

# Special Leave Policy

**Policy owner:** Chief Policy Officer  
**Policy approver:** Executive Committee  
**Approval date:** 24 October 2023  
**Annual review date:** October 2025  
**Document owner:** People Strategy and Organisational Development Director

## 1. Purpose

British Business Bank Plc (BBB) wishes to enable employees to perform any public duties that they may be committed to undertake and so will give them time off to do so where it does not conflict with the operational needs of our business.

BBB also recognises that employees may from time to time need to take additional time off as a result of unexpected events or bereavements.

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## 2. Scope

This policy provides information on special leave in the following areas:

- Voluntary Public Duties
- Voluntary Public service training
- Special Constabulary
- Other Volunteering
- Reservists Training
- Cadet Forces Training
- Training courses in youth leadership
- Sports events (participant)
- Attending Court
- Jury Service
- Emergency Leave/Domestic Crisis
- Emergency Leave for Dependents
- Carer's Leave
- Bereavement Leave
- Parental Bereavement Leave
- Neo-natal leave
- Pregnancy Loss leave
- Reservist Mobilisation
- Short term extensions to periods of annual leave or paid special leave
- Extended unplanned special leave

This policy applies to all BBB entities and operations and applies equally to all employees.

This policy covers periods of special leave of up to 3 months. At BBB's discretion, individuals may be able to apply for and may be granted longer periods of unpaid special leave.

This Policy does not form part of the contract of employment and may be varied, at BBB's sole discretion, from time to time. The Policy does not apply once the employee has left BBB. Nothing in this policy can override, or is intended to override, any relevant statutory provisions or statutory employee entitlements.

Employees should discuss requests with their line manager and where possible requests should be made in writing and submitted through the HR portal. The manager will consider the application in line with business needs for approval.

It is recognised that, from time to time, employees may have questions or concerns relating to special leave. It is BBB's policy to encourage open discussion with employees, to ensure that questions and problems can be resolved as quickly as possible. Employees can discuss this with HR or their line

Manager and can also make use of the Employee Assistance Programme, details of which can be found on the intranet.

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### 3. Definition of terms

“**Special leave**” is time off work which may be granted for a variety of reasons. This may be granted in addition to other types of leave, including but not limited to annual leave, public and bank holidays, and maternity/paternity/adoption/shared parental and parental leave.

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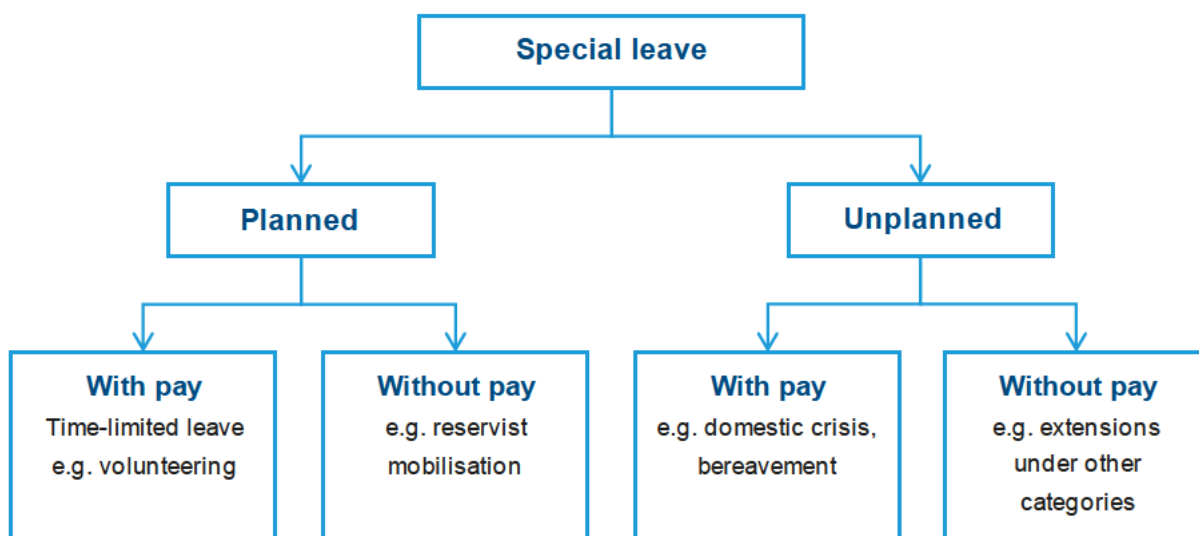
### 4. Key Principles

