

Time Off & Leave

Leave categories summary chart

Introduction

This chart summarises the main reasons for taking time off work at ECC, how much time you can expect to take off and whether it will be paid or unpaid. The period of time off shown on the chart will usually be pro rata for part time employees.

For any other reasons and the general principles, see the Taking Time Off pages on the intranet: <https://intranet.essex.gov.uk/employee-support/taking-time>

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Key to whether the time off is a legal entitlement, a national agreement or ECC policy

- S** Statutory – where the law specifies leave must be given or case law also applies
- S+** Statutory Plus – where legal provision exists but it has been enhanced by National Conditions or employer policy
- C** National Conditions – where National Conditions apply
- P** Employer policy – where employer policy allows for the leave subject to Service/operational requirements.

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|---|---|----------------------------|--|---|
| S+ | Adoption Leave | An employee who adopts a child is entitled to up to 52 weeks leave. The first 39 weeks of the leave may be paid subject to meeting certain conditions. Adoption leave also applies to parents in surrogacy cases who have applied or intend to apply for a Parental Order within 6 months. See also Parental leave and Shared Parental Leave | Up to 52 weeks | Weeks 1-39 may be paid subject to conditions | Adoption leave Essex Intranet |
| S | Adoption Meeting Leave (individual or joint adopter - paid time) | An employee who has been notified that a child/children are to be placed with them for adoption is entitled to time off to attend meetings with the child, current carers, social workers, etc. Where jointly adopting, only one of the couple is entitled to choose the paid time off allowance. | Up to 5 separate occasions | Paid | Pre-adoption appointments Essex Intranet |
| S | Adoption Meeting Leave (joint adopter - unpaid time) | An employee who is jointly adopting but whose partner/spouse is taking the paid time off for meetings is entitled to a lower amount of unpaid time off to attend meetings with the child, current carers, social workers, etc. | Up to 2 separate occasions | Unpaid | Pre-adoption appointments Essex Intranet |
| C | Adoption Support Leave | See Maternity/Adoption Support Leave (and Paternity leave) below | | | Maternity and adoption support leave Essex Intranet |
| P | Annual leave | See Holiday | | | Annual leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|--------------|--|---|----------------------------|---|---|
| P | Annual Leave-Purchase | Employee can buy up to 5 days (37 hours) extra annual leave each year (pro rata for part time workers). This additional leave can be purchased in March or September. | 5 days | Deducted from Employee's monthly pay | Buying more annual leave Essex Intranet |
| S | Antenatal Care | All pregnant employees have a statutory right to reasonable time off work for antenatal care. | As and when required | Paid | Antenatal appointments Essex Intranet |
| S S+ C | Antenatal Support Leave | <p>The husband, father, partner or intended applicant for a parental order (surrogacy arrangement) has the legal right to unpaid leave to accompany the mother up to 2 separate ante-natal appointments.</p> <p>ECC policy extends this entitlement to the employee's nominated carer if a new or expectant parent does not have sufficient support from the father, spouse or partner</p> <p>All other parent craft classes or additional ante-natal or medical appointments with the expectant parent will normally be treated using existing leave provisions (eg holiday or flexible working or unpaid authorised leave).</p> | Up to 2 separate occasions | Unpaid | Antenatal appointments Essex Intranet |
| S S+ C | Antenatal Support Leave - Medical Emergency | <p>Line managers have discretion to allow time off to fathers-to-be, partners, the intended applicant for a parental order (surrogacy arrangement) or the expected parent's nominated carer in emergency circumstances.</p> <p>Paid time off may be appropriate where there is a medical emergency resulting in the expectant parent needing to be admitted to hospital or a non-routine medical</p> | Discretionary as and when. | Unpaid/Paid depending on circumstances. | Antenatal appointments Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|---|---|---|--------------|---|
| | | <p>examination and the nominated carer needs to support the expectant parent.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Maternity/Adoption Support Leave • Dependants Leave • Compassionate Leave (serious illness or injury of a loved one) | | | |
