



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## JCC Circular 33 of 2018

Ref: CS/KB

17 July 2018

Attachments: Mandatory Consultation Feedback, Special Leave – Procedure, 089-001 Unpaid Special Leave Request Form, Special Leave – Equality & Human Rights Impact Assessment (EqHRIA)

Dear Colleague

### **Special Leave SOP – Consultation**

I refer to the above and to self-explanatory documentations attached.

Please send any responses to [consultation@spf.org.uk](mailto:consultation@spf.org.uk) by **23rd July**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Calum Steele'.

**Calum Steele**  
General Secretary

**OFFICIAL**

# SCOTTISH POLICE AUTHORITY



Procedure: Special Leave

Policy: Leave

Owning Department: Reward & policy

Version Number: 3.04

Published Date:

Theme(s): Your benefits and entitlements  
Your work and life

## Compliance Record

Equality Impact Assessment: Date Completed / Reviewed:	
Information Management Compliant:	Yes / No
Health and Safety Compliant:	Yes / No
Publication Scheme Compliant:	Yes / No

## Version Control Table

Version	History of Amendments	Date
1.00	Initial Approved Version.	10/04/2014
1.01	Other Amendment.	02/05/2014
1.02	Minor amendments to appendix regarding naming conventions of sporting events.	02/07/2014
2.00	Minor changes to nomenclature contained within the document such as PSoS to Police Scotland and Human Resources to People and Development. SOP has been formatted onto new corporate template.	10/10/2016
3.00	Updated to reflect changes in data protection legislation.	24/05/2018

**OFFICIAL**

4.00	Policy Simplification Project. Procedure rewritten to support modernisation and 2026 objectives.	XX/XX/XXXX
------	--	------------

# Contents

Overview.....	4
Officers/Staff.....	5
Manager .....	7
Resources.....	9

# Overview

## 1.1 What is this about?

1.1.1 We know there may be occasions when you need to take some time away from to deal with issues in your family life, perform public duties or represent the organisation in some way. This information tells you about the special leave options available and how you access them.

## 1.2 Who is this for?

1.2.1. This is for all police officers and authority/police staff. Where an entitlement applies to police officers or authority/police staff only, this will be specified.

## 1.3 Key Information

- Special leave can be paid or unpaid, depending on the type and duration.
- Where unpaid leave is granted, there will be no payment of salary, allowances or any other payment which forms part of pay.
- Requests for special leave must be made giving at least 14 calendar days' notice, where possible.
- Although every effort to grant requests for special leave will be made, there may be times when this is not possible due to organisational requirements. If we can't approve a request, every effort will be made to agree a mutually convenient alternative date, if appropriate.
- Those who take unpaid leave, can make back payments to their pension. This can be arranged by contacting People Direct on return to work.

# Officer/Staff

## 2.1 What you need to do...

- Make your request for leave within 14 days'.
- Tell your manager if you need to make any changes to your request.
- Complete form 089-001 for any request that is unpaid.
- Arrange back payment for any period of unpaid leave to your pension if you chose to do this.

## 2.2 Making a Request

2.2.1 Requests for special leave need to be submitted to your line manager no later than 14 days' before the leave is due to start. We appreciate however that this may not be possible in an emergency or unexpected situation. If this is the case, you need to contact your line manager as soon as reasonably possible to talk about your situation.

2.2.2 You need to tell your line manager the reason for your request, then discuss with them the anticipated number of days' away from work and how this can be best accommodated.

2.2.3 If you are requesting paid leave, you should follow up your discussion with a request in writing for approval. An email is acceptable.

2.2.4 If you are requesting unpaid leave, you need to complete form 089-001 Unpaid Special Leave Request and give it to your line manager. If you're not able to complete this prior to taking leave, usually due to the nature of the leave needed e.g. in an emergency, your line manager can do this on your behalf.

2.2.5 Your line manager will confirm if your request has been approved. If you feel that you have been unreasonably refused leave and you can't reach agreement, you can raise the matter through the grievance procedure.

## 2.3 Making Changes

2.3.1 There are no limits on the number of changes you can make to the dates you have requested to take as special leave, but you need to be practical and must still provide the required 14 days' notice where reasonably possible. If you need to make any changes it's important that you discuss this with your line manager in the first instance.

