**COSLA/SJC**

**Leave Arrangements**

**50. Can I cancel pre-booked annual leave as my holiday is cancelled?**

This is under constant review, please speak to your manager. It may be that you deliver a role considered critical by the Council, or you could volunteer in an area that is considered critical, and which requires additional support.

**51. I am unable to return to work as expected as my return flights have been cancelled, what happens?**

It is our understanding that airlines are operating 'rescue’ flights to get passengers back home, however we appreciate that this may be later than your original return date. In these circumstances you will be granted special leave until you arrive back in the UK. Please liaise with your manager as soon as you know of any delay. If you have an appropriate device you may still be able to work from your current location.

**52. Should I be taking annual leave over this period?**

Yes, it is still appropriate to take your annual leave, subject to the normal service requirements, as your wellbeing is important. Everyone must look after themselves over this difficult period.

**53. My local authority allows us to purchase additional annual leave which I did before movement was restricted. Can I now cancel this?**

This will depend on the arrangements in place with your local authority – please speak to your line manager or local HR team.

**54. Is the annual leave year being extended or changed?**

Local Authorities may give consideration to annual leave arrangements locally, which may include the leave year being extended or changed.

**55. What will the position be with public holidays such as Easter during this time of ‘lockdown’?**

Treatment of public holidays varies across councils. If you are not required to work on a public holiday, this should remain as a non-working day. If you are required to work the public holiday, arrangements should be agreed with you line manager over whether you receive payment or a day in lieu at another time.