



Special Leave Policy

Date approved:	17 September 2013
Approved by:	Executive Board
Review date:	September 2016
Responsible Manager:	Director of Human Resources
Executive Lead	Group Director (HR and OD)
Accessible to students:	No

1. Consultation

Consultation undertaken with:

- | | |
|--------------------------------|-----|
| • Newcastle College | Yes |
| • Group Services | Yes |
| • Newcastle Sixth Form College | Yes |
| • West Lancashire College | Yes |
| • Intraining | No |
| • Rathbone | No |

2. Applicability of Policy to Organisation

This policy applies to:

- | | |
|--------------------------------|-----|
| • Newcastle College | Yes |
| • Group Services | Yes |
| • Newcastle Sixth Form College | Yes |
| • West Lancashire College | Yes |
| • Intraining | No |
| • Rathbone | No |

3. Scope and Purpose of Policy

This policy does not form part of staff contracts of employment nor does it confer any contractual rights. It applies to any member of staff employed by Newcastle College, NCG Group Services, Newcastle Sixth Form College and West Lancashire College under a Contract of Employment other than the “holders of senior posts” as defined in the College’s Articles

of Government. This policy does not apply to independent contractors working for NCG.

The aim is to give employees as much freedom as possible in how they deliver their work. In order to safeguard everyone's interest, however, it is necessary to have rules and a framework of policies and procedures. NCG and its Divisions aim to ensure that there will be a fair and systematic approach to the enforcement of standards of performance, conduct and attendance at work for a number of reasons:

- So that everyone is treated fairly and consistently
- So that everyone is treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

From time to time situations will arise when employees require time off to deal with issues in their personal lives. NCG has made provision under this Special Leave policy for these situations

4. Policy Statement

NCG recognises the changing needs of today's society. In order to support individuals this policy is envisaged to support individuals deal with the pressures and commitments that inevitably arise from time to time in their personal lives.

Special leave provisions can be complex and although this policy is intended to be comprehensive, it may not cover all issues that relate to particular circumstances. For further information please contact the Human Resources Department.

5. Diversity and Equality Statement

In accordance with NCG procedures an equality impact assessment has been undertaken for this policy on 3 April 2013.

6. Linked Policies

Parental Leave Policy
Maternity Policy
Paternity Leave Policy
Adoption Leave Policy

7. Linked Procedures

Parental Leave Procedure
Maternity Procedure
Paternity Leave Procedure
Adoption Leave Procedure

8. Location and Access to the Policy

The Policy can be accessed:

- Newcastle College & Group Services Intranet - College Information /College Policies & Strategies.
- West Lancashire College Intranet - Performance & Standards / HR / Policies & Procedures.

If employees have no access to the Intranet contact their Human Resources Department.

9. Person Responsible for the Policy

Director of Human Resources

10. Variations

No variations to this policy have been made in relation to any Division of NCG to which it applies. Intraining and Rathbone have separate arrangements which reflect their structure.

PROCEDURE

NCG offers special leave provisions to help employees deal with the pressures and commitments that inevitably arise from time to time in their personal lives.

There is no automatic right to such leave and any leave given is at the absolute discretion of the Division, except where there are specific legal requirements. There are a range of circumstances listed on the attached schedule where **paid** leave of absence is given. In other situations reasonable **unpaid** leave will be granted. Further, there may be occasions when, with the prior agreement of the Director / Head of School or Service, employees will be permitted to take annual leave to deal with their issue.

1. A comprehensive list detailing reasons and leave entitlement can be found in Appendix A.. Employees who work on a fractional basis will receive special leave on a pro rata basis.
2. Directors / Heads of Schools/Services may grant reasonable unpaid leave at their discretion after discussion with the Human Resources Department, or alternatively an employee may arrange to take annual leave in conjunction with special leave.
3. Employees requesting special leave must complete an Application for Special Leave Form (Appendix B) detailing the reason for the leave and the dates when the leave is required. Employees must notify their line manager as soon as practically possible. The form is then submitted to their Line Manager for discussion and signature and then to the Director / Head of School/Service for authorisation. The form must then be forwarded to the Group Shared Services Department in a timely manner. NB. Special Leave is not agreed until authorised and signed by the Director / Head of School /Service.
4. It is the responsibility of both the Line Manager and Human Resources to monitor levels of special leave. The Line Manager will deal with any concerns over levels of leave in the first instance in consultation with the Human Resources Department

MISUSE OF TIME OFF

Managers who have reason to believe that a member of staff is misusing this facility for time off will institute an investigation in accordance with the Disciplinary Policy and Procedure.