2.3.2 If it's agreed that you may change the date of paid special leave you will need to confirm your new dates in writing to your line manager. Again, an email will

suffice. However, if it is for unpaid leave, you will need to submit a new form 089-001 Unpaid Special Leave Request and give it to your line manager.

# Manager

## 3.1 What you need to do...

- Consider all requests for special leave fairly and consistently.
- Through discussions with the individual you may need to advise them on the most appropriate form of special leave they can use.
- Remember, you need to ask the reason for the leave, and how long they anticipate being off.
- Record all paid time-off on SCoPE via the Duty Management module.

## 3.2 Receiving a Request

- 3.2.1 When you get a request for special leave, ensure that the individual has provided 14 days' notice. Consider it fully and decide whether to approve the request or not.
- 3.2.1 Remember, it may not be possible for someone to provide 14 days' notice if their situation is an emergency or unexpected. If this is the case, they should contact you as soon as reasonably possible to discuss their circumstances.
- 3.2.2 When thinking about requests, make sure organisational and departmental needs are considered alongside the needs of your team member. Make sure the team member understands how their request will affect their pay and whether this is the best way for you to support them. If you're thinking about refusing a request, you can contact People Direct for advice and guidance.
- 3.2.3 Requests for paid special leave should be confirmed in writing to you. An email from the individual will be sufficient.
- 3.2.4 If special leave is unpaid you should ask your team member to complete form 089-001 Unpaid Special Leave Request where possible. If it's not possible for them to complete it, possibly due to short notice for leave that may be approved in an emergency, then you should complete the form on their behalf. In both cases, the form should be completed the same day and forwarded to People Direct; there's no need for you to contact Payroll.
- 3.2.5 Remember to record all authorised paid special leave within the Duty Management module in SCoPE. You should do this even if you or your team do not routinely use the Duty Management function, as this ensures accurate reporting figures. Remember to include a brief explanation in the comments section; this must not be left blank. To protect privacy, these comments are not visible on the Scope Duty Management Daily Duty Sheet.
- 3.2.6 There is no need for you to update SCoPE Duty Management with unpaid special leave, People and Development will do this.



3.2.7 If your team member feels that they have unreasonably been refused a period of unpaid leave, you should attempt to resolve this with them in the first instance. If no agreement is reached, remind them that the grievance procedure is available to them.

### **3.3 Making Changes**

3.3.1 Team members are not limited to the number of changes they can make to the dates requested as special leave, but they must still provide 14 days' notice where possible.

3.3.2 If you support a request to change the date of paid special leave you need to update scope accordingly with the new date and comments regarding the reason for the change. Remember that you will need the new date confirmed in writing again.

3.3.2 If you support a request to change unpaid special leave, ask the individual to complete form 089-001 Unpaid Special Leave Request with the new dates and send this to People Direct.

# List of Associated Documents & Tools

## **Forms**

Unpaid Special Leave Request Form (089-001)

## **Letters**

Unpaid Special Leave Approved

## **Reference Documents**

Types of Leave and Entitlements Table  
Special Leave Process Map

## **Related Procedures**

Adoption  
Annual Leave  
Armed Forces Reservist  
Attendance Management  
Career Break  
Disability in Employment  
Flexible Working  
Maternity  
Parental Leave  
Paternity  
Shared Parental Leave  
Transitioning at Work

