

Surrey Heath Borough Council
Employment Committee
26 January 2023

Leave and Special Leave Policy

Strategic Director/Head of Service	Sally Kipping - Head of HR, Performance and Communications
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of the Leave and Special Leave Policy which we have adopted within Surrey Heath Borough Council. This policy has tracked changes to show the amendments that have been made and it will be kept under review as we continue to make adjustments to the working practices.

The revised Policy was reviewed by the joint Staff Consultative Group on 24 November 2022.

Recommendation

The Committee is advised to RESOLVE that the revised Leave and Special Leave Policy, as set out at Annex A to this report, be adopted.

1. Background and Supporting Information

1.1 This policy continues to evolve as we continue to review and monitor the requirements of the Council, legislation and staff.

2. Reasons for Recommendation

2.1 To ensure that employees are correctly advised of leave and special leave requirements.

3. Proposal and Alternative Options

3.1 Adoption of this Leave and Special Leave Policy.

4. Contribution to the Council's Five Year Strategy

4.1 No matters arising.

5. Resource Implications

5.1 No matters arising

6. Section 151 Officer Comments:

6.1 This Leave and Special Leave Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This Leave and Special Leave Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 No matters arising.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 No matters arising.

Community Engagement

9.4 No matters arising.

Annexes

Annex A – Revised Policy