SPECIAL LEAVE ENTITLEMENTS – Appendix A

PAID TIME OFF

Reason	Paid Time Off Entitlement
Bereavement of a near relative <i>(considered to be: parents (including in-law), son, daughter, brother, sister, grandparents, grand-children, employee's partner/spouse or civil partner.)</i>	Leave with pay to organise and/or attend the funeral, up to a maximum of 5 days (dependent on the circumstances in each case)
Serious illness of a near relative <i>(as defined above)</i>	Up to 5 days in a 12 month rolling period. <i>(Please note that the maximum entitlement is per employee not per relative)</i>
Cancer screening / treatment	Reasonable time off to attend appointments <i>(subject to providing the line manager with a copy of the appointment card / letter)</i>
Fertility treatment	Up to 3 days in a 12 rolling month period. <i>(subject to providing the line manager with a copy of the appointment card / letter)</i>
Hospital appointment <i>(eg.outpatient, CBT, physiotherapy)</i>	Up to 6 occasions in a 12 month rolling period. <i>(subject to providing line manager with a copy of appointment card/letter. Time off should be for an appropriate duration and every effort should be made to arrange outside of work time)</i>
Examinations <i>(For courses which have been approved by the College)</i>	Paid time off for duration of examination, plus study leave equal to the period of the examination(s)
Volunteer Reserve Forces	Up to 10 days on an annual basis to attend training camp.
Official Trade Union duties /training	Reasonable paid time off (subject to operational requirements)
Safety Representative/training	Reasonable paid time off (subject to operational requirements)
Attendance at court Representing the College/summoned as a witness for the College ----- Jury Service	Paid leave (less allowance from court----- ----- Paid leave (less allowance from the court) for up to 10 days Employees must:

	<ul style="list-style-type: none"> • notify school / service immediately upon receiving notification and provide a copy. Failure to notify in a timely manner may result in time off being unpaid. • Return to work when their presence is not officially required or if the case(s) finishes early.
Undertaking Magistrate duties <i>(prior to applying to undertake such duties, agreement must be obtained from the College)</i>	Up to 12 days per annum.
Officials or members of public bodies - Including - Local Authority, Statutory Tribunal, Independent Monitoring Board for a prison/prison visiting committee, relevant health or education body, Environment Agency Water Customer Consultation Panel. <i>(prior to applying to undertake such duties, agreement must be obtained from the College).</i>	Reasonable time off
Ante-Natal Care	Refer to the Maternity Policy but appointment request should be recorded on the Special Leave Form
Parental Leave	Refer to the Parental Leave Policy
Adoption Leave	Refer to the Adoption Policy
Paternity Leave	Refer to the Paternity Policy

UNPAID TIME OFF

Reason	Unpaid Time Off
<p>Dependant Leave <i>(such as spouse/civil partner, partner child, grandchild or parent, or someone who depends on you)</i></p>	<p>Reasonable amount of unpaid time off work to deal with an emergency and make alternative arrangements involving a dependant .</p>
<p>Doctor or dentist appointment</p>	<p>These appointments are expected to be arranged outside working hours unless the appointment relates to a declared disability (Ref: Equality Act 2010. If this is not possible, working time should be made up to the College or taken as unpaid leave.</p>
<p>Attendance at court <i>(on a personal matter)</i></p>	<p>While acting as a witness staff can claim the allowance for loss of earnings to which they are entitled under any juror's and witness allowances regulations currently in force.</p>
<p>Attending Funerals <i>(Other than a close relative as above)</i></p>	<p>Reasonable amount of unpaid time off to attend.</p>
<p>Severe Weather Conditions</p>	<p>It is expected that employees will make every effort to attend work in such circumstances. Where an employee is unable to do so, they must contact their line manager to inform of their non-attendance at the earliest opportunity. Where unable to attend work, the time off will be unpaid.</p>
<p>Sabbatical or extended period of absence</p>	<p>In exceptional circumstances, the College may consider such requests. If such requests can be accommodated, the leave will be unpaid.</p>

APPLICATION FOR SPECIAL LEAVE - Appendix B

Name: _____ Employee Number: _____

Please Print.

School/Service: _____

Reason for leave of absence: <i>(Please tick as appropriate)</i>			
	Date From:	Date To:	No. of Days
Bereavement of a near relative (e.g. spouse/partner/civil partner, parents including in-laws, son, daughter, brother, sister, grandparent, grand children) (Please identify)			
Serious illness of a near relative (as defined above) (Please identify the relative and state nature of illness)			
Cancer screening / treatment			
Fertility treatment			
Hospital appointment			
Course examination (College Approved)			
Volunteer Reserve Forces (T.A. etc)			
Official Trade Union Duties /training			
Safety Representative / training			
Court attendance (College Matters/College Witness)			
Jury service			
Magistrate, official or member of public body			
Dependant leave Please specify circumstances			
Attendance at court (on a personal matter)			
Other (including Anti-Natal) – please specify			

Please delete as appropriate - I request PAID LEAVE OF ABSENCE/UNPAID LEAVE OF ABSENCE for the above reasons and date(s).

Employee Signature: _____ Date: _____

Name & Signature of Manager: _____ Date: _____

Name of DoS: _____

Signature of DoS: _____ Date: _____

NB - This leave is not agreed until authorised by DoS / Head of Service.
 When authorised, the form must be sent to the Group Shared Services Department.