| P | Bereavement of a dependant/ close relative | <p>Line managers have discretion to allow paid leave for the death of a dependant or close relative.</p> <p>Managers have discretion in giving paid time off, taking into account the circumstances, the relationship with the deceased, responsibilities for other affected family members, and responsibilities for making the funeral arrangements.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Parental bereavement leave • Pregnancy loss, stillbirth & neonatal death leave • Dependants Leave • Compassionate Leave (serious illness or injury of a loved one) • Carers Leave | <p>Discretionary</p> <p>Usually between 1-10 days</p> <p>Additional time off can be considered on an individual basis</p> | Paid | Bereavement leave Essex Intranet |
| P | Blood Donors | Subject to operational requirements employees may be given reasonable paid time off. | Reasonable time off. | Paid | Blood and bone marrow donation Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--|--|--|-----------------------|--|
| P | Bone Marrow Donors | Subject to operational requirements employees may be given paid time to donate bone marrow. This may include medical examinations prior to the donation, and hospitalisation and recuperation. | Up to three weeks (depending on medical advice) | Paid | Blood and bone marrow donation Essex Intranet |
| C | Cancer Screening | Routine cancer screening (for example, cervical cancer screening and breast examinations) should normally take place outside normal working hours or using flexible working. Where this is not possible, or where the screening is non-routine, then subject to operational requirements employees may be given paid time off. | Reasonable time off to attend an appointment | Flexible working/Paid | Doctor, dentist and cancer screening appointments Essex Intranet |
| P | Career Breaks | An extended break from work of between 3 months and 5 years, after which every effort will be made to provide re-entry to employment at a mutually agreed time. It should be noted that an employee will resign from their post prior to the start of the career break and all continuous service will be lost. | Up to a maximum of five years after date of resignation | Unpaid | Career breaks Essex Intranet |
| C | Career Breaks – Caring responsibilities | If the career break is connected to maternity or caring responsibilities, the employee's continuous service may be paused and restarted when they return to work. | Up to a maximum of five years after date of resignation | Unpaid | Career breaks Essex Intranet |
| S | Carers | Where the employee regularly helps someone because of illness, frailty, disability, a mental health problem or an addiction, and that person cannot manage without their support, the employee would be entitled to Carers Leave. | Up to 5 days, which can be taken in a single block, in whole | Unpaid | Carers leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|----------------------------|---|---|--|--|
| | | <p>Also see:</p> <ul style="list-style-type: none"> Dependants Leave Compassionate Leave Bereavement of a dependant/ close relative Parental bereavement leave | days or as half days. | | |
| P | Closure of Premises | <p>If the workplace is closed due to severe weather or other disruption and the employee cannot work from home or at another location, the Line Manager will consider flexible working and other options, such as later opening or closing times to make sure services can keep operating.</p> <p>Where this is not possible, the employee will receive their normal full pay.</p> <p>Also see: Weather – Severe Conditions</p> | As required | Flexible working / Paid depending on circumstances | Adverse weather or emergency situations Essex Intranet |
| P | Compassionate Leave | <p>Line managers have discretion to allow paid leave to deal with serious or terminal illness or injury of a dependant or close relative.</p> <p>Also see:</p> <ul style="list-style-type: none"> Bereavement of a dependant/ close relative Parental bereavement leave Pregnancy loss, stillbirth & neonatal death leave Dependants Leave Carers Leave Neonatal Care Leave | <p>Discretionary</p> <p>Usually between 1-10 days</p> <p>Additional time off can be considered on an individual basis</p> | Paid | Compassionate leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--|---|---|---|--|
| P | Court Appearance - witness | <p>Employees will receive paid leave if they are asked to attend court or an employment tribunal on behalf of Essex County Council, another local authority or one of our partner organisations.</p> <p>Subject to operational requirements employees who are summoned as a witness to court proceedings may be given paid leave, depending on the circumstances.</p> | Discretionary for the length of time required to attend Court as a Witness | Paid | Going to court as a witness Essex Intranet |
| P | Criminal Injuries Compensation Board | Subject to operational requirements employees who make a claim to the Criminal Injuries Compensation Board may take paid time off to attend the Board. | As required | Paid | Going to court as a witness Essex Intranet |
