

SALISBURY CITY COUNCIL

Subject : SCC Policy on Additional Annual Leave (Unpaid)
Committee : Personnel Committee
Date : 15 July 2019
Author : Tracy Adams, HR Manager

1. Report Summary:

1.1. This report introduces a draft Additional Annual Leave (Unpaid) Policy for the City Council for the consideration of this committee.

2. Background:

- 2.1. A request was made to the Senior Management Team that consideration be given to whether staff could request additional unpaid leave. This would be in addition to any statutory rights under the Special Leave or Parental Leave policy.
- 2.2. A quick and simple staff survey with staff was carried out asking how many people may be interested in this. 84% of the staff members said that they would or may be interested if this were an opportunity.
- 2.3. By application of such a policy there is an opportunity for cost savings in payroll/pension contributions and National insurance as well as the opportunity to promote health and wellbeing however control measures would need to be sufficient to ensure the work of the Council continued.

3. Policy

- 3.1. The policy considers:
 - 3.1.1. Application process
 - 3.1.2. Maximum level per individual
 - 3.1.3. Introduces a ceiling limit for whole of Council

4. Recommendation:

It is recommended that the Committee:

- 4.1. Consider the Draft Additional Annual Leave (Unpaid) Policy and if approved
- 4.2. Instructs the HR Manager to consult with Unions concerning the draft policy

5. Wards Affected: All

6. Background papers: Draft Policy – attached Doc 69636

7. Implications:

- 7.1. **Financial:** Potential savings to Pension/Payroll and Employers NI
- 7.2. **Legal:** As shown in the policy
- 7.3. **Personnel:** As shown in the policy
- 7.4. **Environmental Impact:** Nil in relation to this report
- 7.5. **Equalities Impact Statement:** This policy applies to all.