

Circumstances Requiring Time Off	Type of Special Leave	Duration of Special Leave	Paid or Unpaid
I need time off to look after the welfare of my child (this could include spending time with the child, looking for new schools, settling a child into a new school or spending time with grandparents)	Parental Leave <i>(Section 1 of Special Leave Policy)</i>	Statutory entitlement to 18 weeks' leave for each child and adopted child up to their 18 th birthday	Unpaid
To deal with a breakdown in a dependant's care arrangements or To put in place longer term care for a child or elderly relative or When a dependant falls ill or is taken to hospital or To deal with an unforeseen emergency matter regarding a dependant	Time off for dependants / family emergencies <i>(Section 1 of Special Leave Policy)</i> You might also be interested in Supporting Carers in the Workplace	Statutory right to reasonable time off	Unpaid reasonable time off will be given to deal with the immediate emergency only
To deal with a burst pipe or flooding within the home or To deal with domestic emergencies	Employee Aide <i>(Section 1 of Special Leave Policy)</i>	See Supporting Attendance and Wellbeing page and guidance	←
Parental Bereavement (death of a child under 18)	Parental Bereavement <i>(Section 2 of Special Leave Policy)</i> Or Click here for the full guidance document	2 weeks	Paid
The death of an immediate family member (spouse, partner, civil partner, child 18 or over, parent, resident relative living in employees household)	Bereavement Leave <i>(Section 2 of Special Leave Policy)</i>	Up to 5 days (pro-rated for part-time employees)	Paid

The death of close family (brother, sister, son/daughter-in-law, parent-in-law)	Bereavement Leave <i>(Section 2 of Special Leave Policy)</i>	Up to 2 days (pro-rated for part-time employees)	Paid
The death of other family members (grandparents, aunt, uncle, grandchild)	Bereavement Leave <i>(Section 2 of Special Leave Policy)</i>	1 day (pro-rated for part-time employees)	Paid
The death of others e.g. neighbour, close friend	Bereavement Leave <i>(Section 2 of Special Leave Policy)</i>	½ day to attend funeral (pro-rated for part-time employees)	Paid
To deal with a serious / critical family situation, for example where a close relative, partner or dependant has a serious illness, becomes critically ill or injured or is missing	Compassionate Leave <i>(Section 2 of Special Leave Policy)</i>	Not normally exceed 10 days (pro-rated for part time employees)	Paid
To attend a Medical Appointment (including hospital, physiotherapy, occupational therapy or speech and language therapy) or To attend a Dental Appointment	Leave to attend Medical and Dental Appointments <i>(Section 3 of Special Leave Policy)</i> You might also be interested in Disability Leave below	Reasonable time off	Paid
To attend an employment Interview within ACC	Leave to attend Interviews <i>(Section 3 of Special Leave Policy)</i>	Reasonable (with location of interview taken into consideration)	Paid

<p>To attend an interview outwith ACC</p>	<p>Not Special Leave</p> <p>You would be expected to use other leave such as annual leave or flexi leave</p>	<p>N/A</p>	<p>N/A</p>
<p>Where disability related equipment is being installed, dialysis treatment, planned therapy (including physiotherapy, occupational or speech and language therapy), hearing aid tests, receiving hospital treatment related to the disability as an outpatient</p>	<p>Disability Leave</p> <p><i>(Section 4 of Special Leave Policy)</i></p> <p>See Disabilities and Employment page for the Disability Leave Guidance</p>	<p>Reasonable</p>	<p>Paid</p>
<p>To take a period of extended unpaid leave for e.g.</p> <ul style="list-style-type: none"> • Undertaking a course of study or personal development • To travel abroad • To care for young children, elderly relatives or dependants • Following a period of maternity, adoption or paternity leave • To undertake voluntary work • Other personal circumstances 	<p>Career Break</p> <p><i>(Section 5 of Special Leave Policy)</i></p>	<p>6 months up to a maximum of 2 years</p>	<p>Unpaid</p>
<p>To take a period of authorised unpaid leave of absence</p>	<p>Authorised Unpaid Leave</p> <p><i>(Section 5 of Special Leave Policy)</i></p>	<p>Usually does not exceed one consecutive calendar month (longer periods can be requested)</p>	<p>Unpaid</p>

