



CCCG Special Leave Policy

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Approved by:	GLT
Date of Approval:	July 2021
Updated/amended and reason: (Legislative/cosmetic)	New Group Policy
Review Date:	June 2024
EIA Date:	June 2021

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1. Purpose

We understand that there will be unexpected demands placed on employees during employment with us, which may mean that you need to take time off work at short notice to deal with these demands.

In order to ensure fairness and consistency this policy outlines how we will manage planned and unplanned time out of work and includes guidance on pay and how we will manage any perceived unreasonable requests of leave.

2. Scope

This policy applies to all employees of Capital City College Group and excludes all non-employees e.g., subcontractors, consultants, self-employed and agency workers.

This policy does not form part of your contract of employment and may be amended at any time to ensure that it reflects our legal obligations and Capital City College Group's organisational and business needs.

3. Responsibilities

You are responsible for ensuring the following:

- Making sure that your line manager is made aware at the earliest opportunity of any anticipated needs so that they can support you.
- Communicating honestly the reason for your request and the anticipated time that will be required.
- Providing your line manager with the relevant evidence to support your request as appropriate.
- Booking the request for time off in iTrent via ESS.
- Maintaining reasonable contact with your line manager during the period of absence
- Complying with the requirements of this policy and
- Using your annual leave entitlement wherever possible to minimise the need to request additional unpaid leave.

Your Manager is responsible for the following:

- Complying with the requirements of this policy.
- Applying the policy fairly and consistently to everyone.
- Dealing with your request as soon as possible and informing you if there will be a delay.
- Taking account of the business needs whilst being fair and reasonable when considering requests.

- Addressing any patterns of unreasonable requests or levels of absence.
- Maintaining reasonable contact with you during the period of absence and
- Investigating any suspected misuse or abuse of this policy.

4. Key Points

The following types of leave are covered in this policy:

- Time off for dependents
- Medical appointments
- Emergency leave
- Bereavement leave
- Paternity leave
- Elective surgery
- Fertility treatments
- Jury Service
- Witness in a civil or criminal proceeding
- Public duties
- Military service
- Religious observance
- Severe weather conditions
- Unpaid leave
- Sabbaticals

5. Time off for dependents

A dependent is defined as a spouse/partner/civil partner, child, parent, or someone who lives at the same address (excluding a tenant or lodger) or someone who reasonably relies on you for assistance.

You may be permitted to take up to five days paid leave in total within the academic year:

- to help when a dependent fall ill, gives birth, or is injured
- to deal with an incident involving a dependent
- where an unexpected breakdown in usual carer arrangements occurs

6. Medical appointments

You will generally be expected to make medical and dental appointments outside of working hours. Where this is not possible appointments should be made as near to the beginning or end of the day as possible in order to minimise the impact on the organisation.

Lecturing staff should always attempt to make appointments outside of their scheduled teaching time.

You will need to make up any time taken for non-emergency and routine appointments unless you use annual leave. The exception to this is where an optician's appointment has been recommended as part of a DSE assessment, in which case the appointment can be taken during work time.

For non-emergency hospital appointments, you are asked wherever possible to obtain appointments which minimise the amount of time to be taken. We recognise however that times and dates of these tend to be out of your control and therefore **three hours paid leave** will be granted. Time taken over and above this will be made up at a later date. Please note that if you request three non-emergency hospital appointments within a one year period you may be referred to the Occupational Health Service.

Non-emergency appointments in this context can be defined as infrequent and short-term. In long-term cases of periodic medical follow up advice should be sought from the Occupational Health Service.

In the case of emergency appointments, when there is no choice but to see a doctor or dentist at very short notice, and there is no control over the appointment and time taken, you will not be expected to make the time up. In these circumstances you should ensure that your line manager is made aware of the circumstances.

Appointment cards or letters must be produced for all medical and dental appointments.