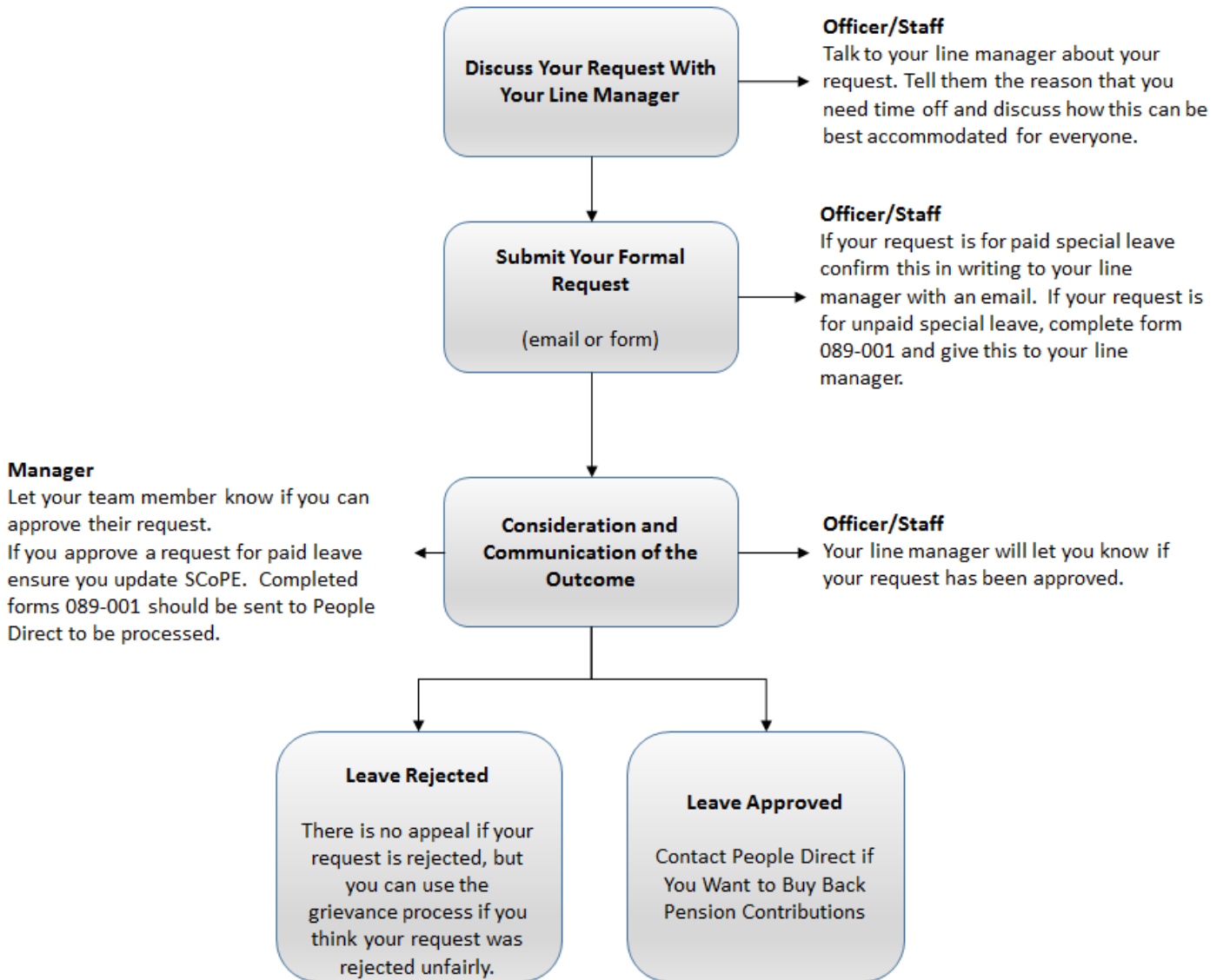
## **Useful links**

[www.legislation.gov.uk](http://www.legislation.gov.uk)

[Health and Wellbeing pages](#)

Insert hyperlink to Pensions Home Pages

## Process Chart – Special Leave



<b>Division</b>	Corporate Services	<b>Department</b>	People and Development
<b>Share</b>	P&D SharePoint /Reward & Policy / Policy		

## Police Scotland / SPA Equality and Human Rights Impact Assessment (EqHRIA)

This form is to be completed in accordance with the instructions as set out in the EqHRIA SOP and the EqHRIA Form Guidance.

<b>Name of Policy / Practice</b>	Leave Special Leave (Police Officers and Authority/Police Staff) V3.05 (Published as V4.0)
<b>Owning Department</b>	People and Development, Reward and Policy

### 1. Purpose and Intended Outcomes of the Policy / Practice - Consider why this policy / practice is being developed / reviewed and what it aims to achieve.

The purpose of the Special Leave (Police Officers and Authority/Police Staff) procedure is to provide an overview of the actions that officers, staff and managers are required to follow when submitting or receiving a request for special leave, and to confirm the current entitlements. Special leave is in place to allow officers and staff flexibility to balance their working and personal lives, and to meet personal and developmental commitments in line with legislation and good practise.

The intended outcome of the reviewed procedure is that officers, staff and managers have a clear understanding of the special leave procedure, encouraging ownership of requests and potentially reducing the need for contact with People Direct for procedural clarification. Officers, staff and managers should feel confident using this procedure and find ease of use improved.