<p>You are unable to attend work due to adverse weather conditions</p>	<p>Bad Weather <i>(Section 6 of Special Leave Policy)</i></p> <p>Normally no entitlement to paid time off.</p> <p>Other arrangements such as working at another location, homeworking, annual leave, flexi leave or making time up at a later date may be options.</p> <p>If none of these options are possible then time off can be recorded as authorised unpaid leave.</p> <p>See the Bad Weather page for further details.</p>		<p>←</p>
<p>For study leave and to attend exams</p>	<p>Developmental Leave <i>(Section 7 of Special Leave Policy)</i></p> <p>also see People Development page</p>	<p>Half day per assignment Maximum 1 day per exam Total leave is a maximum 5 days per academic year</p>	<p>Paid</p>
<p>To attend a weekend course which falls outwith normal working days.</p>	<p>Developmental Leave <i>(Section 7 of Special Leave Policy)</i></p> <p>also see People Development page</p>	<p>One or two days will be granted in lieu for attending on a Saturday and/or a Sunday</p>	<p>←</p>
<p>To represent their country at a national sporting, artistic or related event</p>	<p>Sporting Artistic Events <i>(Section 8 of Special Leave Policy)</i></p>	<p>See Section 8 of Special Leave Policy</p>	<p>Paid</p>
<p>To work in a volunteer role at an event involving multiple sporting disciplines e.g. at an Olympic or Commonwealth Games</p>	<p>Sporting Artistic Events <i>(Section 8 of Special Leave Policy)</i></p>	<p>The maximum entitlement is 10 days' leave, which includes any volunteer training</p>	<p>Of the total leave requested half can be paid special leave</p>

			with the remaining half being matched by the employee through other leave provisions eg if you request 2 days in total then 1 day would be paid special leave and you would be expected to take 1 day as either unpaid leave, annual leave or flexi leave
You are summoned to serve on a jury or You are Summoned to attend court as a Witness	Leave when called as a Witness in Court / Jury Service <i>(Section 9 of Special Leave Policy)</i>	See Section 9 of Special Leave Policy	Paid
To undertake Trade Union Duties	Leave for Trade Union Duties <i>(Section 9 of Special Leave Policy)</i>	See FAIR Agreement page	See FAIR Agreement page
To attend Volunteer Reservist annual training event/camp	Volunteer Reservists <i>(Section 9 of Special Leave Policy)</i> For Employing Reservists Guidance, please visit the Support for the Armed Forces page	Up to a maximum of 15 days	Paid
To attend or undertake other Volunteer Reservist activities	Not Special Leave. You must use annual leave or unpaid leave or flexi leave	←	←

<p>Cadet Force Adult Volunteers (to attend relevant annual training and camps)</p>	<p>Cadet Force Adult Volunteers <i>(Section 9 of Special Leave Policy)</i></p>	<p>Up to 5 days</p>	<p>Paid</p>
<p>To undertake work in relation to election duties eg at polling station, counts and any associated training</p>	<p>Leave for Undertaking Election Duties and Training <i>(Section 9 of Special Leave Policy)</i></p>	<p>←</p>	<p>Paid</p>
<p>I have a public position such as:</p> <ul style="list-style-type: none"> • Justice of the Peace • Member of a Children’s Panel • An elected member for another local authority (excluding Aberdeen City Council) 	<p>Leave for Carrying out Public Duties <i>(Section 9 of Special Leave Policy)</i></p>	<p>←</p>	<p>Paid time off will be granted provided that the request satisfies certain conditions</p>
<p>To attend training or duties related to the role of Special Police Constable or To attend training or duties related to the role of Volunteer Emergency Responder</p>	<p>Leave for Special Police Constables and Volunteer Emergency Responders <i>(Section 9 of Special Leave Policy)</i></p>	<p>Maximum 10 days per year</p>	<p>Paid</p>