

OTHER LEAVE AND ABSENCE POLICY AND PROCEDURES

1 STATEMENT AND SCOPE

1.1 The University recognises that there are occasions when employees are absent from work for a variety of legitimate reasons and has a series of procedures for managing these absences in accordance with good practice and UK legislation.

1.2 Absence from work may occur for a wide variety of reasons including, compassionate grounds, jury service or for other reasons. Some types of absences are covered by statutory provision, whilst others form an integral part of the employee's conditions of service.

There are separate policies for Sickness, and Holiday. This Other Leave Policy covers all other absence leave

1.3 Other Leave Statutory obligations include:

- Time off for trade union duties.
- Time off with pay for safety representatives, appointed/elected by recognised trade unions, both to carry out safety functions and to undergo relevant training.

1.4 In all cases, absence from work should be approved by the line manager. In cases where absence is planned (e.g., jury service, sabbaticals) this approval should be obtained well in advance. In cases where absence is unplanned (e.g. compassionate/emergency family leave, etc) the employee should notify their line manager as soon as possible of the circumstances, why they need to take leave and their likely date of return to work.

2 COMPASSIONATE LEAVE

2.1 The manager may grant up to five days paid leave and/or unpaid leave at their discretion in a variety of circumstances. Examples of such circumstances could include:

- Leave to help an employee come to terms with, a serious illness or injury involving a loved one, or serious personal relationship problems.
- Leave following the death of an immediate family member.

2.2 Where such leave is granted, this should be notified to the employee in writing by the manager and copied to Human Resources.

2.3 Further guidance about the provision of compassionate leave is available from Human Resources.

3 EMERGENCY FAMILY LEAVE

3.1 Employees with dependants have a statutory right to reasonable unpaid leave to deal with family emergencies. The right is not to take such time off until the dependant is recovered from illness or injury - it is purely to deal with emergency situations to ensure that longer term arrangements can be put into place. Employees are expected to discuss with their line managers at the earliest possible opportunity the reasons for the absence and the likely length of that absence so that Human Resources can be informed.

3.2 Further details of this entitlement can be obtained from Human Resources.

4 GARDEN LEAVE

- 4.1** At the discretion of the University, employees may be placed on “Garden Leave” during their period of contractual notice when they have either resigned or been given notice by the University. This is to protect the University, its’ other employees and/or its’ premises from a perceived threat of disruption or from possible actions which may place it in a difficult position with regard to a commercial rival. Such action would only be taken in exceptional circumstances and is subject to such a clause being contained within the contract of employment of the employee.

5 JURY SERVICE

- 5.1** If employees are required to serve on a Jury they must notify their line manager immediately of the details and the amount of time that they are required to serve. A copy of the summons should be sent to Human Resources who must also be informed if the length of Jury Service is to be extended or terminated.
- 5.2** They will be paid as normal except for other expenses incurred during Jury Service which should be claimed directly from the court.

6 LATENESS

- 6.1** It is the responsibility of employees to ensure that they arrive for work in a timely fashion. Where employees find it impossible to travel to their normal place of work due to circumstances beyond their control (such as severe weather or transport disruption), or if they are going to be late, they should contact their manager at the earliest opportunity.
- 6.2** Where appropriate, alternative arrangements such as taking a days’ annual leave should be agreed at the manager’s discretion, taking account of the circumstances.
- 6.3** Persistent lateness without good reason may be subject to disciplinary action being taken against the employee.

7 FAMILY LEAVE

- 7.1** For information regarding any form of family leave such as [Maternity Leave](#), [Shared Parental Leave](#), [Parental Leave](#), [Paternity Leave](#) and [Adoption Leave UK](#), [Adoption Leave overseas](#), [Neo Natal Leave](#), please refer to the relevant [policy on the Human Resources website](#).

8 STUDY LEAVE

- 8.1** Reasonable paid time off for study leave should be given to employees attending a University-approved training course where study leave is required. Up to five days paid leave per annum, including exam days, may be granted at the discretion of the manager depending on the nature of the course being undertaken.

9 RESERVE FORCES

- 9.1** Employees in the Reserved Forces who are required to partake in annual training are able to take up to two weeks leave, one paid and one unpaid, to enable them to attend.
- 9.2** Employees must notify their line manager in writing with reasonable notice of the dates that the training will take place. A copy of this must be sent to HR, hradministration@rvc.ac.uk.

10 SABBATICAL LEAVE

- 10.1** In certain circumstances, an employee may be granted a sabbatical period of up to one year, on either a paid or unpaid basis. The manager must inform HR of the agreed details so that the appropriate arrangements can be made. The sabbatical leave must be for a particular purpose, which is of benefit to the University. Where sabbatical leave has been agreed, the employees' job will be held open for them until their return.
- 10.2** There is no automatic right for any employees to be granted sabbatical leave and the granting of such leave would be subject to the fulfilment of criteria relevant to the specific request which have been agreed by the Head of Department and the Principal.
- 10.3** During any unpaid period, only statutory annual leave will continue to accrue. The University may require you to use accrued annual leave to reduce the period of unpaid sabbatical leave.
- 10.4** Further details about this can be obtained from Human Resources.

11 UNAUTHORISED ABSENCE

- 11.1** Where an employee is absent from work without the approval of their manager or has failed to follow any of the procedures contained in this policy, this will be deemed to be unauthorised absence. In these circumstances, the manager should make all reasonable attempts to contact the employee to ascertain their whereabouts and the reasons why they are not at work. The employees' pay can, at the discretion of the manager, be stopped for the period of unauthorised absence and such absence may be the subject of disciplinary action.

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