

Policy

Title: SPECIAL LEAVE

Ref: HR/RT

Last updated: 8 February 2013

Overview

Type of special leave:

- Leave for voluntary public duties
- Leave for jury/court service
- Leave for military service and call-out
- Leave for trade union duties
- Contact with a notifiable disease

1. Leave for voluntary public duties

Those who undertake specific public duties as listed below are eligible for a reasonable amount of paid special leave. The actual amount of leave granted is at the discretion of an employee's manager. Leave requests within the entitlements shown will not be unreasonably withheld and any dispute if it occurs should be referred to the Head of Academic Unit or Professional Service; or if they are the authorising officers to the Dean or Registrar and Chief Operating Officer. The discretionary entitlement includes leave for attendance of any relevant committees and sub-committees, and for the performance of duties approved by the committees and sub-committees. All leave must be authorised in advance, and employees should give the University as much notice as possible.

The provisions described below are designed to clarify and not detract from the statutory rights set out in Part VI, Section 50 of the Employment Rights Act 1996.

Public Position of Responsibility	Max discretionary paid leave within a 12 month period
Lord Mayor	24 days
Parliamentary Candidate	20 days
Justice of the Peace (JP)	10 days
Councillor in Local Government	10 days
Member of a Police Authority	10 days
Member of a Health Authority or Primary Care Trust	10 days
Governor of local authority Educational establishment	10 days
Member of the General Teaching council for England or Wales	10 days
Member of the Board of Prison visitors	10 days
Member of a Statutory Tribunal Panel	10 days

Member of the Service Authority for the National Criminal Intelligence Service or the National Crime Squad	10 days
*Minister of Religion	10 days
Member of the Environment Agency	10 days
*Defined as the holder of a recognised ecclesiastical office such as a Priest, Vicar, Deacon, Rabbi, Granthi or Iman who is active in ministry.	

Where a public duty is remunerated by the appropriate body, the amount of paid leave granted by the Head of Academic Unit or Professional Service as shown above may be discounted against the value of any other payment received relative to the individual's salary, taking into account the ability to take annual leave or unpaid leave without loss.

2. Leave for jury/court service

The University believes that any employee summoned for jury service has a responsibility to attend, and therefore jurors are eligible for paid special leave. Employees must claim loss of earnings allowances from the court, and advise Payroll Services of the amount so that this may be deducted from salary.

Any employees summoned to attend courts, tribunals or appeal hearings as witnesses are also eligible for paid special leave. As above employees must claim loss of earnings allowances from the court, and advise Payroll Services of the amount so that this may be deducted from salary.

Subsistence allowances and travel expenses claimed from the courts will not be deducted from the salaries of employees acting as jurors or witnesses.

3. Leave for military service and call-out

Employees who are members of the Volunteer Reserve Forces (Royal Naval Reserve, Royal Marines Reserve, Territorial Army or Royal Auxiliary Airforce) must make their membership known at interview. To help reservists meet their military training obligations, members of the Volunteer Reserve Forces are eligible for ten days' paid special leave within a 12-month period. This leave should normally be taken to cover attendance at the annual training camp, and must be taken outside of the term/semester. Reservists should advise Payroll Services of any military allowances received during paid special leave, so that these may be deducted from salary. Reservists are also eligible for an additional five days' unpaid leave if required, that may be taken at any time subject to managerial discretion.

Reservists who are mobilised will be granted unpaid leave, and full employment rights will be restored upon return from military service.

4. Leave for trade union duties

Employees who are officials of independent trade unions recognised for collective bargaining purposes are eligible for reasonable paid special leave to fulfil union duties. 'Union duties' are defined as:

- Negotiations with the University on matters for which the union is recognised for collective bargaining purposes
- Performance of functions on behalf of employees on matters for which the union is recognised for collective bargaining purposes and which the University has agreed that the union may perform
- Receipt of information from and consultation with the University in respect of redundancies or transfer of undertakings

To fulfil the duties outlined above reasonable paid special leave may be sought by union officials to:

- Prepare for negotiations
- Inform union members of progress
- Explain outcomes to union members
- Prepare for meetings with the University on matters for which the union has only representational rights

Employees who are officials of independent trade unions recognised for collective bargaining purposes are also eligible for reasonable paid special leave to undertake industrial relations training relevant to the

fulfilment of their union duties described above. Any training undertaken must be approved by the TUC or an official's own union.

Employees who are members of independent trade unions recognised by the University are eligible for reasonable unpaid special leave to participate in union activities or act as representatives of the union. 'Union activities' are defined as:

- Attendance at workplace meetings to discuss and vote on the outcome of negotiations with the University
- Meetings with full-time officials to discuss matters relevant to the workplace
- Voting in union elections

5. Contact with a notifiable disease

Employees who are under medical observation who are required by the Medical Officer for Environmental Health to absent themselves from work following contact with a notifiable disease are eligible for paid special leave. Such employees will be entitled to receive Statutory Sick Pay or sickness benefit, and deductions will be made from salary equivalent to such payments.