A review of this procedure has been undertaken as part of the policy simplification project. It is only the procedure that has been reviewed at this time rather than entitlements. Authority/Police Staff entitlements are currently under review and negotiation as part of the Staff Pay and Reward Modernisation (SPRM) project. Although aspects of entitlements have been considered here, a full EqHRIA for the entitlements proposed by the SPRM project will be undertaken separately by the project team.

Officer entitlements remain largely at this time, led by Regulation and legacy entitlements. It is the intention that these will be reviewed in the near future however, again any changes to entitlements will be impact assessed by the working group created to deliver this.

The review of the procedure has prompted a subsequent publication of this EqHRIA document.

**2. Other Policies / Practices Related or Affected - Which other policies / practices, if any, may be related to or affected by the policy / practice under development / review?**

Adoption Leave, Annual Leave, Armed Forces Reservist, Attendance Management, Career Break, Maternity, Parental Leave, Paternity and Shared Parental Leave.

**3. Who is likely to be affected by the policy / practice? (Place 'X' in one or more boxes)**

No impact on people	<input type="checkbox"/>	Police Officers	<input checked="" type="checkbox"/>	Special Constables / Cadets	<input type="checkbox"/>	SPA / Police Staff	<input checked="" type="checkbox"/>	Communities	<input type="checkbox"/>	Partnerships	<input type="checkbox"/>
---------------------	--------------------------	-----------------	-------------------------------------	-----------------------------	--------------------------	--------------------	-------------------------------------	-------------	--------------------------	--------------	--------------------------

**3.1 Screening for Relevance to Equality Duty** – if the policy / practice is considered to have no potential for direct or indirect impact on people, an Equality Impact Assessment is not required. Provide information / evidence to support this decision below, then proceed to Section 5 of the form, otherwise complete all sections.

**It has been decided not to complete an equality impact assessment because**

**4. Equality Impact Assessment - Consider which Protected Characteristics, if any, are likely to be affected and how.**

4.1 Protected Characteristics Groups	4.2 Likely Impact Positive, Negative or No Impact (Assessment of Low / Medium / High impact)	4.3 Evidence Considered (e.g. legislation / common law powers, community / staff profiles, statistics, research, consultation) <b>Note any gaps in evidence and any plans to fill gaps.</b>	4.4 Analysis of Evidence (Summarise how the findings have informed the policy / practice – include justification of assessment of No Impact)
<b>General / Relevance to All</b>	Overall low or no impact for most of the protected characteristics groups	<ul style="list-style-type: none"> <li>• Employment Rights Act 1996</li> <li>• Equality Act 2010</li> <li>• Police Service of Scotland Regulations 2013</li> <li>• Police Negotiating Board Circulars</li> <li>• Police Scotland Workforce Profile at 31 March 2017</li> <li>• Police Scotland Equality and Diversity Mainstreaming Progress Report 2017</li> </ul>	The special leave procedure and entitlements currently afforded by the organisation are legally compliant, and in many cases, best practise. Although some forms of special leave relate specifically, or more prominently, to specific protected characteristics as explored throughout this document, this is considered to be a low impact.

