



Special Leave Policy

Policy Statement

Fife Council is committed to being a good employer and to developing people and family friendly employment policies. This approach not only allows employees to balance their personal and working lives but also helps us to maintain employees productivity, loyalty and motivation.

In keeping with this, we recognise that from time to time, employees lives outside of work may necessitate some form of support from the council. Strong consideration will therefore be given to allow employees access, where appropriate, to Special Leave and depending on the nature of the request, this may be paid or unpaid.

Scope

This policy applies to all Chief Officers, Single Status and Craft employees.

*Produced by Fife Council Human Resources Service: May 1997
Updated: May 2019
Last Reviewed: May 2019
Issue Number: 1.1*