

Special Leave Categories that can be requested via myHR

Absence Type	Absence Reason	Qualifying Conditions	Paid leave allowance	Unpaid leave allowance
Adverse Weather	Adverse / Severe Weather Unpaid Adverse Weather Policy	When weather or some other adverse event prevents employees from reporting to work or they will report late and/or need to leave work early	n/a	An employee who does not report for duty due to severe weather or some adverse event and does not work will not be paid
Bereavement Leave	Leave to make funeral arrangements / attend a funeral Special Leave Policy	Leave to organise a funeral or to attend a funeral of a family member or close friend	Reasonable paid leave to attend a funeral, up to a maximum of 3 days paid leave if responsible for making arrangements for the funeral service	A limited amount of unpaid leave may be authorised depending on circumstances
Compassionate Leave	Leave to care for a dependant who is terminally ill Special Leave Policy	Leave to spend time with and/or care for a dependant, or close relative or friend who is in the latter stages of a terminal illness or life threatening condition	Up to 5 days paid leave to be with a partner, or close relative or friend who is in the latter stages of a terminal illness or has a life threatening condition	Up to a maximum of six months unpaid leave to care for a dependant who is terminally ill.
Family Care Leave	Breakdown of Childcare Special Leave Policy	The purpose of this leave should be for the parent or carer to make alternative arrangements for the care of the dependant, and not for the ongoing care of the dependant	n/a	Reasonable unpaid time off to deal with the emergency and make alternative arrangements
	Planned Healthcare for a young child/illness of a dependent Special Leave Policy	Leave to care for a sick dependant or attend medical appointments where these cannot be made outwith working hours	Up to 5 working days paid leave in any rolling 12 month period	Up to 10 days additional unpaid leave in any rolling 12 month period
Health /Hospital Appointments	Ante Natal Care Family Leave Policy	Leave to attend ante-natal appointments and preparation for birth/parenthood classes	Pregnant employees - reasonable time off work with pay. Partners or nominated carers - leave to accompany a pregnant partner/ dependant to up to 3 ante-natal appointments.	n/a
	Elective Surgery Special Leave Policy	Appointments relating to elective surgery that cannot be arranged outwith working hours	n/a	A reasonable amount of time to attend appointments
	Fertility Treatment Special Leave Policy	Leave for hospital appointments in relation to fertility treatment	Reasonable paid time off for first course of treatment	Reasonable unpaid time off for subsequent courses
	Hospital / Non-routine health related appointment Special Leave Policy	Appointments at hospital or an appropriate healthcare setting for examination, consultation or treatment should, where feasible, be arranged outwith working hours	A reasonable amount of paid leave, pertinent to the individual employee's circumstances	When a reasonable amount of paid leave has been exhausted, unpaid leave may be granted
	Routine Health related appointment Special Leave Policy	Routine optical, physiotherapy, dental or other medical or GP appointments should if possible be arranged outwith normal working hours	n/a	Reasonable amount of leave to attend appointments that cannot be arranged outwith working hours

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Interview	Outwith ELC <i>Special Leave Policy</i>	Leave to attend job interviews with other employers	Teachers only – Up to one day's paid leave paid leave to attend teaching interviews, up to a max of 5 days in any one school year	All other staff – Unpaid time off to attend an interview with another company
	Within ELC <i>Special Leave Policy</i>	Leave to attend job interviews within ELC	Reasonable amount of time to attend the interview	n/a
Other Leave	Adoption Meetings <i>Family Leave Policy</i>	Leave to enable prospective adoptive parent(s) to attend court hearings, case conferences and other formal meetings.	SNCT Teaching Conditions only: Main adopter - Up to 5 adoption appointments Secondary adopter - Up to 2 adoption appointments All other T&Cs Main adopter - Up to 3 adoption appointments Secondary adopter - Up to 3 adoption appointments	n/a
	Attendance at Wedding/Civil Partnership <i>Special Leave Policy</i>	Applies to all staff excluding teachers (see separate agreement for Teachers Leave below)	n/a	Exceptionally a limited amount of unpaid leave may be authorised
	Domestic Emergencies <i>Special Leave Policy</i>	Domestic emergencies include a household fire, household flood or burglary	n/a	Time to deal with the domestic emergency
	Graduation	Time to attend a graduation ceremony should not normally be granted during school term time	n/a	Exceptionally a limited amount of unpaid leave may be authorised
	Holiday during term time	Leave should not normally be granted during school term time	n/a	Exceptionally a limited amount of unpaid leave may be authorised
	Member of Children's Panel <i>Special Leave Policy</i>		Leave to attend meetings	n/a
	Religious / Cultural Observance <i>Special Leave Policy</i>		n/a	Time off for religious/cultural observance subject to needs of the service
Teachers Leave (all employees with SNCT T&Cs)	Attendance at Wedding/Civil Partnership <i>Special Leave Policy</i>	Leave to attend a close family member's wedding/civil partnership	Up to 1 day's paid leave to attend the wedding of a close relative.	Special consideration will be given where travelling difficulties are involved
	Moving House <i>Special Leave Policy</i>	Teachers are encouraged to arrange house removals out with normal working periods	Where alternative arrangements cannot be made, 1 day's paid leave may be authorised	
	Own Wedding/Civil Partnership <i>Special Leave Policy</i>	Leave should not normally be granted during school term time	n/a	Exceptionally a limited amount of unpaid leave may be authorised