| P | Dentist/Doctors/Hospital/Medical appointments | <p>Dentist appointments</p> <p>Dental appointments should be made outside of an employee's normal working pattern (in their own time). There may be exceptional circumstances (e.g. emergency dental treatment) where this is not possible. In these cases, generally it would be appropriate for a manager to allow the time to be made up through flexible working, or if not possible, taken as paid time.</p> <p>Medical appointments (one-off/irregular appointments)</p> <p>Doctors/hospital appointments should be made outside of an employee's normal working pattern (in their own time). Exceptionally (where appointments are allocated without giving the employee a choice of days or times) then</p> | Wherever possible in employee's own time or by adapting working arrangements to accommodate requests. | Paid/unpaid depending on circumstances. | Doctor, dentist and cancer screening appointments Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|-------------------------|--|--|--------------|---|
| | | <p>generally it would be appropriate for a manager to allow flexible working, or if not possible, paid time.</p> <p>Also see: Physiotherapy and rehabilitation appointments</p> | | | |
| S | Dependants Leave | <p>Employees have a right to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies involving a person who depends on them and to make any necessary longer-term arrangements.</p> <p>In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.</p> <p>Where possible, temporary accommodations could include flexible working or working from home or other ECC hubs, and discretion to allow some paid time off to cover an emergency.</p> <p>Time off to care following routine surgery is not covered by this leave entitlement and should be planned for and accommodated under flexible working, holiday, and non-emergency provision.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Compassionate Leave (serious illness or injury of a loved one) • Carers Leave | <p>The length of leave authorised will depend on individual circumstances.</p> <p>Other leave provisions and flexible working may also be applied.</p> | Unpaid | Dependants leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|---|--|---|--------------|--|
| | | <ul style="list-style-type: none"> • Bereavement of a dependant/ close relative • Antenatal care leave-nominated carer (Medical emergency) • Neonatal Care Leave | | | |
| P | Dependant – Serious Illness or injury of a dependant or close relative | See Compassionate Leave (serious illness or injury of a loved one). | | | Compassionate leave Essex Intranet |
| P | Domestic Emergency | <p>Subject to operational requirements, employees may be allowed time off to deal with personal problems or a household emergency, such as a fire, flood or burglary. Line managers have discretion to consider your request depending on your individual circumstances.</p> <p>In these cases, generally it would be appropriate for a manager to allow the time to be made up through flexible working, or if not possible, taken as unpaid Leave.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Dependants Leave • Dependants Serious Illness or Injury Leave | Requests will be considered on an individual basis. | Unpaid | Compassionate leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|---|--|--|--|---|
| P | Elections – Candidates (Local Elections) | <p>Subject to operational requirements employees standing as a candidate at Local Government elections can be given unpaid leave.</p> <p>Some employees are barred from taking part in political activities. See Politically restricted posts Essex Intranet.</p> | <p>One day on the day of the poll</p> <p>One day if the count is carried out on a different day</p> | Unpaid | Time off for elections Essex Intranet |
| P | Elections – Candidates (Parliament) | <p>Employees standing for election or elected as a Member of Parliament or Member of the European Parliament are entitled to leave of absence.</p> <p>If elected – time off to be discussed on a case-by-case basis, as a rough guide, the first 30 days would be considered as paid leave, the remainder unpaid.</p> <p>Some employees are barred from taking part in political activities. See Politically restricted posts Essex Intranet</p> | <p>Up to four weeks prior to and including day of poll declaration</p> <p>If elected – time off to be discussed on a case-by-case basis.</p> | <p>Unpaid</p> <p>If elected – paid leave to be discussed on a case-by-case basis</p> | Time off for elections Essex Intranet |
| P | Elections – Support | <p>Subject to operational requirements, line managers may grant employees one day's paid leave to act as a Poll Clerk or a Presiding Officer at Parliamentary or local election.</p> <p>Employees can retain any fees received for this work.</p> | One day | Paid | Time off for elections Essex Intranet |
