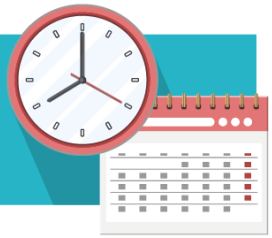
Additional Leave Policy

South Oxfordshire and Vale of White Horse District Councils



South Oxfordshire District Council
Listening Learning Leading

Vale of White Horse District Council



Change Record

Change Record	
Policy Title	Additional Leave Policy
Version Number	7
Owner(s)	People and Culture Team
Author(s)	People and Culture Team
Approved by	People and Culture Team, SMT and UNISON
Effective date	1 November 2026
Renewal date	31 October 2029
Changes made	Added reference to the Employment Rights Act (2025). Have included further policies that enable staff members to access additional leave (e.g., carer's leave policy and volunteering policy). Referenced the bereavement leave entitlement employees have access to.

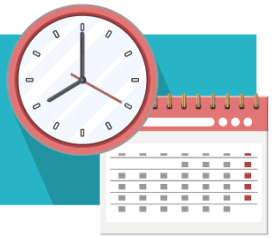
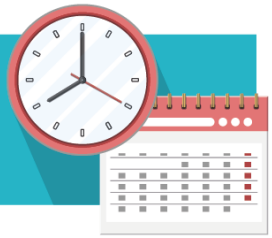


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1 Vision and Values

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high-quality cost-effective public services.

Our Values

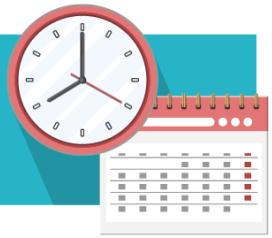
Working Together
We are a committed professional team, who embrace change and help one another improve

People and Planet
We care about each other and the environment we share

Respect
We act with integrity, and champion diversity and inclusivity

Accountability
We take ownership, do what we say, strive for clarity and welcome feedback

Approachability
We are open, honest and accessible



2 Introduction

2.1 Purpose

This policy explains entitlements to additional leave and how these should be managed.

2.2 Scope

This Policy applies to all permanent and temporary employees of the councils excluding Contractors/Agency Workers who are the employees of third parties.

The councils reserve the right to revise, withdraw or replace policies at any time and to introduce new policies from time to time to reflect the changing needs of the organisations.

This policy document supersedes any previously existing or alternative policies, agreements or arrangements relating to Additional Leave at the councils.

2.3 Contractual Status

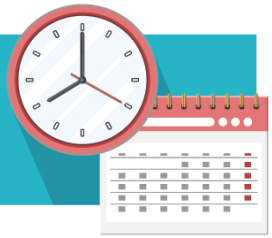
This policy is non-contractual. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing. The councils will consult all employees on any major changes to the policy.

2.4 Relevant Legislation

Equality Act 2010
Employment Rights Act (1996)
Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)
Employment Rights Act (2025)

2.5 Alternative Formats

Please do not hesitate to contact a member of the equalities and wellbeing team if you would like this policy in and alternative format. Email: equalities@southandvale.gov.uk.



3 Policy

3.1 Summary

This policy covers additional leave entitlements. For information on annual leave and bank holidays, please see the Annual leave and Bank Holidays Policy and for information on annualised hours please see the Annualised Hours Policy.

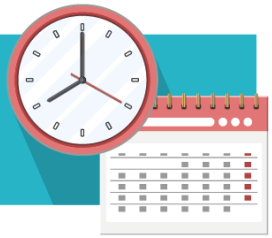
To book leave, employees should book it through the MyView portal. There is guidance for staff on how to use MyView on OurSpace Staff will be able to send annual leave, annualised hours, volunteering leave and carer's leave requests to their managers for approval.

Other policies referring to types of leave or the use of leave include:

- Maternity Policy
- Paternity Policy
- Adoption and Surrogacy Policy
- Parental Leave Policy (under development)
- Carer's Leave Policy
- Sickness Absence Policy
- Learning and Development policy (includes study leave)
- Bereavement and Compassionate Leave Policy
- Volunteering Policy (i.e. staff volunteering for external organisations)

3.2 Routine Medical, Dental & Optician Appointments

Doctor's, dental, hospital outpatient, optician or other medical appointments should be arranged outside of your usual working hours where possible or with the least disruption. If they are arranged during work time, the time off to attend them should be taken in staff own time as annualised hours. If employees are not part of the annualised hours scheme and have an appointment in work time, they should agree with their manager how to record it.