		<ul style="list-style-type: none"> <li>Equality and Diversity statistics for use of special leave 2016/2017</li> <li>CIPD website – special leave</li> <li>People Management Grievance Case Work Statistics</li> </ul>																																	
<b>Age</b>	Low Positive	<ul style="list-style-type: none"> <li>People Management Grievance Case Work Statistics</li> </ul> <table border="1" data-bbox="647 435 1413 762"> <thead> <tr> <th>Age Group</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>16-24</td> <td>1.95%</td> </tr> <tr> <td>25-34</td> <td>14.22%</td> </tr> <tr> <td>35-44</td> <td>22.31%</td> </tr> <tr> <td>45-54</td> <td>35.93%</td> </tr> <tr> <td>55-64</td> <td>24.40%</td> </tr> <tr> <td>65+</td> <td>1.20%</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>100.00%</b></td> </tr> </tbody> </table> <p>*Equality and diversity statistics regarding time off for medical appointments/treatment 2016/2017.</p> <table border="1" data-bbox="647 908 1413 1235"> <thead> <tr> <th>Age Group</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>16-24</td> <td>1.21%</td> </tr> <tr> <td>25-34</td> <td>18.08%</td> </tr> <tr> <td>35-44</td> <td>31.58%</td> </tr> <tr> <td>45-54</td> <td>31.98%</td> </tr> <tr> <td>55-64</td> <td>16.46%</td> </tr> <tr> <td>65+</td> <td>0.67%</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>100.00%</b></td> </tr> </tbody> </table> <p>*Equality and diversity statistics regarding time off for dependents 2016/2017.</p>	Age Group	Percentage	16-24	1.95%	25-34	14.22%	35-44	22.31%	45-54	35.93%	55-64	24.40%	65+	1.20%	<b>Grand Total</b>	<b>100.00%</b>	Age Group	Percentage	16-24	1.21%	25-34	18.08%	35-44	31.58%	45-54	31.98%	55-64	16.46%	65+	0.67%	<b>Grand Total</b>	<b>100.00%</b>	<p>It is not thought that the process element of the special leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.</p> <p>Arguably some types of special leave are more likely to be taken by individuals within specific age groups, for example, time off for medical appointments/examinations and time off for dependents is utilised more by those in an older age bracket. This procedure ensures that flexibility and time is provided to allow those in a potentially vulnerable protected characteristic time to receive medical treatment.</p>
Age Group	Percentage																																		
16-24	1.95%																																		
25-34	14.22%																																		
35-44	22.31%																																		
45-54	35.93%																																		
55-64	24.40%																																		
65+	1.20%																																		
<b>Grand Total</b>	<b>100.00%</b>																																		
Age Group	Percentage																																		
16-24	1.21%																																		
25-34	18.08%																																		
35-44	31.58%																																		
45-54	31.98%																																		
55-64	16.46%																																		
65+	0.67%																																		
<b>Grand Total</b>	<b>100.00%</b>																																		

<p><b>Disability</b></p>	<p>Low Positive</p>	<ul style="list-style-type: none"> <li>People Management Grievance Case Work Statistics</li> </ul> <table border="1" data-bbox="647 276 1413 507"> <thead> <tr> <th>Disability</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>CHOOSE NOT TO DISCLOSE</td> <td>11.98%</td> </tr> <tr> <td>NO</td> <td>75.30%</td> </tr> <tr> <td>YES</td> <td>12.72%</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>100.00%</b></td> </tr> </tbody> </table> <p>*Equality and diversity statistics regarding time off for medical appointments/examinations 2016/2017.</p> <p>The Workforce Profile as at 31/03/17 highlights 3% of officers and 7% of staff have advised the organisation that they have a disability.</p>	Disability	Percentage	CHOOSE NOT TO DISCLOSE	11.98%	NO	75.30%	YES	12.72%	<b>Grand Total</b>	<b>100.00%</b>	<p>It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.</p> <p>The entitlements element of the procedure ensures that officers and staff are afforded the opportunity for leave to attend medical appointments and examinations. Although disability leave is not a specific entitlement at this time, arguably disabled individuals may require more time off to attend medical appointments which this procedure supports.</p>
Disability	Percentage												
CHOOSE NOT TO DISCLOSE	11.98%												
NO	75.30%												
YES	12.72%												
<b>Grand Total</b>	<b>100.00%</b>												
<p><b>Gender Reassignment</b></p>	<p>Low Positive</p>	<p>The Organisational EO Profile as at 31/03/17 shows less than 1% of officers and staff currently or previously consider themselves to be transgender (Trans).</p> <ul style="list-style-type: none"> <li>People Management Grievance Case Work Statistics</li> </ul>	<p>A very low percentage of our officers and staff have disclosed that they currently consider, or have previously considered themselves to be transgender.</p> <p>It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.</p> <p>Although leave to attend appointments in relation to gender reassignment is not a specific</p>										

			entitlement at this time, there are other provisions in place such as leave to attend medical appointments and leave that could potentially be covered by the attendance management procedure, to ensure that this protected characteristic is not discriminated against.
<b>Marriage and Civil Partnership</b>	No impact	<ul style="list-style-type: none"> <li>• People Management Grievance Case Work Statistics</li> </ul>	It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.
<b>Pregnancy and Maternity</b>	No impact	<ul style="list-style-type: none"> <li>• People Management Grievance Case Work Statistics</li> </ul>	It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.
<b>Race</b>	No impact	<ul style="list-style-type: none"> <li>• People Management Grievance Case Work Statistics</li> </ul>	It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.



