

Other Leave

Purpose and Context

This policy describes the entitlement and eligibility of employees to other leave.

Scope

This policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility.

1. Examination and Study Leave

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

2. Jury Service

An employee receiving a summons to serve on a jury must notify their line manager. A claim should be made to the court for loss of earnings. The University will then deduct from the employee's full pay an amount equal to the allowance received. Form PL12 is available from the Payroll Office for this purpose.

3. Magistrates

An employee who is appointed as a Justice of the Peace will be granted paid leave of absence to undertake magistrate's duties (up to a maximum of 26 days per year). Your Line Manager and Human Resources should be advised of any such appointment.

4. Volunteer Reserve Forces

Members of the non-regular forces will be allowed to take paid leave of absence to attend summer camps and any additional training sessions which cannot be arranged outside normal working hours. If you require such leave of absence, please give at least 28 days' prior notice to your line manager. On your return you will need to provide a 'Certificate of Attendance' to support your attendance at summer camp or a training session.

5. Weather

When an employee is delayed or prevented from attending work due to inclement weather, public transport disruption or similar circumstance, the University does not accept responsibility to pay for hours of work lost. In such circumstances the University will allow employees 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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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