

Item:

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Report to Partnership Meeting of 6 February 2015

PARTNERSHIP

Extended Leave

Purpose of Report

This Report advises the Board of a request for a period of Extended / Unpaid Leave made by the Inverness Office Manager covering the period from 6 April to 5 October 2015 inclusive.

Extended Leave

The Inverness office based Office Manager has formally requested a period of Extended / Unpaid Leave covering the period from 6 April to 5 October 2015 inclusive.

The Special Leave Policy relating to HITRANS staff asks that any request for special leave be considered by the Partnership Director for consideration of the appropriateness of the request for authorisation of this unpaid leave of absence. The Partnership Director has considered this request and has agreed to recommend approval of the request.

Cover arrangements are described in a separate report that sets out how the Partnership propose to participate in the 'Adopt an Intern' programme after our previously positive involvement with this scheme. This will allow some of the Office Manager responsibilities to be covered while other tasks will be shared among the team.

RECOMMENDATIONS

The Partnership Board is asked to approve the Partnership Director's recommendation to grant a period of Extended / Unpaid Special Leave to the Inverness Office Manager covering the period from 6 April to 5 October 2015 inclusive.

Risk	impact	comment
RTS delivery	-	Cover arrangements have been identified that mean there will be no impact from this proposal.
Policy	-	Cover arrangements have been identified that mean there will be no impact from this proposal.
Financial	√	The period of unpaid leave coupled with the cover arrangements required will result in a net saving to the partnership.
Equality	-	There are no Equality impacts from this proposal.

Report by: Randal Robertson
Designation: Partnership Director
Date: 26th January 2015