<p><b>Religion or Belief</b></p>	<p>No impact</p>	<ul style="list-style-type: none"> <li>• People Management Grievance Case Work Statistics</li> </ul>	<p>It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.</p>								
<p><b>Sex</b></p>	<p>Low Positive</p>	<ul style="list-style-type: none"> <li>• People Management Grievance Case Work Statistics</li> </ul> <table border="1" data-bbox="647 780 1413 946"> <thead> <tr> <th>Sex</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>72.47%</td> </tr> <tr> <td>M</td> <td>27.53%</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>100.00%</b></td> </tr> </tbody> </table> <p>*Equality and diversity statistics regarding time off for dependents 2016/2017.</p>	Sex	Percentage	F	72.47%	M	27.53%	<b>Grand Total</b>	<b>100.00%</b>	<p>It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in any way.</p> <p>As demonstrated by statistics, women appear to benefit more from dependents leave than men at present. This leave is a statutory requirement and the difference in gender take up is likely more of a manifestation of societal expectation as the procedure does not encourage one gender over another to take special leave.</p>
Sex	Percentage										
F	72.47%										
M	27.53%										
<b>Grand Total</b>	<b>100.00%</b>										
<p><b>Sexual Orientation</b></p>	<p>No impact</p>	<ul style="list-style-type: none"> <li>• People Management Grievance Case Work Statistics</li> </ul>	<p>It is not thought that the process element of the Special Leave procedure will impact this specific protected characteristic group, primarily as the procedure is largely unchanged from that currently in publication. Since the initial publication, there have been no identified issues that suggest that those within this protected characteristic group are discriminated against in</p>								

			any way.
--	--	--	----------

**5. Human Rights Impact Assessment - Consider which rights / freedoms, if any, are likely to be protected or infringed?**

<b>5.1 Rights / Freedoms Relevant to Policing</b>	<b>5.2 Assessment</b> Protects and / or Infringes or Not Applicable	<b>5.3 Analysis</b> What evidence is there as to how the process / practice protects or infringes Human Rights.	<b>5.4 Justification</b> – Summarise the following: <ul style="list-style-type: none"> <li>• Legal Basis</li> <li>• Legitimate Aim</li> <li>• Necessity</li> </ul>
<b>Article 2</b> Right to Life	Not Applicable		
<b>Article 3</b> Prohibition of Torture	Not Applicable		
<b>Article 4</b> Prohibition of Slavery and Forced Labour	Not Applicable		
<b>Article 5</b> Right to Liberty and Security	Not Applicable		
<b>Article 6</b> Right to a Fair Trial	Not Applicable		
<b>Article 7</b> No Punishment without Law	Not Applicable		
<b>Article 8</b> Right to Respect for Private and Family Life	Protects	This procedure provides flexibility for officers and staff to balance their lives in terms of personal and work commitments.	
<b>Article 9</b> Freedom of Thought, Conscience and Religion	Not Applicable		

<b>Article 10</b> Freedom of Expression	Not Applicable		
<b>Article 11</b> Freedom of Assembly and Association	Not Applicable		
<b>Article 14</b> Prohibition of Discrimination	Not Applicable		
<b>Protocol 1, Article 1</b> Protection of Property	Not Applicable		

**6. Decision - Decide how you will proceed in light of what your analysis shows (Place 'X' in appropriate box)**

6.1	Actual or potential unlawful discrimination and / or unlawful interference with human rights have been identified, which cannot be justified on legal / objective grounds. Stop and consider an alternative approach.	<input type="checkbox"/>
6.2	Proceed despite a potential for discrimination and / or interference with human rights that cannot be avoided or mitigated but which can and have been justified on legal / objective grounds.	<input type="checkbox"/>
6.3	Proceed with adjustments to remove or mitigate any identified potential for discrimination and / or interference in relation to our equality duty and / or human rights respectively.	<input type="checkbox"/>
6.4	Proceed without adjustments as no potential for unlawful discrimination / adverse impact on equality duty or interference with human rights has been identified.	<input checked="" type="checkbox"/>

**7. Monitoring and Review of Policy / Practice - State how you plan to monitor for impact post implementation and review policy / if required, and who will be responsible for this.**

Consultation and engagement with all statutory and diversity staff associations will be undertaken, and thereafter consideration will be given to any feedback provided. Ongoing consultation with statutory and diversity staff associations will ensure that any unforeseen or unintended consequences are identified and mitigated against.

