



# Authorised Leave Policy

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## Summary

This policy explains the different types of authorised leave that you may be entitled to take and the process that you should follow to request time off work.

### Emergency Dependent Leave

You have the right to take short term, unpaid time off work to deal with unexpected emergencies involving a dependent. A dependent is someone who depends on you for care e.g. your partner, child or an elderly neighbour. An emergency is **unforeseen** matters only. If you know in advance that you need time off work, you will need to request annual leave or parental leave (if relevant).

You must tell your manager as soon as possible that you need emergency dependant leave. You will need to advise them of the reason for your absence and how long you expect to be off work. In some emergency situations you may require a short period of time off work to attend to an emergency and put plans in place to support your dependents. After the immediate emergency if you require further time, you will be expected to take annual leave.

If you regularly request emergency dependent leave and this begins to impact upon your performance and the business, your manager will discuss appropriate solutions with you.

### Bereavement Leave

You will need to inform your manager as soon as possible if a dependent or immediate family member dies. You will usually be granted up to three days' paid leave (inclusive of a day to attend the funeral). If you need more time than this your manager may agree a mixture of paid, unpaid or annual leave.

If you need to attend a funeral for someone who is not a dependant or immediate family member, you will normally need to take annual leave or unpaid leave.

### Compassionate Leave

Your manager may agree an appropriate period of unpaid compassionate leave for you to deal with distressing events in your personal life e.g. if someone close to you has or is diagnosed with a terminal illness or is involved in a serious accident.



Depending upon the circumstances your manager will decide if it is appropriate to agree to a period of paid, unpaid and annual leave.

### **Time off for Public duties**

You are entitled to a reasonable amount of unpaid time off work to perform public duties, if you are a;

- Magistrate (also known as a justice of the peace)
- Local councillor
- School governor
- Member of any statutory tribunal (eg an employment tribunal)
- Member of the managing or governing body of an educational establishment
- Member of a health authority
- Member of a school council or board in Scotland
- Member of the General Teaching Councils for England and Wales
- Member of the Environment Agency or the Scottish Environment Protection agency
- Member of the prison independent monitoring boards (England or Wales) or a member of the prison visiting committees (Scotland)
- Member of Scottish Water or a Water Customer Consultation Panel
- Trade union member (for trade union duties)

You will need to write to your manager requesting the time off.

Your manager will agree a reasonable amount of time based upon;

- How much time you have requested and when
- The amount of time off you have already taken for public duties
- How the time off will affect the business

Any arrangements will be agreed in writing. Your manager has the right to refuse a request if they think it is unreasonable.

### **Jury Service**

If you are called for jury service you will need to provide your manager with the court notification letter as soon as possible, for payroll purposes. If we have urgent



business needs we may ask the court to delay your service.

You will receive your basic salary during jury service. However, you are required to claim the maximum 'loss of earnings' allowance from the court which we will deduct from your following months' salary. We will not deduct any monies that you receive from the court for food and travel expenses.

### **Territorial Army**

If you are a member of the TA or the military reserve forces and you need to attend training, we will normally expect you to use annual leave. Or, your manager may consider allowing you to take unpaid leave.

### **Monitoring and reviewing this policy**

This policy does not form part of your contract of employment and it may be amended at our discretion. Responsibility for this policy: Employee relations team.

You can get advice on any part of this policy from **askHR 0845 694 6635**.