| P | Exam/Study Leave | <p>Subject to operational needs, time off for examinations should be given to employees undertaking a course of study where financial assistance has been awarded by the Council.</p> | Requests will be considered on an individual basis. | Paid or unpaid depending on the reason for the request and the relevance of | Exam and study leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|----------|----------------------------------|--|--|-------------------------------|---|
| | | Additional study leave should be considered according to individual need but should not exceed the equivalent needed to undertake an examination for example, a half day's leave for revision for each half day exam. | | the qualification to the role | Refer also to local schemes within Services if applicable |
| C | Fertility Treatment / IVF | Once fertility treatment starts, the employee should endeavour to book appointments outside of working hours or cover them using flexible working. Where this is not possible, they can take up to 5 days' paid leave for each cycle of medical appointments. Appointments for fertility investigations should be treated as medical appointments . | Up to 5 days once treatment has started | Paid | Fertility treatment leave Essex Intranet |
| P | Firefighters - Retained | Subject to operational needs Retained Firefighters are entitled to paid time off for firefighting duties. | Two weeks per year | Paid | Time off for retained firefighter duties Essex Intranet |
| P | Fire marshals | Employee who act as a Fire Marshall for ECC are entitled to a half day's paid leave (pro rata for part-time) as recognition of commitment to ECC fire safety. | Half day | Paid | Time off for fire marshals Essex Intranet |
| P | Foster care leave | Employees can get up to 4 days paid time off while they are applying to become a foster carer or supported lodgings carer. They can receive a further 5 days paid leave per year once they become an Essex County Council registered carer. | Initially up to 9 days, then up to 5 days per year | Paid | Time off for foster carers Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--|---|---|--|---|
| | | <p>Subject to operational requirements, Managers should enable flexible working or unpaid leave if the employee needs further time off to attend meetings and/or training commitments which cannot be arranged outside of work time.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Parental Leave • Carers Leave • Dependants Leave | | | |
| S | Foster carers approved to adopt | <p>Local Authority foster carers who have been approved to adopt are entitled to time off once notified of the placement of a foster child with them, in the same way as individual or joint adopters.</p> | Up to 52 weeks | Weeks 1-39 may be paid subject to conditions | Time off for foster carers Essex Intranet |
| S+ | Gender reassignment/transitioning | <p>Reasonable time off may be part of an employee's transitioning plan and is treated in the same way as a 'reasonable adjustment' in law and is comparable to other health needs.</p> <p>Employees should endeavour to book appointments outside of working hours or cover them using flexible working. Where this is not possible, the manager will allow a reasonable amount of paid time off.</p> <p>Also see: Dentist/Doctor/Hospital/Medical Appointments</p> | Wherever possible in employee's own time or by adapting working arrangements to accommodate requests. | Paid/unpaid depending on circumstances. | Gender reassignment and transitioning Essex Intranet Sexual orientation and gender reassignment Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|-------------------------------|--|---|--|--|
| S+ | Holiday (Annual leave) | See: Annual leave Essex Intranet | | | Annual leave Essex Intranet |
| P | Interviews | <p>Subject to operational requirements flexible working or if necessary reasonable paid time off may be granted to employees to attend job interviews within ECC and with partnership organisations (such as, those organisations with ECC employees)</p> <p>For employees under notice of redundancy or medical redeployment, reasonable paid time off will be granted to attend job interviews with both private and public sector employers.</p> <p>In all other cases, employees should use holiday or flexible working.</p> | Requests considered on an individual basis. | Paid or unpaid dependant on circumstances. | Job interviews Essex Intranet |
| C | Jury Service | <p>Employees are required by law to attend Jury Service (unless the court accepts an exemption from attending). Under National Conditions of Service, this leave will be paid.</p> <p>Where it is practical to do so employees are expected to return to work on any half or whole day when they are not required at Court.</p> <p>Employees are expected to claim a loss of earning allowance from the court, the amount received will subsequently be deducted from the employee's pay.</p> | Duration of Jury service | Paid | Time off for jury service Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|---|--|----------------------|--|--|
