

Quick Guide...

Leave from work: why, what, when?

Why it matters...

There are times when employees need time off from work for reasons that do not fall under the normal leave provisions.

The University wants to support staff in maintaining a good work life balance. Where employees experience urgent domestic need and personal distress, the University wants to support employees by granting reasonable time off. Depending on the situation, there are different options for time off.

Managers must consider what is reasonable and offer the flexibility they can to safeguard the well-being of staff, whilst also considering what else can be done to support staff in these situations.

What do I need to do?

Take time to consider the nature of the request against the range of options offered by the University.

You will need to take a decision taking into account business needs. For example, it may be possible to allow someone to work from home if the nature of the work allows it, or to make up time later. This means that a different decision may be taken depending on context: however, the principles being applied will be the same.

You will also need to consider that although specific circumstances allow paid leave, time off may need to be taken as unpaid or annual leave if flexible working or making up the time is not possible.

What is available?

Compassionate Leave – intended to cover bereavement, serious illness of a close relative/dependant/friend, or another urgent or unforeseen circumstance.

Care Leave – intended to support staff with caring responsibilities.

Time off for medical appointments – although routine appointments should normally be made outside of work hours, if this is not possible, an appointment can be made and taken during work time.

Fertility treatment – to support staff undergoing fertility treatment to attend medical appointments.

Paid time off to perform public duties – available for:

- Magistrates/ Justice of the Peace (JP)
- Local Councillors
- Memberships of any statutory tribunal (e.g an Employment Tribunal).

Unpaid time off to perform public duties – available for:

- School Governors
- Prison Visitors
- Lay visitors to police stations/ member of police authority

Time off for dependants - a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements.

In addition to unpaid leave, managers may wish to consider flexible working arrangements to accommodate the period of leave.

This is a guide to the types of leave that might be available. The relevant policies will need to be considered: [Family leave](#), [Special leave](#), [Work life balance policy](#), [Managing structural change](#)

Time Off Scenarios	Leave type										
	Time off for Medical Appointments (paid)	Sickness Leave (paid- see policy)	Time off for Dependents (paid or unpaid)	Flexible Working (paid)	Care Leave (paid or unpaid)	Fertility treatment (paid or unpaid)	Annual Leave (paid)	Authorised Paid Leave (paid)	Authorised Unpaid Leave (unpaid)	Compassionate Leave (paid)	Time off for Public Duties and reserves (paid or unpaid)
You have to attend hospital for an essential surgical procedure which involves an inpatient stay		X									
You are undergoing fertility treatment						X (paid up to 5 days)	X		X		
Your child's school or nursery is closed because of the weather			X (usually unpaid)	X			X		X		
Your child is unwell and unable to attend school/ nursery/ childminder			X (usually unpaid)	X			X		X		
One of your pipes have burst and there is a flood in your home									X	X (usually 1-3 days)	
You are moving home							X				
You have to take your parent to the hospital as they do not drive				X	X (up to 5 days paid if a carer)		X		X		
Your child develops an illness overnight which requires hospital admission			X (paid usually 1-3 days)						X	X (usually 1-3 days)	

There is a burglary at your home and the Police have been called										X (usually 1-3 days)	
You would like to attend the funeral of an acquaintance.							X				
You will be attending the funeral of a close relative.										X	
You have a hospital appointment.	X										
You have been summoned to attend court for jury duty.								X			X
You are a reservist/volunteer for the Territorial Army and require time off for training.								X (up to 5 days)			X
You are a Magistrate or Local Councillor* with voluntary public duties.								X (up to 18 days)			X
You are a School Governor* and require time off to carry out public duties.									X		
You are at risk of redundancy and have an interview to attend at another organisation.								X			
You need urgent dental treatment.	X										

*All leave is pro-rata to hours worked. This list is not exhaustive. Members of staff who are unsure as to whether an activity may be considered under these

