



Personnel Sub-Committee – 11 June 2013

Extra Leave Proposal

Purpose of Report

To propose awarding ENC staff a one-off additional day's leave (pro rata for part-time staff) in 2013/2014 to recognise their commitment and hard work during challenging times.

1.0 Introduction

- 1.1 At Personnel Sub-Committee on 27 November 2012 Cllr Glenn Harwood suggested that the Sub-Committee should consider giving staff an extra day's leave, possibly around Christmas, as a recognition of their commitment and hard work during challenging times and after a number of years' pay freezes. This paper sets out a recommendation to do this.
- 1.2 If given, this would be an extra day in 2013/2014 only, and would not increase staff's general leave allowance, or create a precedent. There is not expected to be any significant increase in costs, as backfill for the extra leave would not be provided. There might be some slight impacts on customers in terms of less access to staff, but the expectation is this would be minimal.
- 1.3 Annual leave and free time are very highly valued by ENC staff. Staff recognise the tight financial circumstances that Local Government finds itself in. As a gesture of recognition and thanks, this is likely to be very well received.

2.0 Options Considered

- 2.1 CMT considered a number of ways to give staff an extra day's leave including:
 - Adding the day to the office closure period at Christmas.
 - Giving staff an extra day's leave in December for Christmas shopping.
 - Giving staff their birthday as annual leave.
 - Giving staff an extra day's leave during 2013/14 and allowing them to decide when to take it.

3.0 Recommendation

- 3.1 Ultimately CMT decided that if Councillors agree to allocate an additional day's leave, the simplest option is to give staff the flexibility to take the day anytime between 1 May 2013 and 30 April 2014. Part-time staff would receive a pro-rata entitlement. This would be added to their annual leave card, and would be booked with permission from the individual's line manager in the normal way.
- 3.2 This option has the least number of problems, and gives staff and managers the most amount of flexibility. Closing down for longer at Christmas, for example, means that teams who have a limited number of days to action certain tasks are put under extra pressure, and services are inaccessible to customers for longer.

4.0 Equality implications

- 4.1 There are no anticipated equality implications of this paper.

5.0 Legal implications

5.1 There are no anticipated legal implications of this paper.

6.0 Financial implications

6.1 There are no anticipated financial implications of this paper.

7.0 Recommendation for decision

7.1 Members to approve the recommendation in paragraph 3.1 above.

Legal	Power:				
	Other considerations:				
Person Originating Report: Aime Armstrong – HR Manager					
Date: 11 April 2013					
CFO		MO		CX	

(Committee Report Confidential Rev. 24)