Special Leave Categories that can be requested via myHR

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

Special Leave Categories that can be requested via myHR

Exceptionally a limited amount of unpaid leave may be authorised properly and pro	Absence Type	Absence Reason	Qualifying Conditions	Paid leave allowance	Unpaid leave allowance
Mithin ELC Leave to attend job interviews within ELC Special Leave Policy Special L	Interview		interviews with other	one day's paid leave paid leave to attend teaching	off to attend an interview with
Other Leave Other Leave Other Leave Adoption Meetings Family Leave Policy Adoption Meetings Leave to enable prospective adoptive parent(s) to attend court hearings, case conferences and other formal meetings. Attendance at Partnership Partnership Pomestic Emergencies Domestic Emergencies Include a household fine, h				5 days in any one school year	
Dther Leave			•	time to attend the	n/a
adoptive parent(s) to attend court hearings, case conferences and other formal meetings. Attendance at Wedding/Civil acreements and other special Leave Policy Teachers Leave Policy	Other Leave		Lagranta analila muananativa		
Wedding/Civil Partnership Special Leave Policy Domestic Emergencies include a household fire, household flood or burglary	Other Leave		adoptive parent(s) to attend court hearings, case conferences and other	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	n/a
Include a household fire, household fire, household flood or burglary		Wedding/Civil Partnership	teachers (see separate agreement for Teachers	n/a	
graduation ceremony should not normally be granted during school term time Holiday during term time Leave should not normally be granted during school term time Member of Children's Panel Special Leave Policy Religious / Cultural Observance Leave (all employees with SNCT T&Cs) Teachers Leave Moding/Civil Partnership Moving House Teachers Special Leave Policy Teachers Leave Policy Attendance at Wedding/Civil partnership with Informal working periods Down Wedding/Civil Partnership Down Wedding/			include a household fire,	n/a	Time to deal with the domestic emergency
time be granted during school term time of unpaid leave may be authorised Member of Children's Panel Special Leave Policy Religious / Cultural Observance Special Leave Policy Teachers Leave (all employees with SNCT T&Cs) T&Cs) Moving House Special Leave Policy Teachers Leave Policy Moving House Own Wedding/Civil Partnership Own Wedding/Civil Partnership Degranted during school term time Leave to attend meetings n/a Time off for religious/cultural observance subject to needs of the service Up to 1 day's paid leave to attend the wedding of a close relative. Where alternative arrangements cannot be made, 1 day's paid leave may be authorised Where alternative arrangements cannot be made, 1 day's paid leave may be authorised Exceptionally a limited amour of unpaid leave may be authorised		Graduation	graduation ceremony should not normally be granted during school term	n/a	
Panel Special Leave Policy Religious / Cultural Observance Special Leave Policy Teachers Leave (all employees with SNCT T&Cs) Moving House Special Leave Policy Teachers are encouraged to arrange house removals out with normal working periods Own Wedding/Civil Partnership Own Wedding/Civil Partnership Degranted during school term time Panel N/a Time off for religious/cultural observance subject to needs of the service Special Leave Policy Dup to 1 day's paid leave to attend a close family member's wedding of a close relative. Special Leave Policy Where alternative arrangements cannot be made, 1 day's paid leave may be authorised N/a Exceptionally a limited amour of unpaid leave may be authorised			be granted during school	n/a	'
Religious / Cultural Observance Special Leave Policy Teachers Leave (all employees with SNCT T&Cs) Moving House Special Leave Policy Teachers are encouraged to arrange house removals out with normal working periods Own Wedding/Civil Partnership Com Wedding/Civil Partnership Religious / Cultural observance subject to needs of the service Up to 1 day's paid leave to attend the wedding of a close relative. Special Leave Policy Where alternative arrangements cannot be made, 1 day's paid leave may be authorised Own Wedding/Civil Partnership Degranted during school term time N/a Time off for religious/cultural observance subject to needs of the service Special Leave Policy Where alternative arrangements cannot be made, 1 day's paid leave may be authorised N/a Exceptionally a limited amour of unpaid leave may be authorised		Panel		Leave to attend meetings	n/a
Teachers Leave (all employees with SNCT T&Cs) Attendance at Wedding/Civil family member's wedding/civil partnership Teachers Leave (all employees with SNCT T&Cs) Attendance at Wedding/Civil family member's wedding/civil partnership Teachers are encouraged to arrange house removals out with normal working periods Own Wedding/Civil Partnership Attendance at Wedding/Civil family member's to attend the wedding of a close relative. Where alternative arrangements cannot be made, 1 day's paid leave may be authorised Own Wedding/Civil Partnership Degranted during school term time Degranted during school term time Degranted during school term time Degrand a close relative. Where alternative arrangements cannot be made, 1 day's paid leave may be authorised Exceptionally a limited amour of unpaid leave may be authorised		Religious / Cultural Observance		n/a	Time off for religious/cultural observance subject to needs of the service
Moving House Teachers are encouraged to arrange house removals out with normal working periods Own Wedding/Civil Partnership Teachers are encouraged to arrangements cannot be made, 1 day's paid leave may be authorised Nhere alternative arrangements cannot be made, 1 day's paid leave may be authorised Teachers are encouraged to arrangements cannot be made, 1 day's paid leave may be authorised Teachers are encouraged to arrangements cannot be made, 1 day's paid leave may be authorised	Leave (all employees with SNCT	Attendance at Wedding/Civil Partnership	family member's	to attend the wedding of	given where travelling
Partnership be granted during school of unpaid leave may be term time authorised		Moving House Special Leave Policy	arrange house removals out with normal working periods	arrangements cannot be made, 1 day's paid leave may be authorised	
Special Leave Policy			be granted during school	n/a	