

Comparison Table	Leave Policy
Reference Number	HRLVE
Version Number	01
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Ratifying Committee	Policy & Resources Committee, Council

Background

No previous Leave Policy existed. Information regarding leave and time off from work was covered in various locations on the Council's intranet. This policy brings all the information under one heading and compliments the Collective Agreement.

Section	Old Policy/Information	New Policy
Annual Leave	Intranet and Statement of Particulars - Old leave entitlement based on grade and length of service	Leave entitlement updated in line with the Collective Agreement – based on length of service only Guidance on booking leave
Outstanding Annual Leave	Intranet - Guidance on leaving the Council and leave	No change – fuller explanation
Carry Over and Untaken Leave	Intranet - Only referenced the carry forward of leave in excess of 1 week, no provision to ensure full entitlement taken and carry forward should be an exception.	Guidance to encourage managers and employees to ensure leave entitlement taken to minimise necessity to carry forward leave to the next year and support employee health and wellbeing.
Annual Leave and Long Term Sickness	Absence management policy	No change
Continuous Service	Not directly referenced anywhere	No change to definition (defined in law), clearer explanation and guidance in line with legal definitions
Bank Holiday Entitlement	Intranet and statement of particulars	No change
Flexitime Leave	Intranet – flexi system guidance	No change, references Flexible Working Policy
Time off in lieu (TOIL)	Intranet – flexi system guidance	No change – clearer guidance
Medical Appointments		Clearer guidance on time off for medical appointments
Other Paid Leave	Intranet <ul style="list-style-type: none"> • Compassionate Leave • Time off for public duties – referenced but no explanation • Interviews with other LAs 	<ul style="list-style-type: none"> • No change to entitlement • Full explanation of all types of public duties and permitted time off • No change
Unpaid Leave	Intranet	Greater detail regarding types of unpaid leave
Buying and Selling Leave	No previous entitlement	New entitlement, as agreed under the Collective Agreement

Strike/Industrial Action	No previous information found	Clearer guidance provided.
Adverse Weather Conditions	Intranet – Guidance allowed for credit of core time only (10-12, 2-3.30) missed at line manager's discretion if genuinely unable to get in to work or work from home	There is no automatic legal right for a worker to be paid for working time they have missed because of travel disruption or bad weather. Previous guidance meant there was a risk of inconsistent application. Updated guidance is clearer.
Family Related Leave	Referenced and referred to individual policies for Maternity, Paternity and Parental Leave	Referenced in new policy - Being covered by a separate policy covering all family related leave.