

Other Leave

Purpose and Context

This policy describes the entitlement and eligibility of members of staff to different types of leave.

Scope

This policy applies to all members of staff.

1. Examination and Study Leave

Members of staff undertaking a formal course of study agreed by the University as part of their personal development, may take leave amounting to half a day (pro rata if less than full time) for each examination plus half a day's examination preparation. This entitlement applies whether or not the examination is scheduled within normal working hours.

2. Jury Service

If a member of staff is called upon for jury service, they should notify and discuss the matter with their line manager at the earliest opportunity. Jury service typically lasts for 10 working days but may be longer. The member of staff should provide their line manager with a copy of the jury summons and any other relevant documentation.

The University expects the member of staff to seek reimbursement from His Majesty's Courts and Tribunals Service (HMCTS) wherever possible. To do this, the member of staff should:

- a. Request a Certificate of Loss of Earnings or Benefits from HMCTS
- b. Send the Certificate of Loss of Earnings or Benefits to Payroll for completion.
- c. Submit the Certificate to HMCTS to receive reimbursement for loss of earnings.
- d. Send the reimbursement receipt received from HMCTS to Payroll.

Members of staff will continue to be paid as normal whilst on jury service, until reimbursement for loss of earnings is confirmed by the court, at which point the University will make the appropriate deduction from their pay in the next monthly payroll.

3. Attendance in court as a witness

If a member of staff is summoned to appear as a witness in third party proceedings or they are ordered to give evidence in their own court proceedings, unpaid leave will be granted. If the member of staff is attending court as a witness on a voluntary basis, they should use annual leave.

Where a member of staff is called by the University to act as a witness on the University's behalf at an Employment Tribunal Hearing or any other court proceedings, the member of staff will continue to receive their full pay.

4 Essential Public and Civic Duties

The University will grant reasonable unpaid leave to those members of staff who hold the following public positions (as defined in s.50 of the Employment Rights Act 1996):

- Magistrate or Justice of the Peace.
- Member of a Local Authority.
- Member of any statutory tribunal.
- Member of an independent monitoring board for a prison or a prison visiting committee.
- Member of a relevant education body e.g. school board or equivalent education establishment.
- Member of a relevant health body e.g. National Health Service Trust or a Health Board.
- Member of a police authority.
- Member of the Environment Agency or the Scottish Environment Protection Agency.
- Member of a Scottish Water or a Water Customer Consultation Panel.

The public body may also require the individual to attend training, additional meetings, or committees in order for them to fully perform their function. For the purposes of the leave application, these should be considered to be part of the individual's public duties.

In considering whether the leave application is 'reasonable', the line manager will take the following factors into account:

- How much time off is generally required for the performance of the office in question.
- How much time off is required for the performance of the particular duty on the particular occasion.
- How much time off has already been granted to the member of staff for public duties.
- The member of staffs involvement in current departmental activities and the effect of their absence on the operational requirements of the department.

In all cases, members of staff must notify their line manager, on appointment, if they hold membership of any of the organisations listed above, or if they take up membership of such organisations during their employment.

An individual should discuss their requirements for time off as early as possible in the application process and submit their leave application as soon as they have confirmation of the dates of their public service. Members of staff should provide any additional documentation to their line manager as required as evidence of the request and/or dates and times of their attendance.

5. Territorial Army/Volunteer Reserve Forces (TA/VRF)

Managers will be informed through the Ministry of Defence [MOD] 'Employer Notification system' if a Reservist is employed by the University or if an existing member of staff joins the Reserve Forces. The information provided by the MOD will also set out the Reservist's training and mobilisation obligations and their rights as an member of staff, the University's rights as an employer, and details of the financial assistance the University can get if a member of staff is mobilised. The MOD will also send a follow-up letter each year to confirm that the information held is still accurate.

Members of staff who belong to the TA or VRF and who are required to attend summer training camps and any additional training outside of normal working hours will be allowed to paid leave up to a maximum of two weeks. At least 28 days' prior notice should be provided by a member of staff to their line manager if such leave is required. Members of staff should provide a 'Certificate of Attendance' to support their attendance at summer camp or a training session.

For all other TA/VRF duties, members of staff are expected to participate in these outside of their standard working hours or as part of their normal leave entitlement.

Where mobilisation results in additional cost to the University, managers can claim financial assistance, e.g. to cover the costs of finding a temporary replacement for member of staff, such as for advertising and agency fees, extra overtime payments for existing staff, and possibly retraining the member of staff on their return to work. Further details at: <http://www.sabre.mod.uk/Employers/The-Mobilisation-process/Financial-assistance>

Reservists who are mobilised will be granted unpaid leave and full employment will be restored upon return from military service to the same or a similar role at an equivalent level.

6. Travel, Weather and Other Disruptions

When a member of staff is delayed or prevented from attending work due to inclement weather, public transport disruptions or similar circumstances, the University does not accept responsibility to pay for hours of work lost. In such circumstances the University will allow members of staff to work additional hours to make up any such time lost to avoid any reduction in salary or, where appropriate, use accrued flexitime.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Compliance Checks:	HRG regularly review to ensure compliance
Related Policies/Procedures:	

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.1	October 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V1.3	December 2021	Updated policy in line with legislative requirements	HR Manager
V.2	December 2023	Formal Review Minor language updates	Head of HR