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SCOTTISH POLICE
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SCOTLAND

**Leave
Policy**

Owning Department:	People and Development
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Compliance Record

Equality and Human Rights Impact Assessment (EqHRIA):	Date Initially Completed	24/06/2016
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Health & Safety Compliant:	Yes	
Publishable Externally in Current Format:	Yes	

Version Control Table

Version Number:	History of Amendments:	Date:
V1.00	Initial Version	23/09/2016

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Leave Policy

The Scottish Police Authority (SPA) and the Police Service of Scotland, (hereafter referred to as Police Scotland) are committed to creating an attractive and inclusive working environment which supports flexibility through modern and practical working practices. SPA/Police Scotland strive to achieve this by managing resources in order to be able to deliver an effective, efficient and safe service to our communities and partners.

The key principles of this policy are to:

- Achieve consistency across the organisation in dealing with applications for leave;
- Ensure that service needs are balanced with individual needs;
- Ensure appropriate consideration is taken of the needs of protected characteristic groups;
- Ensure that the organisation supports the health and wellbeing of the workforce.

This policy is underpinned by a number of related documents which set out various leave entitlements, many of which are over and above the statutory minimum for both Police Officers and SPA/Police Staff, which cover but are not restricted to the following subject areas;

- Adoption, Maternity and Paternity
- Annual Leave and Public Holidays
- Career Breaks
- Parental Leave
- Shared Parental Leave
- Special Leave
- Time off for Sporting Activities
- Volunteer Reserve Forces

It is recognised that exceptional circumstances may arise when it is also not always possible for employees to meet their personal commitments within existing leave entitlements. As a responsible employer SPA/Police Scotland will consider sympathetically, every request which is over and above the specified entitlement only where there are clear and mitigating circumstances for the request.

The documentation supporting this policy is written to ensure all individuals and managers have an understanding of their entitlement and obligations associated with statutory and special leave.

SPA/Police Scotland is also cognisant of the requirements of the Working Time Regulations 1998 as well as additional statutory requirements laid down by legislation in relation to the various forms of leave which staff can apply for. We will ensure compliance with the Public Sector Equality Duty, in relation to the Equality Act 2010.