



THE UNIVERSITY *of* EDINBURGH

Special Leave Policy

1. Policy Statement

The University is committed to helping its staff to achieve a good work-life balance. We understand there may be occasions when you need time off for reasons that do not fall within the scope of other leave policies. This policy explains the types of leave available to deal with these different situations.

2. Scope

This policy applies to all employees of the University.

3. Principles

This policy is underpinned by the following principles:

- 3.1 Leave requests will be considered fairly, promptly and with sensitivity
- 3.2 Every effort will be made to agree leave requests, subject to reasonable notice and operational need.

4. Entitlement

The amount of time off you can take and whether leave is paid or unpaid will depend on the type of leave requested (see Appendix I).

Note: As there are limits to the amount of unpaid leave for sponsored workers, all requests for unpaid leave from a sponsored worker should be referred to HR Operations in the first instance.

5. Continuity of Employment and Pay

Continuity of employment is maintained during your leave which means there is no break in service during your absence from work. During paid leave, you will continue to receive all non-cash benefits, such as accrual of annual leave.

During periods of unpaid leave of less than four continuous weeks, you will continue to receive all non-cash benefits. For periods of unpaid leave beyond four weeks, you will no longer receive non-cash benefits.

6. Pension Contributions

If you take unpaid leave, you may not earn enough in a pay period to make your regular pension contribution. The Pensions team will contact you directly if there are any pension implications that you should be aware of and will advise you of your options regarding your pension contributions.

7. Links to Other Relevant Policies and Guidance

You may find it useful to refer to other relevant University policies which you can find on the [HR web pages](#):

- [Absence Management Policy](#)
- [Annual Leave Policy](#)
- [Emergency Time off for Dependants](#)
- [Flexible Working, Maternity Leave](#)

8. Policy History and Review

Approval Date: April 2019

Approved By: CJCNC

Year of Next Review: 2022

Special Leave Procedure

1. Requesting Special Leave

You must discuss your need for leave with your manager giving as much notice as possible. To request leave you must use the Special Leave form and send this to your manager for approval. Where additional evidence is required to support your application (e.g. jury duty notification), you must ensure you submit it at the same time as the form.

If you can't complete the form in advance of the absence, contact your manager (or, in their absence, an appropriate deputy) as soon as possible to inform them of your absence, the reason and likely duration. You must then complete the form once you return to work.

If you take leave without prior authorisation from your manager, it may be considered an unauthorised absence, which may lead to disciplinary action. Managers should contact HR if a member of their team is absent from work without authorisation.

2. Considering Your Leave Request

Before approving the request your manager must consider:

- the number of days you have requested
- the reason for the request
- any previous requests you've made for special leave, and
- the needs and priorities of your business area.

If your manager can approve your request, they will inform you as soon as possible and submit the form for recording.

If your manager can't approve your request, they will explain the reasons why and suggest possible alternative options such as the use of Annual Leave, Emergency Time Off for Dependents or Flexible Working. All applications and decisions will be recorded by your manager.

3. Cancelling Leave

You can cancel your period of leave by contacting your manager. Your manager will make sure that your absence record is updated and, where unpaid leave was requested, contact Payroll to ensure that no pay is deducted. There may be occasions when you can't cancel your leave, e.g. where a formal contract to provide cover for your absence has been put in place.

There may be occasions where, for business reasons, your manager asks you to cancel a period of approved special leave. In such cases, your manager will discuss all options with you before making a decision.

Entitlement to Special Leave

Category	Circumstances	Entitlement – pro-rata for part week
Family Related Leave		
Attending a Funeral	Funeral for a relative, or someone with whom you had a close personal relationship.	Up to 1 day's paid leave.
Bereavement Leave	For the death of a close relative, or when you have to make funeral arrangements. Additional time may be considered if a lot of travel is required or when plans have been delayed/complicated.	Up to 10 days' paid leave (pro-rata) for loss of immediate family member (partner, parent, child, stillborn baby); up to 5 days' (pro-rata) paid leave in other circumstances. The leave can be taken at any point within 56 weeks of the date of death.
Compassionate Leave	Can be used for extreme personal circumstances involving your family or those for whom you have caring responsibilities.	Up to 5 days' (pro-rata) paid leave per rolling year. A further amount of leave may be taken unpaid.
Civil Related Leave		
Campaigning for Election to Parliament	If you are campaigning for (re-)election to the Scottish, UK or European parliament.	Up to 10 days' (pro-rata) unpaid leave for campaigning before election date.
Jury Service	If you have been called for jury service, inform your manager as soon as possible. Submit your jury summons with your Special Leave Form (this will be returned to you). Keep your manager	You will be paid for the duration of the service. You do not need to claim reimbursement for earnings. You should claim expenses and subsistence from the Court.