Special leave exists to enable employees to participate in certain activities, such as participating in public duties, volunteering, or to deal with personal caring responsibilities or unexpected emergencies. Special leave must not be used where other forms of leave such as annual leave or family focused leave are more appropriate.

Special leave may be planned or unplanned and may be paid or unpaid. The type and maximum amount of special leave that may be granted is referenced in Annex A at the end of this document and is at the discretion of management, who will consider the nature of the request, the needs of the business and any statutory entitlement that may exist e.g. to take part in public duties or deal with emergencies involving dependants, or parental bereavement leave. All decisions in relation to special leave requests will also take into consideration all other special leave requests made by the employee in the previous 12 month rolling period.

The periods of special leave, and whether such periods of leave are paid or unpaid as set out in Annex A are non-contractual, discretionary, and may be amended or withdrawn from time to time at the discretion of BBB, subject to any relevant statutory entitlements.

A chart showing common types of special leave is shown here:



The types of special leave within the scope of this policy will be defined as they arise.

## 5. Planned Special Leave With Pay

Details of the leave and pay available are in Annex A.

### 5.1 Voluntary Public Duties

BBB wishes to support employees who want to contribute to the wider community. Employees may therefore be granted time off with pay for public duties if they undertake one or more of the following roles:

- a magistrate (also known as a Justice of the Peace)
- a local Councillor
- a school governor
- a member of a statutory tribunal, e.g. an Employment Tribunal
- a member of the managing or Governing body of an educational establishment
- a member of a health authority
- a member of a school council or a board in Scotland
- a member of the General Teaching Councils for England and Wales
- a member of the Environment Agency or the Scottish Environment Protection Agency
- in England and Wales, a member of the Prison Independent Monitoring Boards or in Scotland a member of the Prison Visiting Committees
- a member of Scottish Water or a Water Customer Consultation Panel
- a trade union member or official (for trade union duties)

The table in Annex A shows the special leave available for these activities.

Each request for time off will be considered on its merits taking account of all the circumstances, including how much time is reasonably required for the activity, how much time you have already taken, and how your absence will affect the business.

Where a payment, excluding travel and subsistence, is made by an organisation for which the employee is volunteering, regardless of whether it aligns to the hours committed, paid special leave would not normally be granted; however unpaid leave may be granted.

### 5.2 Voluntary Public Service (training)

The table in Annex A shows the amount of time available for the following voluntary public service volunteering:

- Member of Coast Guard
- RN Lifeboat Institution
- Fire Service
- Training courses in youth leadership.

### 5.3 Special Constabulary

The allowance in Annex A covers mandatory training and undertaking duties.

### 5.4 Other Volunteering

To enable volunteering for or participating in community focused charitable activities.

There is also the ability to volunteer with your team in a Corporate Volunteering day, this is a separate allowance and is arranged on a team basis.

### **5.5 Reservists Training**

We are aware that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called-up at any time to be deployed on full-time operations and are expected to attend regular training. The paid time off allowance for training is noted in the table in Annex A.

### **5.6 Cadet Forces Training**

The paid time off allowance for Instructors or Officers in the Cadet Forces to attend annual Cadet Camp is noted in Annex A.

### **5.7 Training courses in Youth Leadership**

For undertaking courses in youth leadership run by a recognised voluntary organisation.