There are separate arrangements for ante-natal/maternity appointments – see the Maternity Policy for more information.

3.3 Medical Appointments for serious illness or ongoing treatment

It is noted that where an employee has a serious illness or disability there may be an increased number of medical appointments to undergo treatment and the councils want to support staff through this challenging time. If employees are not signed off sick during this period and have the need for ongoing medical treatment, they should liaise with their line manager and strategic HR at the earliest opportunity to agree what temporary adjustments can be agreed to support them at a challenging time. Each request will be considered on a case-by-case basis. Any time off to attend appointments as part of a reasonable adjustment would be logged as authorised paid leave.

Emergency hospital treatment or planned in-patient surgery should be recorded as sickness in accordance with the Sickness Policy.

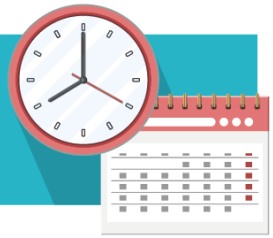
3.4 Blood donations

Staff are able to attend blood donation appointments within a reasonable distance in working time without needing to use annualised hours. Annualised hours should be used for the appointment and any travel time to and from the appointment over the reasonable distance. If staff are involved in blood platelet donation or organ donation they can take up to one hour per appointment (excluding travel time) during work hours with agreement from their line manager, in addition to any blood donations.

3.5 Time off for public duties

Employees are able to take time off for public duties if they are one of the following:

- a magistrate, sometimes known as a justice of the peace
- a local councillor (for a council other than your employer such as a parish council)
- a school governor
- a member of any statutory tribunal (e.g. an employment tribunal)

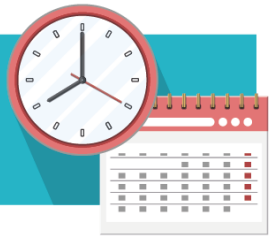


- a member of the managing or governing body of an educational establishment
- a member of a health authority
- a member of a school council or board in Scotland
- a member of the Environment Agency or the Scottish Environment Protection Agency
- a member of the prison independent monitoring boards (England or Wales) or a member of the prison visiting committees (Scotland)
- a member of Scottish Water or a Water Customer Consultation Panel
- a trade union member (for trade union duties)

If employees fall into one of the categories above, they are entitled to take a reasonable amount of time off to go to meetings or carry out your duties. It is not always straightforward to define 'reasonable' and what is reasonable will depend on:

- what their duties are
- the time they need to carry them out
- the impact on the delivery of their work and on their colleagues
- how much time they have already had for public duties or trade union activities

Employees should agree the time they are able to take with their manager and where agreement cannot be reached advice should be sought from the Strategic HR Business Partner Team. If staff wish to take significant or ongoing time off, their manager may decide to liaise with the relevant Service Director before they confirm arrangements with them. If time off is agreed to fulfil public duties, paid leave of absence will normally be given up to a maximum of ten days per annum for a full-time employee, with the amount pro rata'd if they work part-time. If employee's responsibilities take more time than this, the additional time off will be taken as annualised hours, annual leave, or unpaid leave.



3.6 Jury service and court appearances

If staff are required to appear in court as a juror, they should advise their line manager and Strategic HR of this. The line manager should book the time off on MyView as jury service. This will be processed as paid leave.

If staff are called to court as a witness to a criminal offence, they should provide proof of this to their line manager in order to confirm the time off you will be taking. Staff may not be paid and therefore may be asked to use annualised hours, annual leave or unpaid leave to attend. Payment will be at the discretion of their Service Director in consultation with Strategic HR.

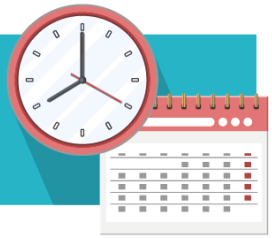
If staff need to attend court as a defendant or for any other matter, they may not be paid for their time away from work depending upon the circumstances and at the discretion of their Service Director in consultation with Strategic HR.

