



LEEDS
BECKETT
UNIVERSITY

Time Off for Public Duties and Special Leave Policy and Procedure

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Policy and Procedure

1. Purpose and Scope

- 1.1. The purpose of this policy is to allow employees appropriate time off to perform public duties or to take special leave, bereavement or funeral leave, with or without pay, whilst bearing in mind the operational needs of our University.
- 1.2 This document provides guidance. Managers are expected to apply an element of discretion, taking all of the circumstances into consideration. Each request under this policy should be treated on its own merits as the circumstances under which leave is requested may vary considerably with each case.
- 1.3 These arrangements include the statutory rights of employees for time off for care of dependents.

2. Principles

- 2.1 Our University encourages employees to participate in public service including Jury Service, and will provide paid and unpaid time off for them to fulfil these commitments. Other special leave is provided to support employees when faced with unforeseen events. This is in addition to annual leave, other flexible working options or unpaid leave.

3. Procedure

- 3.1 All applications for time off for public duties or special leave, bereavement and other leave should be made through the appropriate manager using the Application Form at Appendix 1.

4. Jury Service, Court and Tribunal Attendance

- 4.1 Employees who are called for jury service or as a witness in a court or tribunal case will be granted paid leave for this duty and should inform their manager immediately and provide a copy of the notification.
- 4.2 If the jury service, court or tribunal attendance is during a pre-arranged holiday, employees may attend and take annual leave at a later date provided that they furnish proof of this.
- 4.3 Employees who are required to undertake jury service should also contact Human Resources in advance of their attendance, who will liaise with the payroll department, in order to arrange for reimbursement from the court.

5. Voluntary Public Service

- 5.1 Employees may be granted paid leave of up to twelve days per rolling year (pro rata for part time employees) to undertake voluntary public service. Additional leave may be granted on an unpaid basis.

5.2 Public Service Duties are defined as:

Tribunal Members
Magistrates/Justice of the Peace (JP)
Local Councillors
Members of a National Health Service Trust
Prison Visitors
Lay visitors to police stations
School Governors
Territorial Army and Reservist training.

5.3 This is not an exhaustive list. Employees who are unsure as to whether an activity may be considered under this policy and procedure should consult Human Resources.

5.4 Applications for unpaid additional leave will not be denied unreasonably. The amount of time off that is granted shall be determined by:

- the amount of time off needed to perform the duties in question;
- the amount of time off that the employee has already taken and the effects of the employee's absence on the operational needs of our University.

6. Special Leave

6.1 Employees may be granted paid special leave of up to five days per rolling year (pro rata for part time employees) to cover the circumstances listed below. Beyond this, employees would be expected to use annual leave, unpaid leave or other flexible working options.

6.2 The references below are not intended to be exhaustive. Where there are particular circumstances not covered, an individual should discuss the situation with their manager.

6.3 **Dependants Leave** – situations concerning the care of a member of immediate family (spouse, partner - including same sex partnerships, child, parent or anyone living in the household as a member of the family) or someone else for whom the employee has prime carer responsibility. It is expected that the time off requirement would not normally be more than one or two days for each occasion, allowing time for other arrangements to be put in place where necessary.

6.4 **Domestic Emergency** – an unexpected household emergency. Up to one day would be granted; if there were continuing problems thereafter, employees would be expected to use annual leave or other flexible working options or unpaid leave.

6.5 **Medical Emergency** – unexpected medical or dental appointments (relating to the employee) that occur during working time that cannot be rearranged. This includes explorative and/or diagnostic appointments. Please note, inpatient hospital treatment should be treated as sickness absence. Where an employee has to attend a hospital/clinic/doctor/dentist for a regular check-up or treatment, or follow up appointments, the employee is expected to arrange such visits during their own time using annual leave or other flexible working options or unpaid leave.

- 6.6 **Medical Screening** – for example, employees attending for cervical smear testing, breast screening, testicular and prostate screening and other related matters. One half day for each type of screening may be granted.

7. Bereavement and Funeral Leave

- 7.1 The University understands that where someone has suffered the loss of someone close to them, individual circumstances, involvement in funeral arrangements, the nature of relationships and the observances of different religions and cultures will vary. Managers will treat all requests with sympathetic consideration, using the guidance below.
- 7.2 **Bereavement and Funeral Leave** – paid leave of up to five days, (pro rata for part time employees), may be granted in the event of the death of a parent, sibling, spouse, partner- including same sex partnerships, child, or other for whom there is a prime carer/dependant relationship. In addition, paid leave may be granted for the day of the funeral where this takes place after the period of bereavement leave.
- 7.3 **Other Funeral Leave** – one half day (or full day dependent on location) to attend the funeral of other family members (grandparent, grandchildren, uncle/aunt, nephew/niece, and in-laws of immediate family).
- 7.4 It is recognised that the impact of grief may mean that some employees do not feel able to return to work straight after a period of bereavement leave. In such instances, employees should contact their manager in accordance with the University's Sickness Absence Reporting procedures.

8. Role of the Employee

- 8.1 Employees are required to notify their manager as soon as they are aware that they wish to apply for time off under this policy and procedure and to submit the application form at the earliest opportunity either in advance or as soon as possible after the event.
- 8.2 When employees are considering taking up voluntary public duties they should discuss the matter with their manager prior to making any commitments.

9. Role of the Manager

- 9.1 Managers are required to release employees who need to attend court and to provide reasonable time off when requested in order for them to perform public duties, bearing in mind the needs of the service.
- 9.2 Managers are required to properly consider requests for special leave and should consult Human Resources when they are unsure as to the application of this policy and procedure. In the event of an emergency and/or bereavement it is acceptable for a manager to fill the form in on behalf of the employee either in advance or as soon as possible after the event.

10. Role of Human Resources

- 10.1 Human Resources will provide advice and guidance to managers and employees on the application of this policy and procedure.

10.2 Human Resources are responsible for the proper recording and review of time off under this policy and procedure.

11. Review

11.1 This policy and procedure applies to all employees. It will be monitored on an annual basis and reviewed every three years or sooner in light of legislative changes and organisational requirements as appropriate.

Reviewed May 2017

APPLICATION FORM FOR TIME OFF FOR PUBLIC DUTIES OR SPECIAL LEAVE

Name:		Job Title:	
School or Service:		Manager:	
Reason for time off:		Please specify below:	
1. Court Attendance, Jury Service, Tribunal*			
2. Voluntary Public Service*			
3. Special Leave *			
4. Bereavement and/or Other Funeral Leave			
Reason for leave (please briefly describe)			
*Type of evidence provided, as necessary (original to be checked by manager and copy attached to form)			
Date (where known) From: ____/____/____		Period (where known): To: ____/____/____	
		Total number of days leave requested:	
Where a combination of paid and unpaid leave is requested, please state:			
Number of days paid leave:		Number of days unpaid leave:	
Employee's declaration:			
I request time off as detailed above in accordance with the University's Time Off for Public Duties and Special Leave Policy & Procedure.			
Signed:		Date:	
Manager to complete and sign: <i>Please select one of the options below:</i>			
<input type="checkbox"/> I authorise the above member of staff to receive time off as outlined above.			
<input type="checkbox"/> I do not authorise the time off requested above.			
If not authorised please state reasons:			
Signed:		Date:	

A copy of this form should be forwarded to Human Resources. Human Resources will record all leave taken under this policy and procedure on the employee's personal record to ensure consistency of implementation across our University.