Category	Circumstances	Entitlement – pro-rata for part week
	informed about how long you are likely to be away from work. If duty lasts less than half a day, or you are no longer required, you must return to work where practicable.	
Police Statement	If you are required to give a police statement as a victim or witness of a crime.	Up to 1 day's paid time off for the appointment if it can't be made outside your normal working hours.
Representing Your Country	If you are representing your country in a competitive event.	Annual leave should be used in the first instance with up to 10 days' (pro-rata) unpaid leave available for high profile events.
Army Reserves/ Volunteer Reserve Forces	If you are a reservist you are entitled to time off for training and mobilisation.	Up to 5 days' paid and 5 days' unpaid time off for training. If mobilised, time off is unpaid. Full employment will be restored upon return from military service, to the same or a similar role at an equivalent level. Let your manager know when you are able to return to work.
Voluntary Public Service/Leave for Public Duties	If you are: <ul style="list-style-type: none"> - a Justice of the Peace or - an independent prison monitor you are entitled to time off to perform any duties of your office.	Up to 12 days' (pro-rata) paid leave per rolling year. You must provide your manager with a timetable of your commitments at the earliest opportunity. Any additional agreed leave will be on an unpaid basis.

Category	Circumstances	Entitlement – pro-rata for part week
	<p>If you are a member of the following, you are entitled to time off to attend a meeting of the body and fulfil your responsibility as a member:</p> <ul style="list-style-type: none"> - a local authority - a statutory tribunal - a police authority established under the Police Act 1996 - an independent monitoring board for a prison or a prison visiting committee - a relevant health body - a relevant education body - the Scottish Environment Protection Agency - Scottish Water - a panel of lay observers, who monitor conditions in court custody and under escort - a visiting committee of immigration removal centres - a visiting committee of immigration short-term holding facilities. 	<p>Up to 12 days' (pro-rata) paid leave per rolling year. You must provide your manager with a timetable of your commitments at the earliest opportunity.</p> <p>Any additional agreed leave will be on an unpaid basis.</p>
Volunteering Activities	You can request time off to volunteer. This can be with a charity or local organisation or at a sporting or other high profile events, e.g. Royal Edinburgh Hospital, the Commonwealth Games.	Up to 1 day's paid leave per rolling year.

Category	Circumstances	Entitlement – pro-rata for part week
Witness at Court	<p>If you have been called as a witness to court, inform your manager as soon as possible. Submit your summons with your Special Leave Form (the summons will be returned to you). Keep your manager informed about how long you are likely to be away from work. If duty lasts less than half a day, or you are no longer required, you must return to work where practicable.</p> <p>If you are appearing in court for any other reason (including to make or defend a claim or bring a case of your own), please consider annual leave or unpaid leave.</p>	<p>You will be paid for the duration of the service. You do not need to claim reimbursement for earnings. You should claim expenses and subsistence from the Court.</p> <p>If you are unofficially requested to be a witness i.e. not by Court Citation, unpaid leave of absence will normally be provided dependent on the circumstances.</p>
Personal Leave		
Blood Donations	Regular blood donations or where an emergency call for blood donors is made, e.g. in the event of a major accident.	Regular donations must be made in your own time. In the event of major accident, then time off with pay will be given.
Elective Procedures	This is defined as non-essential surgery that you choose to undertake for personal reasons. Examples include cosmetic surgery, eye surgery, and the donation of a kidney. Although these procedures may be done "electively," they can be significant and potentially life-changing operations.	Time off for consultations or any other pre-surgery appointments, should be made in your own time or covered by annual leave.

Category	Circumstances	Entitlement – pro-rata for part week
	You should notify your manager as soon as possible when considering a procedure.	You will be entitled to paid time off for surgery and recovery under our <u>Absence Management Policy</u> .
Emergency Domestic Situations	These might include dealing with the immediate consequences of fire, flood or theft at home.	Up to 1 day's paid leave.
Extended Unpaid Leave	If you need time off for an extended period, unpaid leave may be granted. You should discuss this arrangement with your manager as soon as possible before you plan to start the leave.	Unpaid leave may be granted and will be determined by the circumstances of the situation. Managers should consult with their HR Advisor before confirming the leave.
Fertility Treatment	If you are following a course of treatment, paid time off is available. Time off is also available if you are supporting a partner during a treatment cycle.	Up to 5 days' (pro-rata) paid leave per rolling year during treatment. Up to 2 days' (pro-rata) leave to provide support for partner during treatment. If additional time off is necessary you should consider using <u>Annual Leave</u> or unpaid leave. If you become ill as a result of treatment, you should follow the <u>Absence Management Policy</u> .