### **5.8 Sports Events (participant)**

Special leave with pay may be granted to employees who have been selected to participate in major international sports events such as the Olympic, Paralympic and Commonwealth Games and for qualifying heats.

In exceptional circumstances, special leave with pay may be granted to employees to enable active participation in other national or regional events.

### **5.9 Attending Court**

Special leave with pay will normally apply where employees are summoned to attend court for a non-work-related matter where there is a penalty for non-appearance. This may be as a witness in criminal proceedings, at a coroner's court, or where called upon as a witness in civil proceedings.

In civil proceedings where there is no penalty for non-appearance, or attendance as a plaintiff or defendant in a personal capacity in any proceedings, employees will be expected to take annual leave, but they may be allowed unpaid special leave in some circumstances at the discretion of their line manager with regard to business need.

### **5.10 Jury Service**

You should tell your line manager as soon as you are summoned for jury service and provide a copy of your summons if requested.

Depending on the demands of our business we may request that you apply to be excused from or defer your jury service.

We are not required by law to pay you while you are absent on jury service. However, we want to support our employees and you will therefore continue to be paid whilst you are on jury service.

## 6. Unplanned Special Leave With Pay

Details of the leave and pay available are in Annex A.

### 6.1 Compassionate/Emergency / Domestic Crisis

If you become aware of an emergency or domestic crisis while at work, you should immediately speak to your line manager about leaving work early. You should explain the reason for the absence and how long you expect to be absent from work. If your line manager is unavailable, or if you prefer, you can speak to a member of HR. If necessary, someone else can do this on your behalf.

If you are experiencing domestic abuse, you can talk to us in confidence. If you feel able, we encourage you to speak to your line manager, a colleague, a mental health first aider or member of the HR team, or ask someone to do this on your behalf, so that we can ensure you get the support you need.

BBB is a member of Employers Initiative on Domestic Abuse (EIDA) and you can contact them here: <https://www.eida.org.uk/>

The table in Annex A shows the paid absence periods BBB supports.

### 6.2 Emergency Leave for Dependants

Employees are entitled to take a reasonable amount of time off during working hours relating to a dependant when it is necessary to:

- provide assistance when a dependant falls ill, gives birth unexpectedly, is injured or assaulted;
- make longer-term care arrangements for a dependant who is ill or injured;
- take action required in consequence of the death of a dependant;
- deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant (such as a child-minder falling ill); and/or,
- deal with an unexpected incident involving your child while at school or another educational establishment.

A dependant for the purposes of this policy is:-

- your spouse, civil partner, parent or child;
- a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to above.
- Anyone to whom you provide care.

An employee who needs to take time off for dependants should contact their line manager at the earliest opportunity. The paid time off allocations are in Annex A and we will always consider each set of circumstances on their facts.

This section applies to time off to take action which is necessary because of an immediate or unexpected crisis. Where you need to take a longer period of time off or provide longer-term care for a dependant,

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please refer to section 6.3, Carers Leave and take advice from your line manager or speak to a member of HR.

### 6.3 Carer's Leave

Employees are entitled to take a reasonable amount of time off when it is necessary to look after a dependant with a long-term care need.

A "long-term care need" is defined as an illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age.

It covers:

- Illness or injury that requires, or is likely to require, care for more than three months;
- A disability under the Equality Act 2010;
- Care for a reason connected with old age.

A dependant for the purpose of this policy is:-

- your spouse, civil partner, parent or child;
- a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to above.
- Anyone to whom you provide care.

An employee who needs to take time off to care for someone should contact their line manager at the earliest opportunity. The paid time off allocations are in Annex A and we will always consider each set of circumstances on their facts.

### 6.4 Bereavement

#### 6.4.1 General

Should you be faced with a bereavement situation BBB recognises that you will need our support and understanding. We encourage you to speak to your line manager as soon as you are able, or ask someone to do this on your behalf, so that we can ensure you get the support you need to minimise any additional stress at what is a difficult time.

