

WEST LoTHIAN COUNCIL

RECOGNITION LEAVE (COVID-19) - GUIDANCE ON APPLICATION OF ADDITIONAL LEAVE DAY

In recognition of the effort and commitment of staff over the last two years in responding to the Covid-19 pandemic and ensuring the delivery of essential services, it was agreed at the Council Executive meeting on 19 April 2022 to grant all staff an additional day of annual leave. Leave must be booked by 31 March 2024.

The following guidance aims to provide clarification on eligibility and related management issues.

Please contact Human Resources if you need any further assistance.

Eligibility

- All employees in post on 19 April 2022, regardless of status, will be eligible for the additional day of leave.

Taking the leave

- The principle is that all eligible employees have the benefit of an additional day's annual leave (non – recurring) based on the individual's normal working day - no equivalent financial compensation will be paid if the day is not taken.
- The day's leave must be booked by 31 March 2024 and taken by 31 December 2024.
- Leave should be booked on iTrent employee self-service using the code: **Recognition Leave** under 'other paid leave'. The code must only be used once and can only be used to book leave until 31 March 2024. Guidance on booking leave can be found in section 4 of the [Employee Self Service User Guide](#).
- TMS users will be required to amend their flexi record for the day on which Recognition Leave is taken by entering the code MyHR-Other to account for their absence on that day.

Managing the leave

Services are asked to manage the additional day's leave using the same principles as with all leave when considering cover and practical arrangements.

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.

Question

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

Answer

No, the principle is for the 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
11 May 2022