| S+ | Maternity | Pregnant employees are entitled to up to 52 weeks maternity leave and must take at least 2 weeks' maternity leave as soon as the baby is born. The first 39 weeks of the leave may be paid subject to meeting certain conditions. | Up to 52 weeks | Weeks 1-39 may be paid subject to conditions | Maternity leave Essex Intranet |
| C | Maternity/ Adoption Support Leave | <p>Where a new or expectant parent does not have sufficient support from the father, spouse or partner, they may choose a nominated carer to assist in the care of the child and to provide support to the mother at or around the time of the birth.</p> <p>The nominated carer is entitled to up to one week's maternity/adoption support leave, which must be taken within 8 weeks of the child's birth.</p> <p>This leave is paid at full normal pay with no minimum length of qualifying service.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Shared Parental Leave • Paternity Leave • Parental Leave | One week | Paid | Maternity and adoption support leave Essex Intranet |
| P | Medical/ Hospital/Doctors/ Dentist | Please see: Dentist/Doctors/Hospital/ Medical appointments | | | Doctor, dentist and cancer screening appointments Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|-----------------------------------|--|---|--------------|---|
| S | Neonatal Care Leave | <p>Neonatal Care Leave is available for parents of babies who are admitted into hospital within 28 days of birth, and where the baby needs a continuous stay in hospital of 7 full days or more.</p> <p>Also see: Compassionate Leave (serious illness or injury of a loved one)</p> | Up to 12 weeks | Paid | Neonatal leave and pay Essex Intranet |
| P | Network leave | <p>Time off for leads of employee support networks. This time off can be used for planning network strategy, events, communications etc.</p> <p>It doesn't need to be used to offset any time spent attending or facilitating network or community meetings and events with members, as all employees are encouraged to use their working time to attend these.</p> | <p>Up to three days per month, per network</p> <p>This can be shared between co-leads but there is a maximum of two days for any one individual</p> | Paid | Employee support network leave Essex Intranet |
| S | Parental Bereavement Leave | <p>Parents who lose a child under 18 years' old are entitled to two weeks parental bereavement leave if they had parental responsibility for them.</p> <p>See also:</p> <ul style="list-style-type: none"> • Pregnancy loss, stillbirth and neonatal death • Compassionate Leave (serious illness or injury of a loved one) • Bereavement leave | Two weeks | Paid | Parental bereavement leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|------------------------|---|--|---|--|
| S+C | Parental Leave | <p>The right to parental leave entitles all eligible employees who have completed one year's qualifying service to take a period of unpaid leave to care for their child. This applies to each child under 18, including adopted children.</p> <p>ECC extends this entitlement to parents and others who have a significant parental responsibility, for example, foster parents, adoptive parents prior to placement, step-parents and grandparents with a significant parenting role.</p> <p>See also:</p> <ul style="list-style-type: none"> • Paternity Leave • Maternity / Adoption Support Leave • Shared Parental Leave | 18 weeks in total for each eligible child. | Unpaid | Unpaid parental leave Essex Intranet |
| S+ | Paternity Leave | <p>Fathers/partners have a legal right to two weeks' paternity leave and statutory paternity pay (SPP) at or around the birth of their baby or adoption of a child.</p> <p>Paternity leave also applies where a parent is one of a couple taking adoption leave following surrogacy as the intended applicants for a Parental Order.</p> <p>Also see:</p> <p>Maternity / Adoption Support Leave</p> | Up to two weeks | <p>One week paid at full normal pay (no qualifying service)</p> <p>One week paid at Statutory Paternity Pay (SPP), subject to eligibility</p> | Paternity leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--|---|---|---|--|
| P | Personal Emergency | See: Domestic Emergency | | | Compassionate leave Essex Intranet |
| P | Physiotherapy and rehabilitation appointments | <p>Rehabilitation/regular appointments/treatments</p> <p>Such as</p> <ul style="list-style-type: none"> • A course of physiotherapy at pre-arranged times • A rehabilitation period to adjust to daily life following an accident. <p>If an employee is undertaking a long or regular course of treatment or rehabilitation it may be reasonable to allow paid leave for this where it would be difficult for the employee to make up the time during the working week.</p> <p>Where flexible working or part-time working applies, it may be reasonable to expect the employee to make some or all of the appointments in their own time or change their working pattern to allow them to make up the extra hours or work on days they do not have to attend appointments. Reducing an employee's contract hours on a temporary basis at some point during a period of treatment may also be another option a manager could consider.</p> <p>Also see: Dentist/Doctors/Hospital/Medical appointments</p> | Wherever possible in employee's own time or by adapting working arrangements to accommodate requests. | Paid/unpaid depending on circumstances. | Physiotherapy and rehabilitation appointments Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--|---|--|--------------|--|
