

SPECIAL AND OTHER LEAVE POLICY

1. Policy Statement

1.1. The Guild recognises that there are occasions when employees require time off from work for circumstances not covered by other policies. Consideration of applications for time off under this policy will be made promptly, fairly and equitably by managers.

1.2. This policy does not form part of any employee's contract of employment and may be amended at any time.

2. Scope and Purpose

2.1. This policy applies to all Guild employees. Its purpose is to provide employees with information and options for special and other leave not covered in other policies.

2.2. The provisions set out in this policy are not exhaustive and if any requests for special leave fall outside it, the manager should seek advice from HR.

3. Principles

3.1. This policy and the procedures for special leave cannot always be prescriptive, therefore each request should be considered on its own merits at the discretion of the manager.

3.2. It should be noted that special leave is not normally a statutory entitlement unless otherwise stated in this document.

3.3. The number of days and frequency of requests for special leave will be taken into consideration by the manager, along with the reason for the request, when considering granting reasonable time off under this policy.

3.4. Should a request for special leave be declined, the employee has the option of requesting annual or unpaid leave.

4. Bank holidays for part-time employees

4.1. Employees who are contracted to work for 46 weeks p/a and who work for less than 5 days per week will be entitled to take a day's paid leave in lieu of a missed Bank Holiday (a missed Bank Holiday is defined as a Public Holiday that falls outside the employee's normal working pattern).

4.2. This concession does not apply to permanent employees who work less than 46 weeks per annum – a Bank Holiday allowance has already been calculated into their salary.

4.3. This concession is in excess of statutory requirements and has been implemented to ensure that part time employees, on whom the Students' Guild places great value, are not disadvantaged.

4.4. The choice of when to take the day off is not at the discretion of the employee and must take into account operational needs. The day must be taken either side of the Bank Holiday that was missed as agreed by the line manager. In order to ensure

fairness and consistency for all employees, time off for missed Bank Holidays cannot be taken any time other than a day either side of the Bank Holiday itself, this concession is not intended to supplement annual leave.

5. Compassionate leave

5.1. Bereavement

5.2. Time off with pay will be granted at times of family bereavement. The employee's line manager will determine a reasonable amount of time, depending upon the circumstances. Time will be given to enable the employee to make immediate arrangements with the appropriate authorities, and manage immediate domestic affairs, in addition to any time necessary to attend the funeral.

5.3. Time off with pay will also normally be granted to allow attendance at funerals of the extended family, close friends or colleagues.

5.4. Requests for compassionate leave will not be unreasonably refused.

5.5. Parental Bereavement Leave and Pay

5.6. Employed parents who lose a child under the age of 18 (or those who suffer stillbirth from 24 weeks) will be entitled to 2 weeks of Parental Bereavement Leave as a 'day-one' right.

5.7. Eligible parents will be able to take both the leave and pay as either a single block or one or two weeks, or as two separate blocks of one week of leave and/or pay (taken at different times).

5.8. The employee will have 56 weeks from the date of their child's death in which to take the entitlement so as to allow parents to take the leave (and pay) at important moments, such as anniversaries, if they wish.

5.9. No prior notice will be required for leave taken very soon after the death. This will apply for a set number of weeks, in recognition that employees are likely to need to take leave at little or no notice. Employees will, however, be required to tell their line manager that they are absent from work – informal notification will be acceptable. If leave is taken at a later point in time, the employee would need to give at least one-week notice to their line-manager.

5.10. Bereaved parents may also be entitled to Parental Bereavement Pay (PBP).

Please see the table below for more information:

5.11.

5.12. Other domestic emergency

5.13. Time off with pay will be granted to enable immediate arrangements to be made to cope with, for example, burglary, fire, or an emergency at home.

5.14. These provisions are available to all employees, and there is no qualifying period of service necessary.

5.15. In addition to the provisions above, the Guild will give consideration to providing as much flexibility as is reasonable where individuals are dealing with particularly difficult domestic circumstances. For example, compassionate leave may be supplemented by some unpaid or annual leave, or an extended period of unpaid leave or a career break may be appropriate where there are significant, ongoing caring responsibilities for a very sick parent, partner or child. Work patterns may also

be amended temporarily to assist the individual to meet such responsibilities.

