

BANKED LEAVE SCHEME

Introduction & Purpose

Work Life Balance for Perth & Kinross Council means creating the right balanced environment to enable employees to deliver a quality service. The Council recognises the benefits to be gained, as an employer and for employees, by offering additional flexibility in working arrangements.

The Banked Leave Scheme allows employees the opportunity to 'save up' leave over an agreed period and use this for a *specific purpose*.

The introduction of the Banked Leave Scheme is separate from the general Single Status provision that allows employees to carry forward up to a maximum of 5 days' annual leave until 31 March each year, subject to the agreement of their Head of Service.

Scope

Chief Officers and employees covered by the Single Status Agreement will be eligible to request to participate in the banked leave scheme, subject to the conditions of the scheme.

Definition

The scheme allows employees to bank leave. This involves an employee sacrificing an amount of their annual leave, to be banked over a set period of time, which will be used at an agreed later date for a specific purpose i.e. visiting family overseas, travelling, personal development. Banked leave can also be used towards a career break, maternity or paternity leave.

Conditions of the Scheme

The conditions for applying to bank leave are as follows:-

Application Process

All banked leave requests must be made in writing to your Head of Service or nominated officer using the Banked Leave Application Form available on *eric* or from Human Resources.

Applications should include information on the amount of leave to be banked, the period over which it will be accrued and when and for what purpose it will be taken.

Applications to participate in the scheme must be submitted and approved prior to the start of a new leave year.

The Head of Service or nominated officer will arrange to meet with an employee to discuss an application, within 14 days of receipt by the Head of Service. Employees will be notified of the decision, in writing, within 14 days of this meeting.

Employees must be in post by the start of a leave year and have a contract of employment which extends beyond the period in which they intend to bank leave i.e. if an employee is on a three year contract, leave can only be banked for two years so it can be used in the third year of employment.

Applications will be carefully considered and every effort made to accommodate requests subject to the conditions of the scheme and the needs of the Service.

Where an application is refused, an employee has the right to raise a complaint under the Council's [Fairness at Work Procedure](#).

An employee who decides, before the completion of their agreement, that they no longer wish to participate in the scheme, will be required to use their leave over the period in which it was banked. For example, an employee who has saved 15 days over three years will be required to use this leave over the same period of time (i.e. 3 years), subject to the needs of the Service. An employee who fails to use the leave in the specified period will forfeit their entitlement.

Conditions for Banking Leave

When banking leave, the amount sacrificed each year should not reduce that year's annual leave entitlement to less than the minimum set by the Working Time Regulations (pro-rata equivalent for part time employees).

A maximum of five days' leave can be banked per leave year.

The maximum period over which leave can be banked is five years.

Therefore, the maximum amount of banked leave which can be taken is 25 days (pro-rata equivalent for part-time employees).

Attendance

Employees participating in the scheme are expected to demonstrate a good level of attendance. To ensure consistency across the Council, the suggested level of non-attendance should not be higher than the Council's average sickness absence levels. Each application will be reviewed on an individual basis and consideration given to previous records of attendance, reasons for any absence(s) whilst having consideration for the Disability Discrimination Act 1995 (as amended).

Employees on maternity/adoption leave are eligible to fully participate in the scheme. Periods of maternity and adoption leave do not count as non-attendance for the sickness absence levels. As for all employees, applications to participate in the scheme must be submitted, and approved, prior to the start of a new leave year.

Employees who enter into the scheme and subsequently fail to achieve an acceptable attendance record, will have their application reviewed. Consideration will be given to the reasons for the absences; however, participation may be withdrawn.

Moving to another post

Where an employee applies for, and is successful in being appointed to another post within the Council, the appointing manager and employee must discuss, prior to appointment, whether an employee's agreement can be honoured.

An employee who resigns from Council employment before the completion of their agreement will be required to use their leave prior to their last day of employment, subject to the needs of the Service.