| P | Police Officers – Special Constables | <p>Subject to business requirements, leave can be given in recognition of the duties and/or training undertaken by employees who are Special Police Constables.</p> <p>The expectation is that time off under this provision will be given at or around the time of any training or Police working hours in recognition of an employee's extra work as a Special Constable.</p> | Up to a maximum of 12 days per year (a maximum of 1 day per month) | Paid | Time off for special constables Essex Intranet |
| P | Poll Clerk/Presiding Officer | See: Elections - Support | One day | Paid | Time off for elections Essex Intranet |
| S | Pregnancy loss, stillbirth & neonatal death leave | <p>If employees experience pregnancy loss after the 24th week of pregnancy, during birth or 28 days after birth, both parents of the child can take maternity leave, shared parental leave, adoption leave or paternity leave as planned.</p> <p>In situations involving the loss of the baby where the mother is expecting to begin maternity leave or has started maternity leave, also refer to the Maternity sections on the intranet.</p> <p>After maternity, shared parental leave, adoption or paternity leave ends, the employee may also be eligible for 2 weeks of Parental bereavement leave.</p> | Two weeks | Paid | Pregnancy loss, stillbirth and neonatal death leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--------------------------------|---|---|--------------|---|
| | | <p>Also see:</p> <ul style="list-style-type: none"> • Compassionate Leave (serious illness or injury of a loved one) • Bereavement leave • Dependants leave • Neonatal Care Leave | | | |
| S+C | Public Bodies – Service | <p>Paid time off is given to employees who act as:</p> <ul style="list-style-type: none"> • Magistrates • Local Authority elected members (not ECC) • School governors or other members of managing or governing bodies of educational institutions • Lay observers (criminal justice) and Visiting Committee members (immigration and detention) <p>Read a full list of public duty roles that you can receive paid time off for on GOV.UK.</p> <p>ECC also grants paid time off to employees who are Members of a Police Authority.</p> <p>* For public roles with a far greater number of duties, for example as a chairman of a governing body, you may be allowed up to 26 days' leave.</p> <p>Also see: Trade Union (TU) Activities</p> | <p>Up to 20* days per year</p> <p>Some roles, such as a school governor, would normally need a few days, a magistrate would usually be allowed 13 days (or 26 half days), whilst other public roles requiring greater time commitment may be permitted up to 20 days.</p> | Paid | Time off for public duties Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--------------------------------------|--|--|--|---|
| S | Religious Observance | <p>Employees may request time off for religious observances which could include prayers and fasting.</p> <p>If reasonably practicable an employee's work pattern should be adapted to enable such needs to be met, either short-term or longer term as appropriate and subject to the needs of the business.</p> <p>Where this is not possible, requests for holiday and / or unpaid time off, subject to adequate prior notice, should not be unreasonably refused.</p> | Requests dealt with on an individual basis. | Flexible working, holiday, and/or unpaid leave | Religious observance leave Essex Intranet |
| S | Reservist Duties-Training | <p>Reserves of the Armed Forces include the Regular and Volunteer Reserves of the Royal Navy, Army and Royal Air Force.</p> <p>Paid leave will be grant when Reservists are required to take part in an annual training event.</p> <p>Also see: Reservist Duties-Mobilisation</p> | Two weeks | Paid | Reserve armed forces (reservists) duties Essex Intranet |
| S | Reservist Duties-Mobilisation | <p>Reserves of the Armed Forces include the Regular and Volunteer Reserves of the Royal Navy, Army and Royal Air Force.</p> <p>If an employee is mobilised, his or her employment is protected for the period of their mobilisation. The employee must be reinstated, if requested, within six months of demobilisation.</p> | Leave of absence for the period of mobilisation. | Unpaid | Reserve armed forces (reservists) duties Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|------------------------------|--|----------------------|---|--|
