

Extended leave scheme

Extracts from the Local Terms and Conditions of Service

Effective 1st September 2001

EXTRACT FROM PART 2, LOCAL TERMS AND CONDITIONS OF SERVICE

11.4 Extended Leave

Employees may take up to one year's absence from work as a mix of paid and unpaid leave. One year's notice is required. Designated managers will consider budget provision for funding a replacement and their ability to make satisfactory cover arrangements within the service before granting such leave. Once agreed the designated manager will not be able to cancel the agreed leave (however if an employee subsequently requests a career break then the agreed extended leave will have to be incorporated into the longer period of the career break, if appropriate). The procedures are set out in part 3, paragraphs 11.6 (extended leave) and 11.12 (career break).

EXTRACT FROM PART 3, LOCAL TERMS AND CONDITIONS OF SERVICE

11.6 Extended Leave

11.6.1 Employees may plan to take a future period of extended leave at the discretion of their designated manager. A minimum of 12 months notice is required for all applications for extended leave.

11.6.2 The granting of extended leave will be subject to the designated manager approving a written application setting out a plan of the proposed extended period of leave. The plan must show dates and duration and explain the reason for the request and how leave will be accounted for.

11.6.3 Designated managers will consider service needs, budget provision and cover arrangements before agreeing any proposal.

11.6.4 Where an extended leave proposal is agreed the following rules shall apply:

- i) employees must at all times notify the Council of changes to their main contact address.
- ii) employees may accumulate leave up to a maximum of 30 days by carrying over a proportion of their annual leave entitlement for a period of years.
- iii) not more than 40% of an employee's annual leave entitlement may be carried forward for this purpose in any one year and not more than 30 days accumulated in total.
- iv) the maximum amount of paid leave that an employee may take in any one leave year shall be;

- a) the full annual leave entitlement for the leave year in question
- b) accumulated leave from previous years
- c) permitted anticipated leave from the next year

11.6.5 If an employee leaves before taking the accumulated leave any leave that cannot be taken before or during the notice period will be lost. This will not apply where an employee is being made redundant and cannot take the leave before the date of leaving because of the needs of the service.

11.6.6 The extended leave plan submitted to the designated manager may include a request for a period of unpaid leave to be added to paid leave. The maximum time permitted away from work shall be one year. The following general rules shall apply:

- i) two years continuous service with the Council is required before an application under the extended leave scheme will be considered.
- ii) one period of extended leave will be allowed every 5 years.
- iii) extended leave shall not be used to carry out any form of other paid employment.
- iv) failure to return to work on the due date will result in termination of employment unless the Council is notified of and agrees an acceptable reason.
- vi) An employee who has an existing agreement with their manager for a period of absence under the extended leave scheme and who then takes a career break instead (see part 3, para 11.12) will not be able to take the planned 'extended leave' unless it can be incorporated into the term of the career break.
- vii) Leave, which had been 'accumulated' for the purposes of taking the extended leave (see para 11.6.4 above), must be used in the first 12 months of a career break.
- viii) Other conditions of service will apply as set out the career break scheme in part 3, paragraphs 11.12.10 (ii)-(v).