

Type of Special Leave	Cardiff Council Special Leave Provision	GLL Special Leave Provision
General provisions	Apply for approval via Digigov or using the prescribed form as far in advance as possible	<p>Requirement for relevant supporting documentation provided (3.1)</p> <p>Maximum number of days allowable will be pro-rata for part-time staff. (3.3)</p> <p>Where time off is taken as unpaid leave – form must be completed and sent to employee services with as much notice as possible (medical appts, some carer leave, funeral) at least 2 weeks notice (religious or cultural observance, leave for public duties).</p> <p>Where leave is unforeseen – employee must call the manager to obtain authorisation for leave before shift starts or before 10 am whichever is earlier (bereavement, carer leave)</p> <p>Managers to check appropriate documentation and ensure maximum provision not exceeded.</p>
<p>Bereavement Leave</p> <p>Death of immediate relative</p>	10 days, maybe extended in exceptional circumstances	Up to 5 days leave, further time off to be taken as annual or unpaid leave as a result of death of a close relative. (normally but not exclusively defined as spouse, partner, parent, son, daughter, brother or sister)

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Death of staff/colleague	Leave to attend funeral – for direct line manager or representative. Other employees may request leave /flexi	Discretionary paid to leave to attend funeral
Domestic or Personal emergencies	<p>Depending on circumstances of the case, up to 2 days leave for each circumstance</p> <p>Leave to deal with certain unexpected or sudden emergencies which are immediate, severe and/or tragic and to make necessary long-term arrangements. Some examples are critical illness of family / fire / theft / flood</p>	<p>Carer leave provision to deal with emergency involving a dependent (spouse, partner, child or parent or cared for individual who lives with employee)</p> <p>Discretionary paid leave up to a maximum of 5 days in a 12 month period.</p> <p>Unpaid leave can be granted by Manager to deal with such crises</p> <p>A medical certificate, copy of the MATB1 form or evidence of breakdown of carer arrangement may be required</p>
<p>Personal medical appointments e.g. GP, Dentist and Opticians</p> <p>Hospital appointments, OH and Employee Counselling</p>	Where not possible to arrange an appointment outside of working hours. Time allowed for appointment and reasonable travel time usually up to 2 hours or can be extended to a reasonable time agreed or up to a maximum of 1 day for hospital appointment, day surgery or medical procedure etc.	<p>Where appointments cannot be made outside of working time, dates and time of appointment must be agreed in advance and should be made at beginning or end of working day to minimise disruption.</p> <p>Employee required to make up the hours at some other time. Where time off is taken (paid or unpaid) evidence of the</p>

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		<p>medical appointment maybe required by the manager (7.3)</p> <p>Time-off for elective treatments will normally be taken as annual or unpaid leave. Evidence of a medical appointment maybe required by manager</p>
Dependant appointments – accompanying dependants to attend medical appointments GP or hospital or to non-medical appointments e.g. social worker or care professional	Time allowed for appointment and reasonable travel time usually up to 2 hours	
Sporting or Cultural Events selected to participate in a representative sporting or cultural event national or international levels	Participants in representative events allowed to stay for the duration if they are actively participating, up to a maximum of 5 days	<p>Provision to allow for employee to take time off for religious and cultural observance. Time should be taken as annual leave, unpaid leave or swapping of shifts.</p> <p>Normal leave request apply for annual leave to cover this, two weeks notice required if time off taken as unpaid leave. Shift swapping or TOIL by arrangement with manager</p>
<p>Training</p> <p>Leave to sit approved examinations relevant to job approved through post entry training scheme</p>	<p>Time required to sit exams plus up to three days revision leave. Maximum half a day per examination</p> <p>Up to 1/2 day leave</p>	

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Leave to attend personal graduation		
Attendance to a job interview:		
For jobs within the council	Time required to attend interview	
For any other job interview	Annual leave / flexi leave. For roles that do not have access to flexi time or not able to take ad-hoc annual leave special leave permitted as long as evidence of interview provided to attend Local Authority / public body interviews.	
Public duties	Up to a maximum of 18 days (aggregated) per annum for all categories identified e.g. Members of LA, appt to serve on a Committee, Tribunal or panel, Justices of the Peace, School Governors, Official Prison Visitors, Special Constabulary	Recognise statutory right to reasonable unpaid time off for public duties – e.g. holding duties as magistrate, local Councillor or School Governor, being a member of a governing body in England and Wales, serving in territorial army etc. Taken as annual leave or at least two weeks notice for unpaid leave. Evidence of meeting maybe required by manager/
Military duties (non regular forces)	Up to a maximum of 2 weeks per annum for annual camp	
Candidate in local authority, Parliamentary, Welsh Assembly or European Election	One day leave on polling day	
Cardiff Council run elections	1 day off with pay per election, subject to business requirements	

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Volunteering activities in accordance with Cardiff Volunteering service	Up to a maximum of 5 days (pro-rata)	
Attendance to court as witness or juror (not in connection with work)	Time required attending court (Employee must claim and pay to the Council any “loss of earnings”	<p>Where employee is summoned for Jury service and send a copy of the jury summons with request for authorisation. GLL will continue to pay the employee as normal and claim for loss of earnings from the Courts and Tribunal Service. GLL will deduct amount from their pay in the next period. Evidence of amount paid for loss of earnings should be sent to Employee services within 6 working days - so that an equal amount can be deducted from employees next pay period.</p> <p>Send a copy Jury summons with authorisation from manager</p>
Attendance to court as defendant	Special leave available where employees are required to attend court either by the Council or where this is a requirement of their job	
Adverse Weather	Annual leave, flexi, unpaid leave or making up hours	
Unpaid Leave	Requests beyond 5 days approved by Director, and HR in consultation with Line manager	