6. Medical/dental appointments

6.1. Employees should endeavour to arrange medical and dental appointments in their own time. If this is not possible, the time required to attend the appointment should be made up, i.e. from annual leave or lieu time.

7. Consultant appointments

7.1. Whilst the normal expectation is that GP and dental appointments will be made at a time outside normal working hours, it is recognised that full and part-time employees should be given reasonable paid time off to attend NHS consultant appointments which cannot generally be easily arranged or changed. To claim such leave employees are required to produce an appointment card or an official email confirming the time of their appointment.

8. Time off for dependants

8.1. All employees have a statutory entitlement to reasonable unpaid time off work to deal with sudden emergencies involving a dependant and to make any necessary longer term arrangements.

8.2. A dependant is defined as a

- spouse or
- child or
- parent or
- a person living in the same household as the employee, such as a partner, elderly aunt or grandparent.
- It does not include tenants, lodgers or boarders.

8.3. In certain circumstances a dependant may also be someone who reasonably relies on the employee for assistance. This could be an elderly relative who lives nearby where the employee is the primary carer or the only person who can help in an emergency.

8.4. In what circumstances can emergency leave be taken?

- The employee will be entitled to time off to deal with the following types of emergencies:
- a dependant falls ill, is injured or assaulted, or gives birth
- childcare or other care arrangements unexpectedly break down
- longer term care arrangements need to be made for a dependant who is unexpectedly ill or injured
- their child is involved in an unexpected incident during school hours

8.5. Emergency leave does not include longer term care requirements, such as childcare or long term illness of a sick relative. In these circumstances the employee

will be expected to use annual leave or flexible working arrangements.

8.6. Entitlement

8.7. There is no set amount of time off, but the amount of time off work should be reasonable in the particular circumstances of the emergency. It should be sufficient to deal with the immediate problem and to arrange alternative longer term care if necessary. It is anticipated that one or two days will be the most that is needed.

8.8. The Guild will grant up to a maximum of five working days leave (pro rata for part-time employees) in any 12 month period to deal with emergencies of this nature.

8.9. Time off in excess of this may be granted as unpaid leave or taken from their entitlement. If the employee believes that their circumstances should be considered for paid compassionate leave, please speak to their manager.

8.10. Notice required

8.11. As soon as is reasonably practicable, employees should notify their line manager or supervisor of the reason for their absence and keep them informed of the likely duration of this absence.

8.12. The employee should ensure that they discuss their absence with their line manager as soon as is reasonably practicable upon return to work. It must be agreed whether the time off is with pay (i.e. taken as annual leave or additional paid compassionate leave); without pay; or if the time will be made up.

8.13. The manager must notify HR and Payroll Services of any unpaid leave as soon as possible so that salary adjustments can be made.

9. Parental leave

9.1. Parental leave is the right to take time off work to look after a child or make arrangements for the child's welfare. It can be used to spend more time with children and strike some balance between work and family commitments.

9.2. To be eligible for parental leave the employee:

- must have at least one year's continuous employment service at the time that they wish to take the leave.
- must be the parent (named on the birth certificate) of a child who is under eighteen years old, or
- have adopted, or begun a placement for adoption by the employee, a child under the age of eighteen, or
- have acquired formal parental responsibility for a child who is under eighteen years old, or
- must be the parent, adoptive parent or have parental responsibility of a child for whom a disability living allowance has been awarded under the age of eighteen
- must not have exhausted their entitlement while working with previous employers

9.3. Entitlement

- Parental leave is unpaid. Since the 5th April 2015 the child must be under eighteen.
- For each child 18 weeks up to their 18th birthday
- The employee may apply for leave in blocks of one week at a time, therefore part of a week will count as one complete week.
- They may take up to four weeks in any one year and up to a maximum of 18 weeks in total per child

9.4. Applying for parental leave

- the employee should apply at least 21 days in advance of the leave, preferably in writing, to their line manager, giving the dates when the leave is to start and finish
- whenever possible they should not apply for leave during peak work times, unless the leave is requested on or around the time of the birth, or adoption, of the child
- the Guild may postpone parental leave for up to six months when it is considered that 'the organisation would be unduly disrupted'. Reason for the postponement will be given in writing within 7 days and will set out the new dates of parental leave
- they may be required to produce documentary evidence of parental responsibility, such as a copy of the child's birth certificate or adoption order