All allowances are noted in Annex A at the end of this policy. Special leave with pay may be granted because of a death of a dependant, close relative or other person in a close relationship, for example a husband, wife, civil partner, partner, child, parent, sibling, grandparent, parent-in-law, or someone who has acted as a parent.

Managers have the discretion to exceed the maximum for paid leave. Managers should consider individual circumstances when deciding the amount of leave to grant, including the relationship between the deceased and the employee and the extent of the employee's involvement in the funeral arrangements. Unpaid leave may also be available, at the line manager's discretion.



### 6.4.2 Parental Bereavement Leave

Parents who suffer the death of their child, or a child in their care, under the age of 18 or a stillbirth from 24 weeks of pregnancy are entitled to receive up to two weeks' paid Parental Bereavement Leave. In the event of the death of more than one child, the leave is available for each child.

Parental Bereavement Leave may be taken as a single block of two weeks or as two separate blocks of one week, within 56 weeks of the date of the child's death.

"Parents" for the purposes of this leave include where you:

- are their parent or foster parent;
- have had the child placed with you for adoption (whether by a UK adoption agency or from overseas);
- are their intended parent under a surrogacy arrangement;
- are the biological parent of a child who has since been adopted by someone else, and there is a court order allowing you or your partner to have contact with the child;
- look after the child in your own home, other than as a paid carer, and have done so for at least four weeks (a parent "in fact")

No notice will be required for leave taken in the first 8 weeks after a child's death, in which case please inform HR or your manager as soon as you can (someone can do this on your behalf if necessary). Where the leave is to be taken after the initial 8 week period following the child's death, you should give one week's notice of your intention to take the leave.

If you are unable to work after this period, please contact your line manager.

Details of the leave available is outlined in Annex A.

### 6.4.3 Neo-Natal leave and support

Parents can take up to 12 weeks of paid leave and a minimum entitlement of one week, in addition to other leave entitlements such as maternity, paternity and shared parental leave.

Neonatal Care Leave (NCL) applies to parents of babies who are admitted into hospital up to the age of 28 days, and who have a continuous stay in hospital of 7 full days or more.

The Bank will pay Company Neo Natal Care Pay (CNCP), for any employee who has 26 weeks service at the date of the request, at their full rate of pay.

NCL must be taken in the first 68 weeks of the baby's birth.

### 6.4.4 Pregnancy Loss Leave

The Bank provides up to two weeks of paid leave following the loss of a pregnancy. This leave can be taken by either parent, or person who is due to have parental responsibility.

The aim of this policy is to provide space and time for individuals to process their situation. It is not compulsory to take all of the paid leave.

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## 7. Planned Special Leave Without Pay

### 7.1 Reserve Forces Mobilisation

If we receive notice that you have been called-up for active service, we may apply to an adjudication officer for the notice to be deferred or revoked if, in our view, your absence would cause serious harm to our business (which could not be prevented by the grant of financial assistance).

Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.

If it is not reasonable and practicable to reinstate you into your former employment, we will offer you the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.

When calculating the length of your continuous employment with us, the period of absence on military service will not be counted. The period of employment before your mobilisation and the period after your reinstatement will be treated as continuous.

Further information can be found here: <https://www.gov.uk/employee-reservist>

### **Provision for spouses or partners of reservists**

If you are a spouse or partner of service personnel deployed on duty, BBB can offer a degree of flexibility in granting leave before, during and after a partner's deployment. Leave is granted at your line manager's discretion.

## **7.2 Unpaid leave up to 3 months**

Employees may wish to take unpaid special leave for a period of less than three months. This may be to extend a period of paid special leave or annual leave, to request periods of time off, or for other stand-alone events where paid special leave is not appropriate.

Requests for this type of special leave will be considered by managers in line with the needs of the business as well as what is reasonable in the circumstances. Employees should be aware of potential impact on their benefits package if they request this option.