3.7 Emergency Leave

This is paid leave that can be granted in exceptional circumstances by line managers in consultation with the relevant Service Director. Emergency leave may be granted in the unexpected event that an immediate dependent (child / spouse or parent) is taken seriously ill requiring immediate hospital treatment, or in the case of an extreme household emergency such as a major flood or house fire. Up to ten days' emergency leave may be given in any leave year. Employees should contact their line manager at the earliest opportunity (as they would if they were unwell themselves) and request emergency leave. The manager can add any emergency leave (paid or unpaid as agreed with the Service Director) into the MyView system.

3.8 Caring for dependents

If employees have dependents or care for someone, they are entitled to take a reasonable amount of time off work to deal with unexpected or sudden emergencies relating to the dependent and to make any necessary longer-term arrangements. Please see the Carer's Policy for more detail.



3.8 Bereavement

If an employee needs to take time off work due to the death of a loved one or a close relative or friend, they can use their unpaid bereavement leave or request paid bereavement leave from their service manager. Further information can be found in the Bereavement and Compassionate Leave Policy or the Parental Bereavement Leave Policy (this is under development and will be available on OurSpace shortly).

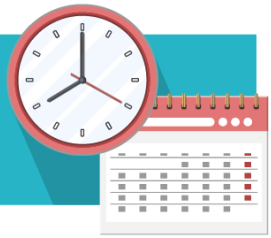
3.9 Sabbaticals

A sabbatical is a period of unpaid leave which can be requested by any employee with more than two year's continuous service with either Vale of White Horse and / or South Oxfordshire district council by the time they take the leave. The relevant line manager and Service Director would need to agree to any request after consultation with Strategic HR. The maximum period is a year. The relevant line manager and Service Director are not obliged to agree to requests and need to make sure that service delivery can be maintained during any agreed time off.

If staff would like to apply for a sabbatical, they should submit their request in writing to their manager detailing when they wish to go on sabbatical and for how long and any contact information whilst they are away. Staff should give at least one month's notice in advance of taking the sabbatical. When agreeing to a sabbatical there will also be an agreement on how to maintain contact and update the employee on significant issues/changes whilst they are on sabbatical.

During any sabbatical, employees will not accrue annual leave or accrue any contractual benefits. Employees will be able to return to the same job in which they were employed under their present contract of employment on terms and conditions no less favourable than those which would have applied if they had not been absent (unless all employees' terms and conditions have been changed, for example by collective agreement).

Employee service will be viewed as continuous, and if they are due to receive an incremental pay increase during your sabbatical the new salary will apply on their return providing, they have worked a minimum of six months in the relevant financial year. In some circumstances, it may not be possible for their current job to be held open, but they may return to an



equivalent role. In the event that there may be a significant change to an employee's role whilst they are on sabbatical, they will be contacted and consulted. The method and frequency of any contact would normally be agreed between the employee and their manager and Service Director prior to their sabbatical.

3.11 Unpaid leave

Employees may agree a period of unpaid absence with your line manager that doesn't fit into the types of leave outlined above (or is classed as relevant child related leave). If this was granted it would normally be because an employee does not have annual leave or annualised hours available to use. As with any other absence, it should not cause operational problems and will be at the discretion of their line manager.

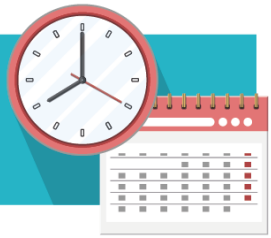
For periods of unpaid leave which are **not child related leave** where the absence is 14 days or under, employee and employer pension contributions will be deducted and paid into an employee's pension. Where unpaid absence is 15 days or more no pension contributions will be deducted and employees can choose to restore their pension on their return to work using a Qualified Additional Pension Arrangement (QAPA). If an employee elects to enter into a QAPA both employer and employee contributions must be paid.

3.12 Child Related Leave

For information on what happens during periods of child-related unpaid leave please see the relevant policies for more information as these unpaid periods are treated differently.

Relevant child related leave is defined as:

- ordinary maternity leave – normally the first 26 weeks
- ordinary adoption leave – normally the first 26 weeks
- paid additional maternity leave – normally weeks 27 to 39
- paid additional adoption leave – normally weeks 27 to 39
- unpaid additional maternity leave – if the unpaid period started 1 April 2026 or later



- unpaid additional adoption leave – if the unpaid period started 1 April 2026 or later
- paid shared parental leave
- unpaid shared parental leave – if the unpaid period started 1 April 2026 or later
- paternity leave
- bereaved partner's paternity leave
- paid parental bereavement leave
- paid neonatal care leave.