9.5. During parental leave and on return

- parental leave is to look after a child, which may include making arrangements for the good of the child
- parental leave may be taken immediately after a period of maternity leave, subject to the notice requirements
- parental leave must be recorded
- parental leave is unpaid
- they remain an employee of the Guild during parental leave (unless their employment contract is terminated for other reasons)
- they continue to benefit from their statutory employment rights during parental leave
- they will continue to accrue holiday entitlement during parental leave
- if they are a member of the pension scheme, a period of parental leave will not count towards their pensionable service, nor will they be covered for death in service benefits (if applicable), unless they elect to continue to pay contributions during their absence
- after a period of parental leave of four weeks or less they will be entitled to return to their original job. After a period of parental leave of more than four weeks the employee will be entitled to return to their original job, or if not reasonably practicable a similar job which has the same or better status, terms and conditions as the old job.

9.6. Leave entitlement

- The employee is entitled to:
 - take up to 18 weeks of parental leave up to their child's 5th birthday (or up to 5 years after the placement of adoption)
 - take up to four weeks of parental leave in any one year (pro-rata for part time employees)
- The employee must take parental leave in periods of at least one week.
- Parental leave may be taken immediately after ordinary and/or additional maternity leave, adoption leave or paternity leave. It can also be taken at other times as detailed below.
- The employee will not be paid for the time they take as parental leave, but their employment rights are maintained throughout.
- If a public holiday falls during parental leave, they will receive normal entitlement to pay for this day.
- Children with Disabilities
 - If their child has a disability and is in receipt of a disability allowance, their entitlements are as follows:
 - They may take up to 18 weeks of parental leave up until their child's 18th birthday
 - They may take up to four weeks parental leave in any one year (pro-rata for part-time employees)
 - They may take parental leave in periods of at least a day by giving one week's notice to their manager.

10. Paternity and Partners leave

10.1 If they wish to take time off because their partner is having a baby or adopting a child the employee will be entitled to 2 weeks paid Ordinary Paternity Leave. More details can be found in the Guild's Paternity Leave and Pay Policy.

11. Jury service

11.1. The employee will be granted time off if they are called for jury service. They should show the notification document to their line manager who will pass it to HR.

12. Public service

12.1. If they wish to undertake public duties (e.g. local government council duties), the employee should discuss this with their line manager, who may grant them special leave for this purpose.

13. Severe Weather

13.1 The Guild recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snow falls, flooding, or other adverse weather conditions which may result in journeys to work being extremely hazardous. However, while the Guild is committed

to protecting the health and safety of all its staff, it must ensure that disruption caused to its services remains minimal.

13.2. The purpose of this policy is to outline the responsibilities of all members of staff when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures.

13.3 This policy and procedure does not form part of any employee's contract of employment and may be amended at any time.

13.4. The appropriate procedures, including the actions and implications are outlined below.

13.5. The Guild is open but staff are unable to attend because of weather

13.6. If a member of staff is unable to attend work because of severe weather but the Guild remains open:

- They should notify their line manager at the earliest opportunity to advise that they will not be attending work.
- They should work at home if they are able to do so, working their normal contractual hours. (Staff who work flexible working hours should record the hours they have actually worked, within the normal parameters.)
- If for any reason they are not able to work at home, they should notify their line manager. On their return to work, they should agree with their line manager whether to (a) take a day's annual leave; or (b) use up any flexitime credit they had accrued or make up the lost time in the remainder of the flexitime period or (c) make up the lost time on other days to be agreed with their manager; or (d) if they have any 'time-in-lieu' hours accrued, elect to take the lost time as TOIL.