7. Emergency leave

You are able to take up to two days paid leave within the leave year in cases of domestic emergency. The purpose of such leave is for you to make the necessary immediate repairs and longer-term arrangements in order to control the emergency. Examples of instances when this type of leave may be appropriate include the following:

- Burglary
- Fire
- Flooding

The above is not an exhaustive list and line managers will deal sympathetically and consistently with requests that involve other instances of domestic distress. However, this provision only applies in cases of genuine emergency; that is, in situations where you are prevented from performing your day-to-day duties.

You will be expected to use annual leave or time off in lieu to meet normal domestic requirements such as household and appliance deliveries/repairs and meter readings.

8. Bereavement leave

We recognise how difficult it can be when you are faced with a bereavement and that dealing with this can be exceptionally difficult. You can take up to two weeks bereavement leave in a

single block of two weeks or two separate blocks of one week at different times. You can apply for this type of leave in cases where you have lost:

- A parent
- A child
- A partner/spouse
- A grandparent
- Uncle/aunt
- Siblings

The leave must be taken within 56 days of the bereavement occurring. We will continue to pay you full pay during your leave.

9. Paternity/Partner's Leave & Paternity/Partner's Adoption Leave

Partners or fathers including same sex couples are entitled to 10 days ordinary paternity/partner's leave if they are the primary carers for expectant mothers or partners of a person adopting a child. Paternity/partner leave can be taken as single block of 10 days during the 12 weeks following the birth or date of placement

You should let you manager know in advance as soon as is reasonably practical when you would want to take these days.

10. Ordinary Parental Leave

You can take ordinary parental leave to care for your child if you:

- have a minimum of one year's continuous service with CCCG by the time you take the leave; and
- have, or expect to have, parental responsibility for the child.

You can take up to 18 weeks' unpaid leave for each child, subject to a maximum of four weeks' leave for each child in any one-year period.

You must take ordinary parental leave in blocks of at least one week. However, if your child has a disability, you can take the leave one day at a time.

Your entitlement to ordinary parental leave carries over from your previous employment. This means that, if you have taken ordinary parental leave with a previous employer:

- you can take the balance with our organisation, but you must wait until you have worked for us for at least one year; and

- we will ask you about the amount of ordinary parental leave already taken for your child with your previous employers.

You should let your manager know in advance as soon as is reasonably practical when you would want to take these days. Once agreed with your line manager please submit the leave request by using employee self service in iTrent.

11. Elective surgery

Elective surgery is a planned, non-emergency surgical procedure. It may be either medically required (e.g., cataract surgery), or optional (e.g., breast augmentation or implant) surgery. Elective surgeries may extend or improve the quality of life physically and/or psychologically.

Cosmetic and reconstructive procedures may not be medically essential, but we understand that they may benefit an individual psychologically. Time off for elective surgery and any subsequent absence arising from it will be paid in line with sick pay entitlement and managed in line with our Supporting Attendance Policy.

12. Fertility treatments

While there is no statutory entitlement to take time off for IVF/fertility treatments and it does not fall under the Supporting Attendance Policy, we will support requests for time off for fertility treatment in line with our approach to medical appointments.

Any sickness absence related to your treatment will be managed in accordance with the Sickness Absence Policy with the exception of the two weeks protected period following implantation.

Any appointments or absence during this period will be managed in the same way as antenatal appointments and pregnancy related absence.

13. Jury service

If you are called for jury service, you will be granted a maximum of two weeks paid leave for this duty. Any service extending beyond this will be unpaid. You must inform your line manager of the dates as soon as reasonably practicable. You must also present your manager with the original notification letter from the court. A copy of this should be sent to HR for your personnel file.

Jurors are able to claim allowances for loss of earnings and travel/other expenses. To claim for loss of earnings you must send a Certificate of Loss of Earnings (issued to all jurors prior to attending court) to the Payroll department, who will complete the form on behalf of the organisation. Payroll will then deduct from your full pay an amount equal to the allowance received.