| | | <p>Employees will not be paid by ECC during their deployment, but they will receive compensation for loss of earnings and benefits from the Ministry of Defence (MOD)</p> <p>Also see: Reservist Duties-Training</p> | | | |
| P | Sickness absence | See Sickness pay & leave | | | Sick pay and leave Essex Intranet |
| P | Study/Exam Leave | See: Exam / Study Leave | | | Exam and study leave Essex Intranet |
| S | Shared Parental Leave | <p>One or both parents may be entitled to ‘share out’ the total amount of 50 weeks’ leave and pay if applicable, this includes the mother/main adopter giving formal notice of their intention to curtail their maternity/adoption leave at a future date, which permits their partner (and if wished themselves) to begin Shared Parental Leave if the qualifying criteria are met.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Paternity Leave • Maternity / Adoption Support Leave • Parental Leave • Maternity Leave | Up to 50 weeks | Paid/unpaid depending on which criteria are met | Shared parental leave Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|--|--|--|--|--|
| S | Trade Union (TU) Activities | <p>Recognised trade union shop stewards, health and safety representatives, and learning representatives, may take paid time off for the purposes of representing branch members, attending meetings and other trade union activities.</p> <p>Reasonable paid time off will also be granted for any training necessary for the trade union role undertaken. Branch members may be given paid time off to travel to and attend the branch AGM.</p> | Reasonable time off, to travel to and attend duties, subject to operational requirements | Paid | Time off for trade union activities Essex Intranet |
| S P | Transitioning / Gender reassignment | See Gender reassignment | | | Gender reassignment and transitioning Essex Intranet |
| P | Travel Disruption | <p>If the employee is unable to get to work due to severe travel disruption, such as rail cancellations or major road closures, they should make every effort to get to work, using different transport if needed. If they arrive late or leave early due to the travel disruption, they will still be credited with a full working day.</p> <p>If an employee genuinely cannot get to work, they should try to work from home or another location, with their manager's agreement.</p> <p>Also see: Weather – Severe Conditions</p> | In exceptional circumstances at the discretion of the Head of Service/Line manager. | Unpaid where flexible working or alternative work base is not applicable | Adverse weather or emergency situations Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|------------------------------------|---|---|--|--|
| P | Volunteering | <p>Each year, employees can take:</p> <ul style="list-style-type: none"> • 2 paid individual volunteering days (pro-rata for part-time employees) • 2 paid team volunteering days <p>Leave is agreed with the line manager, and may be taken in a block or shorter periods of time.</p> <p>Additional unpaid leave requests to undertake voluntary work are at the manager's discretion.</p> <p>Also see:</p> <ul style="list-style-type: none"> • Public Bodies – Service • Elections – Support • Other Reasons | Maximum of 4 days | Paid | Paid volunteering days Essex Intranet |
| P | Weather – Severe Conditions | <p>In severe weather, such as snow or flooding, employees should make every effort to get to work, using different transport if needed. If they arrive late or leave early due to the weather, they will still be credited with a full working day.</p> <p>Also see: Travel Disruption</p> <p>If an employee genuinely cannot get to work, they should try to work from home or another location, with their manager's agreement.</p> | In exceptional circumstances at the discretion of the Head of Service/Line manager. | Unpaid where flexible working or alternative work base is not applicable | Adverse weather or emergency situations Essex Intranet |

| Key | Type of absence | Provision | Maximum leave period | Paid/ Unpaid | Further Guidance on Intranet |
|-----|----------------------|--|--|---|---|
| P | Other reasons | <p>This framework of leave provisions is not intended to be exhaustive and there may be other occasions that a manager or Head of Service feel merit time off either with or without pay.</p> <p>Such other reasons may be:</p> <ul style="list-style-type: none"> • an unpaid leave request of up to 3 months to take an extended trip abroad to visit family that normal leave provisions cannot accommodate • a request to take part in a major sporting event (e.g. representing County or Country) ; • an unpaid leave request to participate in a non-work-related course of study – see also flexible working policy which may apply. • unpaid leave requests to undertake voluntary work, in excess of the standard paid allowance | All will be discretionary subject to operational needs | <p>Flexible working or unpaid</p> <p>(Paid in exceptional circumstances at manager's discretion).</p> | Flexible working Essex Intranet |

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