

To: SOCIAL WORK COMMITTEE	Subject: REQUEST FOR SPECIAL LEAVE	
From: DIRECTOR OF SOCIAL WORK		
Date: 10 MARCH 2005	Ref: SA/CMcC	

1. PURPOSE OF REPORT / INTRODUCTION

The purpose of this report is to seek the approval of the Committee to allow a member of the staff of the Social Work Department to have a period of unpaid leave.

2. BACKGROUND

- 2.1 The member of staff is an experienced and valued member of the Social Work Department. She wishes to work with North Lanarkshire Council on her return.
- 2.2 She requests that she be allowed to take a period of up to 4 weeks Special Leave, unpaid, effective from 15 June 2005, to enable her to attend a court hearing in relation to the death of her son.

3. PROPOSALS / CONSIDERATIONS

- 3.1 The Social Work Department supports the member of staff in this proposal.
- 3.2 The staff member's workload will be covered by colleagues.
- 3.3 It is proposed that the request for Special Leave, unpaid, be approved.

4. FINANCIAL / PERSONNEL / LEGAL / POLICY IMPLICATIONS

- 4.1 There are no financial or legal implications. As noted above, support for this measure will ensure retention of the worker concerned.

5. RECOMMENDATIONS

- 5.1 Committee is asked to approve the request for Special Leave.
- 5.2 Remit to Policy and Resources (Personnel) Sub Committee for consideration.



Jim Dickie
Director of Social Work
7 February 2005

For further information on this report please contact Margaret Wilson, Service Manager, Personnel
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