Jury service can be deferred for certain categories of employee. These categories include teaching staff during term time. Teaching staff summoned for jury service during term time should therefore attempt to arrange a deferral where possible in order to minimise disruption to students.

14. Witness in a civil or criminal proceeding

If you are asked to attend court, you must inform your line manager immediately and provide any documentation received from the court.

If you are a witness on behalf of CCCG you will receive your usual pay and can claim back any appropriate expenses through the usual process. If you are asked to attend as a witness for any other case, you should claim for any expenses and/or loss of earnings through the court. We will make up any difference to your usual salary.

If you are asked to attend court as a defendant, you must request annual leave or unpaid leave through your line manager. Costs and loss of earnings should be claimed through the court.

15. Public duties

We recognise that there is great value in undertaking public duties and that this can be effective professional and personal development. If during your employment with us, you consider accepting public service duties, you should discuss the matter with your line manager. This is necessary to assess the impact it would have on the department, and how any time off might be accommodated.

Where possible you are expected to arrange time for public duties outside of your usual working hours, but where this is not possible, we will give sympathetic consideration to such request at the discretion of your line manager.

Any leave granted will be unpaid and will not normally exceed 15 days. Requests for longer periods of leave will be considered, but there is no guarantee that extra time will be approved.

Relevant public service duties are defined in the Employment Rights Act 1996 and may include:

- Tribunal members
- Magistrates
- Local councillors
- Members of the NHS Trust
- Members of a police authority
- School governors

- Members of the Environment Agency

Employees who are unsure whether an activity may be considered under this provision should consult the Human Resources department.

16. Military service

If you are a member of the Volunteer Reserve Forces and you are called up for active service, you should present your call up papers to your line manager. You will be paid by the Ministry of Defence and we will make up any difference in salary during this period. You will have the right to be reinstated within 6 months of your military service coming to an end to the same job with the same terms and conditions as before your military service.

If you are a member of the Territorial Army or any other of the armed forces and need to attend a two-week residential course during the year, up to five days additional holiday may be granted per year and any additional time must be taken as annual leave. Your line manager may ask you for evidence of participation in such events.

17. Religious Observance

Where possible annual leave or time off in lieu should be used for the purposes of religious observance. However, reasonable unpaid special leave may be granted in certain circumstances. Your line manager will consider requests on a case by case basis.

18. Severe weather conditions

In the event of extreme adverse weather conditions, e.g. heavy snow, or flooding etc, you are expected to make every attempt to arrive at work at your normal starting time as long as it is safe to do so. If you decide that the weather conditions will prevent you from travelling to work you should contact your line manager within an hour of your scheduled start time to let them know about your absence and the reasons.

Your line manager may propose alternative ways of working in the first instance. If the suggested solutions are not feasible, the time should be taken as either annual leave, unpaid leave, time in lieu or worked back within a reasonable period and in line with business requirements. Operational requirements may impact which of these options is offered.

Where the business has prior knowledge of expected adverse weather conditions it will normally send an internal communication to all employees reconfirming the notification process and how time off will be treated.

19. Unpaid Leave

If you wish to apply for unpaid leave for any reason you must do so as far in advance as possible. The request should be on the flexible working form and must state the length of time needed and the reason for the request and must be approved by your line manager.

20. Sabbaticals

Sabbaticals are not an entitlement and are not generally granted. However, in exceptional circumstances, and where it is deemed a benefit to the organisation, such requests may be agreed for periods of no longer than one year. Any such leave will be unpaid.

Employees who are granted a sabbatical will not have the right to return to the same role with the same terms and conditions of service. Every effort will be made to ensure that any suitable roles are offered to you when your sabbatical ends. If we are unable to offer a suitable alternative role then a redundancy process will commence.

If you wish to apply for a sabbatical, please complete the Sabbatical Leave Application Form.