



## Other Types of Leave

### Compassionate leave

Paid compassionate leave is available for the death of a close family member, or to attend a funeral. It is not possible to provide a definitive list of circumstances and who specifically would be considered a close relative, but the following examples can be used as guidance:

- Death of partner (this includes same sex partner), parent or child, up to 5 days (pro rata for part time staff). A longer period may be granted in specific circumstances, further options such as sick or annual leave may be more appropriate for extended absences.
- Death of other relative or friend, typically 1 day to attend the funeral plus consideration of any significant travel involved; up to 3 days (pro rata for part time staff) if the employee is the only person available to make the funeral arrangements.

For unusual circumstances or more specific guidance please contact your HR representative who will be able to assist. Requests by an employee for paid or unpaid compassionate leave should be discussed and are granted at the discretion of the line manager, who will log this on the system for payroll purposes.

### Job interviews

Paid time off for job interviews is granted by the line manager and should be requested prior to the date of the interview.

### Jury service

Members of staff who are called for Jury Service or to act as a witness will be released from duty. The University will deduct from pay only the amount received from the Court in respect of loss of earning and expenses. The Payroll Office is required to calculate a daily rate for loss of earnings and authorise the form (which is included with your court instruction pack) on behalf of the University. Payroll will return the form to you before your first attendance at court. You should:

- Keep a log of attendances for jury service
- Claim for the amount shown on your loss of earnings form. If the amount shown on

your loss of earnings form exceeds the Court maximum, then the Court maximum should be claimed

- Send all receipts for payments received to the Payroll Office

## Parental/dependants leave

Parental leave is a right to take time off work to look after a child or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments. An employee is entitled to take 18 weeks total leave in respect of each child. The leave is unpaid. It must be taken by the child's eighteenth birthday.

### Who can take parental leave?

- Employees who have completed one year's continuing employment with Bath Spa University by the time the leave is due to be taken.
- Both mothers and fathers are eligible.

### How to apply

All requests for parental leave must be made to the employee's line manager and forwarded, once approved, to HR for recording.

### Requirements

- Employees may not take ordinary parental leave in blocks of less than one week (except in relation to a child who is disabled). One week's parental leave is equal to the length of time that an employee is normally required to work in a week, eg. If an employee normally works Monday and Tuesday, two days is equal to one week.
- A minimum of 21 days' notice must be given.
- The University has the right to postpone leave for up to six months where the work of the University would be particularly disrupted should the leave be taken at the time requested.
- Employees may not take more than four week's leave in respect on any individual child during a particular leave year.
- Employees will be required to provide evidence of eligibility for the entitlement.

### Emergency leave for dependants

Under the Employment Relations Act 1999 full and part time employees, regardless of length of service, are entitled to reasonable time off for the care of dependants. This right allows employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies.

Examples include:

- If a dependant falls ill, or has been injured or assaulted
- Making longer term arrangements for a dependant who is ill or injured
- Making arrangements after the death of a dependant
- Dealing with an unexpected disruption or breakdown of care arrangements for a dependant
- Dealing with an unexpected incident involving the employee's child during school hours
- Partner having a baby (this includes same sex partner)

### Who is a dependant?

A dependant is the husband, wife, civil partner, child, parent or someone who lives in the same household as the employee. It does not cover tenants or boarders or someone who lives in the household as an employee.

### Amount of leave

An employee may take a reasonable amount of time off work to deal with the above emergencies and to make arrangements to deal with the emergency. For most cases, one or two days should be sufficient to deal with the problem.

### Pay during leave

Any leave taken will be unpaid.

### How to exercise your right to unpaid time off for dependants leave

You must, as soon as reasonably practicable, inform the University of the reason for your absence and how long your absence will last. In some circumstances it may be

reasonable for you to inform the University upon you return to work, when it was not practical for you to inform the University earlier and only for a short period of leave.

### Rights during dependants leave

You are entitled to return to the same job following dependants leave. You are also protected from dismissal or unfair treatment on grounds that you took or intended to take dependants leave.

### Right of appeal

If you qualify for time off, see above, and this is refused by the University you may make an application to an Employment Tribunal for a compensatory award in respect of any losses incurred by the employee as a result of the refusal.

### Public service duties

Leave for public duties Section 50(1)-(3) of the Employment Rights Act 1996 states that an employer shall permit an employee of who is a Justice of the Peace (magistrate), or:

- A member of a local authority
- A member of a statutory tribunal
- A member of a police authority
- A member of a board of prison visitors or a prison visiting committee
- A member of a relevant health body
- A member of a relevant education body; or a member of the Environment Agency or the Scottish Environment Protection Agency

To take time off during work for the purposes of:

- Attendance at a meeting of the body or any of its committees or sub committees, and
- The doing of any other thing approved by the body ... for the purpose of the discharge of the functions of the body or of any of its committees or sub-committees.

The amount of time off, occasions on which and any conditions subject to which time off may be taken are those that reasonable in all circumstances having regard, in particular to the following:

- How much time off is required for the performance of the duties
- How much time off the employee has already been permitted, either under the section or for trade union duties or activities; and
- The circumstances of the employer's business and the effect of the employee's absence on the running of the business.

Paid leave of absence up to two full days or four half days per month together with unpaid leave of absence up to two full days or four half days per month will be granted to members of staff undertaking recognised public duties; the actual times at which this leave may be taken are to be a matter of agreement between the member of staff concerned and their line manager, bearing in mind the requirements of his/her post.

### Sabbatical leave

Applications for paid or unpaid sabbaticals must be discussed and agreed with your line manager and then subsequently agreed with the Vice-Chancellor.

### Unpaid leave

Any request for unpaid leave must be discussed and agreed with your line manager. The line manager must inform Human Resources who will write to the employee confirming the deduction and will ensure that Payroll are informed accordingly. Please be aware that taking unpaid leave may affect your contractual benefits, further information can be obtained from your line manager or Human Resources.

