

RENFREWSHIRE VALUATION JOINT BOARD



MANAGEMENT OF LEAVE (RVJB Only) HR13

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| Title | Management of Leave |
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| Approved By | Management Team |
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| Reviewer | Management Team |
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Review History

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| 1 | Section 1.2 – Divisional Assessor added and sentence reworded Section 3 – 2 nd sentence reworded | June 2016 |
| 2 | Review of Policy – insertion of 5.4 | May 2019 |
| 3 | Review of Policy | October 2023 |

1. GENERAL

- 1.1 The purpose of these guidelines is
- (a) to ensure that adequate staffing levels are maintained at all times to enable the department to provide an acceptable level of service to the public, the Board, and the councils within the area for which we are responsible and that all statutory duties are executed to a high standard and that all dates and deadlines are met; and
 - (b) To ensure that all applications for leave are dealt with fairly and consistently.
- 1.2 These guidelines should be adhered to at all times and may only be departed from in exceptional/emergency circumstances and/or with the specific approval of a member of the Management Team (MT).
- 1.3 It is the responsibility of the appropriate Line Manager to ensure compliance with these guidelines and to authorise all leave for staff under their direct control in accordance with these guidelines.
- All staff are expected to observe the terms of these guidelines and the granting of any such leave will be subject to receiving an assurance that the granting of the request will not result in any non-compliance with these guidelines.
- 1.4 The granting of any period of leave is subject to the exigencies of the department.
- 1.5 Staff should not enter into any contractual arrangement or book any holiday or travel arrangements prior to obtaining authorisation for the period of leave required. The department cannot be held responsible for any loss incurred in such circumstances.
- 1.6 Applications for leave should always be submitted as early as possible.
- 1.7 Authorisation for any period of leave once granted will not be withdrawn.
- 1.8 Other than as specifically indicated, these guidelines apply equally to Annual Leave and to Flexi Leave.
- 1.9 Nothing in these guidelines supersedes or negates anything contained in the general Scheme of Terms and Conditions of Service in force at any time.

2. MAINTENANCE OF ADEQUATE STAFFING LEVELS & COVER

Leave will not be granted, other than with the specific approval of a member of the MT when the granting of the period of leave requested would result in:

- (a) Insufficient staff being available within any section to provide an acceptable level of service to the public at all times between the hours of 8.45 and 16.45 (Monday to Thursday), or between 8.45 and 15.55 (Friday); or
- (b) Insufficient staff being available within any section to ensure that the statutory duties of the department are fulfilled, or when the granting of such leave would be likely to prejudice the satisfactory fulfilment of any statutory duty within the appropriate statutory timetable; or
- (c) More than ONE THIRD of the staff in the section being absent at any one time, for whatever reason; or
- (d) Insufficient senior, qualified, or supervisory staff being available at any time, for whatever reason.

The Senior Clerical Manager must ensure that sufficient staff are available to provide adequate cover for reception duties and telephones at all times between 8.45 and 16.45, Monday to Thursday, or 8.45 to 15.55 on Fridays.

Principal Valuers must ensure that sufficient staff are available to provide adequate cover for the telephones at all times between 8.45 and 16.45, Monday to Thursday, or 8.45 to 15.55 on Fridays.

In arranging for adequate cover due allowance must be made for staff who are unavailable at any time during the day on survey, canvass, lunch, etc., or who are involved in meetings, interviews, etc., and who are, therefore, not available to provide cover during that period.

3. SECONDED STAFF

Due to the nature of the workload of the Board it is, on occasions, necessary to second staff to another section on a temporary basis. This can happen, for example, during the run up to an Election.

During any period when staff are seconded to another section the appropriate Line Manager (the Line Manager of the section in which the member of staff normally works and the Line Manager of the section to which the member of staff is seconded) must co-operate fully to ensure that acceptable standards are maintained and that these guidelines are applied. To avoid any doubt when considering any application for leave, seconded staff will be considered part of the section to which they are seconded for the duration of the secondment when this is, or is intended to be, for a period of greater than one week.

4. SUPERVISION

Leave will not be granted, other than with the specific approval of a member of the MT, when the granting of the period of leave requested would result in -

- (a) Inadequate or inappropriate supervision of staff within any section and/or at any location; or
- (b) The head of any section and the next most senior member of staff in the section being absent at any one time.

5. APPLICATION FOR LEAVE

- 5.1 All applications for annual or flexi-leave must be made via the electronic Leave Database.
- 5.2 All applications for annual or flexi-leave must be submitted to the Line Manager, who shall approve or reject the application in line with these guidelines.
- 5.3 All applications for annual or flexi-leave must be made in good time.

In particular, applications should give at least the following notice:

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| Half-day leave | - Previous working day, |
| Up to 3 days leave | - 2 working days notice, |
| Up to 1 weeks leave | - 1 weeks' notice, |
| Over 1 weeks leave | - 2 weeks' notice. |

- 5.4 For leave periods of 3 continuous weeks or more, approval has to be sought from the Management Team prior to authorisation being given by the Line Manager. A request should be made by the Line Manager to the MT when they are notified of the leave application.
- 5.5 No leave, or extension to any period of leave will be approved under any circumstances (other than in a genuine emergency situation) after the period of leave has commenced. Any leave taken without prior authorisation as specified in this guide, (other than in a genuine emergency situation) will be considered unauthorised absence and may result in disciplinary proceedings being instigated.

6. FLEXI LEAVE

- 6.1 All of the terms and conditions in this guide apply to applications for flexi-leave.
- 6.2 All of the terms and conditions of the approved flexi scheme must be observed.

- 6.3 No application for flexi-leave will be approved unless it can be demonstrated that the applicant has sufficient credit to cover the requested period of leave **at the time of making the application.**
- 6.4 The granting of an application for flexi-leave does not override or negate the terms of the flexi-scheme. In particular, no flexi-leave can be taken, even if approval has been obtained within the terms of these guidelines, if the taking of the leave would result in a debit on the individual's flexi record. To take such leave is an abuse of the system.