Details of the leave available is outlined in Annex A

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## **8. Unplanned Special Leave Without Pay**

### **8.1 Extended unplanned special leave**

Limited unplanned special leave without pay may be granted exceptionally to employees where the manager is satisfied that the circumstances do merit time off but that pay is not appropriate. This will apply whether any original earlier period of leave was with or without pay. When making decisions managers must consider the needs of the business as well as what is reasonable in the circumstances.

Details of the leave available is outlined in Annex A

## 8.2 Unpaid leave and salary sacrifice arrangements

Taking a period of leave that is either unpaid or one that results in a lower salary for a period of time may result in salary sacrifice arrangements (for example, the payment of childcare vouchers) being stopped. If the employee believes this may affect them, they should contact HR.

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### Version Control

Version	Date	Author	Description	Approved by	Date approved	Date published
V 1.0	Dec 2018		Introduction of New Policy	Executive Committee	17 Dec 2018	09 Jan 2019
V 2.0	Mar 2020		Policy updates to take account of Parental Bereavement Act 2018 and Armed Forces Covenant	Executive Committee	23 Mar 2020	03 Apr 2020
	May 2021		Policy updates – greater clarity and update on Parental leave legislation	Referred back by PRG for further review		
V3.0	Oct 2021		Enhancing policy provisions - material changes in relation to the type of special leave included as well as enhancements to special leave entitlement	Executive Committee	2 November 2021	11 November 2021
V3.1	Oct 2023		Biannual Review – updated with Carers Leave	Executive Committee	24 Oct 2023	08 November 2023
V3.2	Nov 2023	Organisation Design, People Relations & Policies Director	Minor in-year change to clarify how to book special leave on MyHR.	CPO	06 Oct 2023	07 Dec 2023
V3.3	March 2024	Senior Employee Relations and Policy Manager	Addition of Neonatal care leave and pay; addition of pregnancy loss pay	CPO	March 2024	March 2024
V3.4	August 2024	Senior Employee Relations and Policy Manager	Clarification around paid vs unpaid time off for public duties	CPO	August 2024	September 2024

## **Annex A – Special Leave Limits**

*For discretionary leave there is a general expectation that leave would not exceed 20% of your normal working hours over a rolling 12 month cumulative period, but some types of leave (listed below) are excluded from this limit. If you request a 3 month special leave period, this is also excluded but granting this is at manager's discretion and account will be taken of other special leave you have had in the year".*

The limits for special leave should not normally be exceeded. However, managers do have discretion to exceed the limits in exceptional circumstances, for example multiple bereavement.

The following categories will not count towards the rolling 12 month cumulative limit:

- jury service
- compulsory attendance at court
- reservist mobilisation
- volunteer and CSR days
- Any statutory leave entitlements

Managers should consider carefully the amount of special leave it is reasonable to grant in any given set of circumstances. Employees making requests for special leave will therefore not automatically be entitled to the maximum limits of special leave as set out in the tables below (except where there is a statutory right).

Table 1 and Table 2 below show the maximum limits which may be granted for individual categories of paid special leave. Limits should be pro-rated for employees working part time work-patterns. For example somebody working 0.8 would get 80% of the relevant allowance.

Table 3 below shows the maximum limits which may be granted for unpaid special leave.

Table 4 below is for unplanned, unpaid special leave which may be granted for extensions to the other categories.

Employees can also make use of the Employee Assistance Programme which is available on the intranet.

