

WEST LOTHIAN COUNCIL

APPLICATION OF ADDITIONAL DAYS ANNUAL LEAVE – LGBF 2020

MANAGERS' GUIDANCE

Although the decision to allow all employees an additional one-off day's annual leave will be viewed as an extremely positive decision by the council there will be practical issues for services to manage. In recognition of this, the following guidance aims to provide you with clarification on eligibility and related management issues.

Please contact Human Resources if you need any further assistance.

Eligibility

- All employees, regardless of status, will be eligible and this should be managed as an additional one-off day's leave for individual employees rather than a service 'shutdown'. The exception to this will be schools where a specific day off for teaching and support staff will be confirmed in due course.
- Only employees in the council's employment on 30 October 2020 (the date the Council Executive confirmed the assessment outcome) qualify.

Taking the leave

- The principle is that all eligible employees have the benefit of an additional day's annual leave (non – recurring) - no equivalent financial compensation will be paid if the day is not taken.
- The day's leave must be used in the period 1 November 2020 – 31 December 2021
- For employees using the TMS system – the day's leave should be booked using the code LGBF.

Managing the leave

Services are asked to manage the additional day's leave using the same principles as with all leave (i.e. annual, sickness and family care/special leave) when considering cover and practical arrangements.

Employees should use existing notice period arrangements for annual leave when requesting their day's leave.

FAQS

Question

Are part-time employees eligible for the additional day's leave?

Answer

Yes, the principle is for all employees who qualify under the above criteria to have one additional day's leave. The specific day to be taken should be agreed between

the employee and their manager. This should be recorded separately as the additional LGBF day and the employee will receive their normal pay for that day.

Question

How do I ensure sessional employees in schools have a day's leave?

Answer

If they are not normally employed on school "In Service Days" they will not benefit from the whole school closure planned on one of these days. You will need to manage their day off locally ensuring service delivery is not affected adversely using the same cover and practical arrangements as with family care/special leave absences.

Question

I have someone who is leaving employment with the council and have not utilised their LGBF day, do we pay them for this?

Answer

No, the principle is for a day off to be enjoyed; therefore a person leaving the council should be advised to use the day or lose it.

Question

If someone is on long term sick leave, do they lose their right to the day off?

Answer

No, they should be advised of the extra day's entitlement on their return to work.

**Human Resources
November 2020**