**8. Mitigation Action Plan - State how any adverse / disproportionate impact identified has been or will be mitigated.**

Issue / Risk Identified	Action Taken / to be Taken	Action Owner / Dept.	Completion Date	Progress Update

**9. Management Log**

**9.1 EqHRIA Author Log**

<b>Name and Designation</b>	Lisa Mitchell, HR Advisor	<b>Date (DD/MM/YY)</b>	28/06/2018
<b>Comments</b>			
<b>Name and Designation</b>		<b>Date (DD/MM/YY)</b>	
<b>Comments</b>			
<b>Name and Designation</b>		<b>Date (DD/MM/YY)</b>	
<b>Comments</b>			

**9.2 Quality Assurance Log**

<b>Name and Designation</b>		<b>Date</b>		<b>Document Version</b>	
<b>Comments</b>					

<b>Name and Designation</b>		<b>Date</b>		<b>Document Version</b>	
<b>Comments</b>					
<b>Name and Designation</b>		<b>Date</b>		<b>Document Version</b>	
<b>Comments</b>					

<b>9.3 Divisional Commander / Head of Department Log</b>					
<b>Name and Designation</b>		<b>Date (DD/MM/YY)</b>			
<b>Comments</b>					
<b>Name and Designation</b>		<b>Date (DD/MM/YY)</b>			
<b>Comments</b>					
<b>Name and Designation</b>		<b>Date (DD/MM/YY)</b>			
<b>Comments</b>					

<b>9.4 Publication of EqHRIA Results Log</b>					
<b>Name and Designation</b>		<b>Date Published</b>		<b>Location of Publication</b>	
<b>Comments</b>					
<b>Name and Designation</b>		<b>Date Published</b>		<b>Location of Publication</b>	
<b>Comments</b>					
<b>Name and Designation</b>		<b>Date Published</b>		<b>Location of Publication</b>	
<b>Comments</b>					



## Unpaid Special Leave Request

BEFORE COMPLETING THIS FORM, PLEASE READ THE [PEOPLE & DEVELOPMENT PRIVACY NOTICE](#) WHICH EXPLAINS HOW WE PROCESS YOUR PERSONAL DATA.

This form should be used by police officers and authority/police staff to request Unpaid Special Leave. It should **not** be used to request Paid Special Leave.

Employee Details	
Name	
PSI	
Pay Number	
Terms and Conditions that Apply (e.g. legacy Agency / Force name or SPA)	

Unpaid Leave Dates (Inclusive)			
Start Date		End Date	
Total number of working hours to be deducted			

Type of Leave Requested	Check Relevant Box
Bereavement Leave	<input type="checkbox"/>
Medical Appointments / Examinations	<input type="checkbox"/>
Other	<input type="checkbox"/>
Public Duties	<input type="checkbox"/>
Relocation Leave	<input type="checkbox"/>
Study Leave	<input type="checkbox"/>
Time off for Dependents / Emergencies	<input type="checkbox"/>
Time off for Sporting Events	<input type="checkbox"/>
Witness Leave (not related to work)	<input type="checkbox"/>

Reason for Request	
<b>Employee Signature</b> (or if emailing type name)	
<b>Line Manager Signature</b> (if completing on behalf of individual)	

This form and all accompanying paperwork should be emailed by the employee to their line manager on completion.

Checking and Authorisation		
<b>Line Manager – complete and send to People Direct using the Online Portal</b>		
I approve this special leave request for processing.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Signed</b> (electronic if sending by e-mail)		
<b>Name</b>		
<b>PSI</b>		
<b>Date</b>		

HR	
<b>Date SCoPE Updated</b>	
<b>Date Finance Notified</b>	
<b>Date Pensions Notified</b> (if HR role in legacy area to inform)	
<b>Signed</b> (electronic if sending by e-mail)	
<b>Name</b>	
<b>PSI</b>	
<b>Date</b>	

**Consultation Feedback****Name of Policy / Procedure Being Assessed:**

--

**Organisation:**

(Only provide one composite return from your organisation)

<b>Name</b>		<b>Title / Position</b>	
<b>Organisation</b>			

**Feedback Relating to the Attached Document:****Comment / Suggestions:**

(Please refer to relevant section/ paragraph of document when commenting)

--

**Response / Action Taken by Owning Department:**

<b>Name</b>		<b>Rank / Position</b>	
<b>Department / Division</b>			

**Response / Comments:**

(Please remark on any changes made as a result of consultation comments above. If no changes made please provide rationale)

--