

SPECIAL LEAVE AND TIME OFF FOR PUBLIC DUTIES

1. SPECIAL LEAVE

Special leave of absence with pay is granted at the discretion of the University and may be extended according to circumstances:-

(a) Death of Husband, Wife, Partner or other close relative e.g. parent, child, brother or sister:

Period reasonably necessary, normally two days but up to 10 days according to circumstances.

(b) Funeral of close relative or "in-law":

normally one day.

(c) Illness or injury of persons stated above giving rise to serious domestic difficulties:

period reasonably necessary, normally 2 days.

In addition **Non-Academic staff** (clerical, technical, miscellaneous and ancillary) also receive special leave for the following:

(d) Wedding of self or close relative:

one day.

(e) Household Removal:

normally one day for local removal (up to 2 days for long distance removal).

2. VOLUNTARY PUBLIC SERVICE

(i) An employee should advise the University before undertaking voluntary public service. For such employees, the University shall grant, subject to the exigencies of the service, special leave with pay not exceeding 18 days in any period of 12 months for the purpose of carrying out duties, such as:

- (a) a Justice of the Peace;
- (b) a member of a local authority;
- (c) a member of any statutory tribunal, etc.

(ii) Any special leave authorised for public duties may be taken in days or half-days, as required, with the prior agreement of the employee's Head or their nominee for each absence from duty. Such agreement should not be unreasonably withheld, but adequate notice must be given.

(iii) An employee who is appointed Chair, or equivalent, of a public body and thereby attracts additional duties may be granted up to 6 days' additional paid leave for carrying out such additional duties, including any magisterial duties.

(iv) Employees who are granted paid special leave in accordance with paragraph

(i) to (iii) above should undertake to refund to the University any fees or attendance allowances received other than fees or allowances paid specifically as travelling or subsistence expenses. If the attendance allowance is greater than a

day's pay, then unpaid leave should be given. No travelling or subsistence shall be paid by the University.

3. VOLUNTARY RESERVE FORCES

The University will normally grant in addition to the normal leave entitlement, ten days with pay for employees who are required to attend training exercises, summer camps, etc.

4. JURY SERVICE

Employees who are called for jury service shall be granted special leave with pay. Full pay shall be subject to the deduction of any allowance the employee may claim for loss of earnings. No such claim shall adversely affect the calculation of pension entitlements.

Reviewed August 2014