

## Leave and Special Leave Policy and Procedure

### Summary

To implement an updated Leave and Special Leave Policy and Procedure to provide entitlement and guidelines.

### Wards Affected

N/A

### Recommendation

The Employment Committee is asked to **RESOLVE** that the updated Leave and Special Leave Policy and Procedure, as set out at Annex A to the report, be adopted referring to the new HR system Itrent and the introduction of Parental Bereavement Leave.

### 1. Resource Implications

1.1 There are no resource issues arising from this report.

### 2. Key Issues

2.1 The purpose of introducing Parental Bereavement Leave in the Leave and Special Leave Policy and Procedure.

2.2 Incorporating the leave provision for employees with the introduction of the HR system Itrent.

2.3 This policy should be read in conjunction with the Council's Overtime Policy; Disciplinary Policy; Grievance Procedure and other relevant policies.

2.4 Once the Leave and Special Leave policy and procedure has been approved, this will be shared with staff on eScene and Human Resources will provide advice and guidance.

### 3. Options

3.1 The Committee is asked to note the updated Leave and Special Leave Policy and Procedure and agree that the policy be adopted.

<b>ANNEXES</b>	<b>Annex A – Leave and Special Leave Policy and Procedure</b>
<b>BACKGROUND PAPERS</b>	<b>N/A</b>

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