Special Leave - Guidance
Special Leave

1. Bereavement

1.1. Bereavement leave applies to all employees, irrespective of length of service.

1.2. It allows for up to 5 days paid leave for the death of an immediate relative (child; partner; parent/parent-in-law; next of kin and in some cases grandparents where they have been responsible for raising the employee).

1.3. Discretion may be exercised based on circumstances (e.g. when the funeral is delayed beyond a period of 5 days).

1.4. Death of an immediate relative not listed above will normally allow for an employee to take paid leave of up to 1 day. However, discretion may be granted based on the circumstances and responsibilities falling on the bereaved.

1.5. Employees should inform their line manager at the earliest opportunity of their need to take bereavement leave.

2. Care for dependents

2.1. All employees are allowed 'reasonable' time off to look after a frail, disabled or ill dependent of any age.

2.2. A dependent is defined as a; spouse; child; parent; or person who lives in the same household (but not a tenant, lodger or boarder).

2.3. Leave to accompany a dependent to the GP, Hospital or Dentist may also be granted.

2.4. All requests for this type of leave will be considered on a discretionary basis depending on the individual circumstances and will be agreed in consultation with the employee’s line manager. Advice may be sought from Human Resources if required.

2.5. In some cases, the line manager may request appropriate documentation (e.g. hospital appointment letter) before the leave is approved.

2.6. Employees who have continuous service of 3 years or more will normally be entitled to paid leave whereas those staff who have not completed 3 years’ service will be expected to take unpaid leave.

2.7. The maximum leave that can be taken in any one year (rolling) is up to 2 days.
3. **Emergencies**

3.1. All employees are entitled to Emergency Leave to deal with an unexpected incident.

3.2. Such incidents would normally include: dealing with a Fire, Burglary or Flood; if existing arrangements for childcare unexpectedly break down; or, to deal with an incident involving a dependent.

3.3. Employees who have continuous service of 3 years or more will be allowed up to 2 days paid leave, in any one year (rolling), as agreed in consultation with their line manager.

3.4. Requests for leave will be subject to a maximum of 1 day at any one time.

3.5. In cases where an employee has exhausted their entitlement to paid emergency leave, further unpaid leave may be granted at the discretion of their line manager.

3.6. Employees who have less than 3 years continuous service will be granted emergency leave on an unpaid basis, in agreement with their line manager.

4. **Examinations and Revision**

4.1. All support staff will be granted paid time off to attend parts of a work supported college course which overlaps with work time.

4.2. Extra time off in lieu to compensate for time spent at college will not be given nor will employees be expected to work extra to make up for their time at college.

4.3. Study leave at the rate of one half day per exam will normally be the agreed additional time off, subject to a maximum of 5 days study leave in any one year.

5. **Medical Appointments**

5.1. Medical, dental, hospital and optician appointments should be arranged outside of working hours if at all possible or arranged at times which will cause least disruption to the working day.

5.2. Staff who are participating in a flexi scheme under the University’s flexi time framework will not normally be credited with time spent at medical, dental or optician appointments but a credit adjustment will be made for hospital appointments. Staff who are not participating in a flexi time scheme should make up the equivalent time for medical, dental and optician appointments.
5.3. When requesting time off, staff should give their line manager as much notice as possible and supply appropriate documentation confirming the appointment where appropriate.

6. Public Duties

6.1. Employment legislation ensures that employees are entitled to reasonable time off to perform duties associated with public positions. However, the employer is not required to give paid time off. Before agreeing to undertake a public duty, the University strongly urges employees to discuss the matter with their line manager, particularly where the public duty could impact upon their University duties.

6.2. The University will normally allow leave of absence of up to 12 days in any 12 month period for the purpose of carrying out public duties. This leave of absence will be paid only when the University has been consulted before the employee accepts a public position. Examples of public positions includes: Justice of the Peace; Local Councillor; Member of a Statutory Tribunal; School Governor or Member of a Governing Body of an Educational Establishment; Member of a Policy Authority.

6.3. Employees should consult their manager at the earliest opportunity to make arrangements for leave for public duties. Where possible, they should provide their line manager with a list or timetable of scheduled commitments i.e. school governor meetings.

6.4. Whilst jury service and appearance as a witness are not covered by this policy, employees are expected to inform their line manager at the earliest opportunity when called upon to perform these duties.

6.5. A Form 5223 (loss of earnings certificate) should be obtained from the local court office and passed to the Payroll Office for completion before jury service starts.

7. Reserve Forces

7.1. Service training with the Auxiliary Forces, such as the Territorial Army, must be taken as part of an employee’s normal holiday entitlement.

7.2. In cases where an employee is required to attend camp, additional paid leave of up to one week will normally be granted with pay (in any one year).

7.3. Thereafter the employee will be expected to take leave as part of their normal annual holiday.

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