

## Equality Impact Assessment

3.1	<b>Title of Proposal:</b>	Leave Policy including Annual Leave, Special Leave and Annual Leave Purchase Scheme
3.2	<b>Service Area:</b> <b>Department:</b>	Human Resources
3.3	<b>Description:</b>	<p>SBC has three policies that cover leave – Annual leave, Annual Leave Purchase Scheme and Special Leave. All three policies are inter-related and as such this EIA discusses all three policies.</p> <p><b>Annual Leave Policy</b> - The aim of the policy is to ensure a consistent and equitable approach to the calculation of annual leave and general public holiday entitlements which take into account the arrangements prescribed by the Scottish Joint Council (SJC) terms and conditions and local agreements.</p> <p>The policy applies to all employees with the exception of Teaching Staff.</p> <p><b>Annual Leave Purchase Scheme</b> – The purpose of the annual leave purchase scheme is to provide employees with additional flexibility in respect of planned time off work. This scheme is in addition to any special paid/unpaid leave under the Special Leave arrangements. This scheme provides the opportunity to “buy” up to 20 days additional annual leave in each leave year, January to December (or September to August for Teaching Staff), with deductions from pay spread over 6 or 12 months.</p> <p>Approval of any additional annual leave purchase is not guaranteed, and would always be subject to the operational</p>

	<p>requirements of the service which must remain a priority.</p> <p>The Scheme is open to Chief Officers, Teachers, SJC Employees and Craft Operatives whether they are full-time, part-time, temporary or permanent.</p> <p><b>Special leave policy</b> this policy complement the annual leave policy by acknowledging that there are circumstances where employees need to have time off work, but it is not appropriate to take annual leave. The policy provides a range of examples as to when special leave may be requested identifying that depending on the circumstances not all leave will be paid.</p> <p>The policy applies to all employees.</p>
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3.4	<p><b>Impact Assessment</b></p> <p><b>Note:</b></p> <p>The application of these policies do not differentiate between any of the criteria associated with the Equality Impact process. These policies are in place to ensure that all groups are treated equally, in a positive and helpful manner. There is little or no evidence that those who self -identify with the protected characteristics are or could be differently affected. Additionally the policies have no relevance to the general duty. All three policies give clear detailed information and are freely accessible. However the following identified impacts are worth noting.</p>					
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>	<b>Mitigation &amp; Recommendations</b>
		<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>		
	<b>Age</b> (Older or younger people or a specific age grouping)		X		Staff with longer reckonable service are entitled to greater annual leave. This has a potential positive impact on older staff.	
	<b>Disability</b> e.g. Effects on people with mental, physical, sensory		X		Positive impact. Whilst staff with disabilities may require a greater number of hospital appointments, this can be addressed through the Special Leave Policy. In addition staff that are on long or short term sick leave as a result of their disability will still accrue annual leave.	

impairment, learning disability, visible/invisible, progressive or recurring					
<b>Gender</b> (Males, Females, Transgender or Transsexual people)	X			The annual leave policy states in the case of part time employees, that the annual leave entitlement is pro rata to the full time allowance. The calculation of this entitlement is always proportional to the number of basic contracted hours worked. The removes the potential for inequality in cases where employees work varying days. Women are often part time and this entitlement supports equality. Therefore it is deemed that there is no impact for this protected characteristic.	
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers) <b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)		X		Positive impact. The Special Leave policy allows for unpaid leave of up to ten days or for extended holidays to visit overseas relatives.	
<b>Pregnancy and Maternity</b> (refers to the period after the birth, and is linked to <b>maternity</b> leave in the employment context. In the		X		Positive impact. Whilst on maternity, paternity or adoption leave employees continue to accrue annual leave.	

	non-work context, <b>protection</b> against <b>maternity</b> discrimination is for 26 weeks after giving birth),					
	<b>Gender Reassignment</b> (Where person is living as the opposite gender to their birth)		X		Positive impact. Whilst staff transitioning or recovering from transitioning may require a greater number of hospital appointments, this can be addressed through the Special Leave policy. In addition staff that are on long or short term leave as a result of their transitioning will still accrue annual leave	
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)		X		Positive Impact. For those employees wishing to utilise the Annual Leave Purchase Scheme pension contributions would be made prior to any deduction from wages/salary, therefore pension entitlements would be unaffected.	

3.5	<b>Recommendations &amp; Mitigation</b>		
	Please summaries all recommendations and mitigations for approval by the decision makers who will approve your proposal		
	<b>Characteristic</b>	<b>Mitigation/Recommendation</b>	<b>Approved Yes/No</b>
	General	Council's commitment to equalities is communicated to all	Yes
	Amend policies to include: <ul style="list-style-type: none"> <li>• accessible format strapline and version control matrix</li> <li>• link to other policies</li> </ul>	Yes	
	The outcomes for each policy will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the relevant policy.	Yes	

<b>Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)</b>			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	21/02/17

<b>EIA Completed By</b>			
Name	Iain Davidson	Service Area.	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	13th February 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	13 <sup>th</sup> February 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	13 <sup>th</sup> February 2017