628

HR Business Partners			
Name	Job Title	Email	Ext No
Lisa MacGregor	Team Leader Organisational	lisa.macgregor@eastdunbarton.gov.uk	3429

	Development		
Lesley Milligan	HR Business Partner	lesley.milligan@eastdunbarton.gov.uk	3429
Caroline Smith	HR Business Partner	caroline.smith@eastdunbarton.gov.uk	3434
Craig Robertson	HR Business Partner	craig.robertson@eastdunbarton.gov.uk	3126
Alison Nisbet	HR Business Partner	alison.nisbet@eastdunbarton.gov.uk	3252

Your Trades Union representatives are also available for support.