**Table 1 - Planned Special Leave – With Pay**

Category	Maximum time off – rolling 12 month period	MyHR label
<b>Voluntary Public Duties</b>	<ul style="list-style-type: none"> <li>• 24 days for Mayoral duties</li> <li>• 18 days Magistrate (plus reasonable travelling time to permit up to 26 attendances)</li> <li>• 18 days local councillor</li> <li>• 6 days all other public duties listed in the 'Voluntary Public duties' section of Procedure</li> </ul>	Voluntary public duties
<b>Voluntary Public Service (Training)</b>	5 days for initial training for: <ul style="list-style-type: none"> <li>• Member of Coast Guard</li> <li>• RN Lifeboat Institute</li> <li>• Fire Service</li> <li>• training courses in youth leadership (see below).</li> </ul>	Voluntary Public Services (Training)
<b>Special Constabulary</b>	12 days in total to cover mandatory training and undertaking duties.	Voluntary public duties
<b>Other Volunteering</b>	3 days plus a Team volunteering day	Volunteering Day
<b>Reservists Training*</b> *The leave available for Reservist training is in addition to unpaid leave for mobilisation.	10 days special paid leave per year (in addition to existing paid holiday entitlements) for reservists to undertake training.  We may grant additional unpaid leave for these commitments to be met.	Voluntary Public Services (Training)
<b>Cadet Forces Training</b>	Cadets – 5 days for annual camp plus 5 days for annual training for officers.	Voluntary Public Services (Training)
<b>Training courses in Youth Leadership</b>	5 days paid special leave may be granted if you are a part time youth leader undertaking courses in youth leadership	Voluntary Public Services (Training)
<b>Sports Events</b>	Major International sporting events (such as Olympics, Paralympics, Commonwealth Games) – up to 5 paid days.  Other national, regional or departmental team based events aimed at promoting inclusivity, wellbeing and team building – up to 2 paid days at discretion of BBB.	Voluntary public duties
<b>Attending Court</b>	Paid for period of attendance - where this falls within the scope of the policy	Attending court
<b>Jury Service</b>	Paid for period of attendance	Jury

**Table 2 – Unplanned Special Leave – With Pay**

Category	Maximum time off – rolling 12 month period	MyHR Label
<b>Compassionate/Emergency Leave/Domestic Crisis</b>	5 days - further unpaid leave may be allowed dependent on circumstances.	Compassionate OR Emergency leave/Domestic crisis
<b>Emergency Leave for Dependants</b>	5 days – further unpaid leave may be allowed dependent on circumstances.	Carer's Leave
<b>Carers Leave</b>	5 days (taken in ½ or full days) – further unpaid leave may be allowed dependent on circumstances	Carer's Leave
<b>Bereavement</b>	Normally 5 days (a further two days paid special leave may be allowed in special circumstances e.g. where long journeys or special hardship is involved).  Managers have the discretion to exceed this maximum for paid leave according to circumstances. Further unpaid special leave may also be allowed.	Compassionate
<b>Parental Bereavement Leave</b>	<b>Leave - two weeks</b> – one single block of two weeks or two separate blocks of one week.  Statutory Parental Bereavement Pay of up to two weeks at the prevailing rate is available to anyone who meets the following criteria: 26 weeks continuous service on the death of a child under the age of 18.  In addition to this, BBB will: a) increase the Statutory Pay for eligible employees to full pay for up to two weeks, and; b) pay full pay to any colleague for up to two weeks on the death of a child under 18, regardless of eligibility for Statutory Pay.	Parental Bereavement
<b>Neo-Natal Leave</b>	<b>Up to 12 weeks, paid, with 68 weeks of birth of a baby who goes into neo-natal care with seven days of birth</b>	
<b>Pregnancy Loss</b>	<b>Two weeks paid leave for either parent following pregnancy loss</b>	

**Table 3 – Planned Special Leave – Without Pay**

Category	Maximum time off – rolling 12 month period	MyHR label
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<b>Reservist Mobilisation</b>	As appropriate - No longer than 12.	Reservist Mobilisation
<b>Unpaid special leave up to 3 months - short term extensions to periods of annual leave or to paid special leave or for a stand alone event</b>	Up to 3 months	Unpaid

**Table 4 – Unplanned Special Leave – Without Pay**

<b>Category</b>	<b>Maximum time off – rolling 12 month period</b>	<b>MyHR label</b>
<b>Extended unplanned special Leave</b>	As reasonable depending on circumstances and management discretion.	Unpaid