13.7. The Guild is open but staff are given permission to leave early because of the weather

13.8. If the Chief Executive or Deputy Chief Executive of the Guild give staff permission to leave early but the Guild remains open and an employee chooses to leave early because of the weather conditions:

- they should record the hours they have actually worked. For example, if someone left at 3pm on Monday, they should record their finishing time as 3pm.
- On their return to work, they should agree with their line manager whether to (a) use up any flexitime credit they had accrued or make up the lost time in the remainder of the flexitime period or (b) make up the lost time on other days to be agreed with their manager; or (c) if they have any 'time-in-lieu' hours accrued, elect to take the lost time as TOIL

13.9. The Guild is closed because of the weather

- Where the Chief Executive or Deputy Chief Executive of the Guild issues a message that the Guild will close early because of severe weather and advising staff that they should leave early, they will be credited with the hours they would have worked.

13.10. Where the Chief Executive or Deputy Chief Executive of the Guild issues a message that the Guild will close for a full day:

- Staff should work at home if they are able to do so, working their normal contractual hours. (Staff who work flexible working hours should record the hours they have actually worked, within the normal parameters.)
- If they are not able to work at home for a work-related reason, e.g. their job cannot be done at home, they should notify their line manager. They will not be required to make up lost time or take annual leave.
- Staff who are unable to work at home for a reason which is not work-related should notify their line manager. On their return to work, they should agree with their line manager whether to (a) take a day's annual leave; or (b) use up any flexitime credit they had accrued or make up the lost time in the remainder of the flexitime period or (c) make up the lost time on other days to be agreed with their manager; or (d) if they have any 'time-in-lieu' hours accrued, elect to take the lost time as TOIL.
- Staff who are on annual leave or sick leave on days when the Guild is closed because of severe will be treated as being on annual leave/sick leave.
- Some staff may be required to continue working normally to maintain essential services.

13.11. Other circumstances

13.12. Where an employee has arrived later than their normal start time because of the weather conditions, the Guild will credit them with their additional travel to work time, i.e. there will be no requirement to make up this time.

13.13. Staff who work flexible working hours should record their normal start time (i.e. the Guild will credit them with their additional travel to work time.) For example, if someone normally starts work at 9am but didn't actually arrive until 10:15am, they should record their start time as 9am.

14. Trade union activities

14.1. If an employee is a trade union official the Guild recognises their right, in law, to reasonable time off with pay during working hours to attend to trade union duties. The timing of such time off is dependent on the permission of the relevant director. Permission will be subject to the needs of the employee's department but it will not be refused unreasonably. Employees should try to give their line manager as much notice as possible.

15. Volunteering Paid

15.1. Paid employees of the University of Exeter Students' Guild, including Sabbatical Officers, are encouraged and supported in finding and participating in voluntary activities. The Students' Guild supports the personal development of its employees and recognises the benefits that engaging in a voluntary activity can bring to individuals, the organisation and the wider community.

15.2. The Guild believes that volunteering helps employees to develop their skills portfolio, and supports volunteering as a developmental tool that ultimately benefits our own aims and objectives.

15.3. The employee is responsible for ensuring that there is no conflict of interest or detrimental effect on their department, or the organisation, as a result of becoming involved in a voluntary activity.

15.4. Volunteering activities in which staff can participate include projects already run through the Guild and other community based activities. If an employee is interested in volunteering on a project outside of the Students' Guild they should discuss this with their line manager.

15.5. The Students' Guild aims to be flexible in the levels of support it provides to staff to facilitate their involvement in voluntary activities.

15.6. The Guild also recognises the value of voluntary activities undertaken by employees as private individuals. It encourages employees who engage in volunteering in their own time to share their experiences with other employees.

15.7. As part of its commitment to encouraging and supporting staff to engage in voluntary activity, The Students' Guild offers two full working days per year for employees to participate in voluntary activities that occur during working hours.

15.8. Employees wishing to engage in voluntary activities, which would occur during work hours should first meet with their line manager to outline the voluntary work they wish to undertake. They should complete the relevant form (which can be obtained from HR) stating the reason for undertaking the volunteering, the amount of time required off, with details of when such time off is likely to be. Time off is given at the discretion of the line manager, and will be authorised whenever possible, but in some circumstances, might be refused for example at peak departmental times, elections or where operational responsibilities preclude this.

15.9. Time given for volunteering will be signed off and recorded in the same manner as annual leave on OrangeHR. The line manager will need to contact HR to add this entitlement.