



Special leave

You can apply for short-term special leave in specific circumstances, including:

- domestic crisis
- jury service
- bereavement
- public duties

Special leave (with or without pay) is granted at the discretion of managers.

Leave granted under these arrangements is considered temporary and short-term, and isn't intended for managing long-term domestic or family needs.

Booking special leave

Try to let your manager know about special leave in advance. When this isn't possible, telephone as soon as you can.

Types of special leave

The list of situations where special leave may be appropriate isn't exhaustive. This means managers should consider all reasonable requests for special leave sympathetically.

Jury duty and witness obligations

Special leave will be granted to all staff that are required to attend court for jury duty or as a witness.

You will receive your regular salary, less any amount received from the court in respect of loss of earnings, while you are on jury duty or acting as a witness. The amount you are paid each day by the court will depend on the type of court you are attending and the length of time you're required.

Bereavements

All permanent staff are entitled to take compassionate leave to attend a family funeral.



Staff are normally granted one day to attend the funeral, or up to a maximum of three days for extended travel or where they have to make the funeral arrangements.

Reserve force duties

Members of reserve forces are entitled to take leave for training or other duties.

- staff with leave entitlement of up to 23 days can take up to 10 days a year
- staff with leave entitlement of more than 23 days can take up to five days a year
- manual workers with leave entitlement of five weeks or less can take up to 10 days a year

Any additional requests will be considered and may be granted as unpaid leave subject to approval.

Public and statutory duties

Staff who need to attend to public duties may be granted up to 15 days' leave in a year. This includes duties performed as:

- a magistrate (also known as a justice of the peace)
- a local councillor
- a school governor
- a member of any statutory tribunal (eg an employment tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a health authority
- a trade union member (for trade union duties)
- a member of the General Teaching Councils for England and Wales
- a member of the Environment Agency
- a member of the prison independent monitoring boards

Any additional requests will be considered and may be granted as unpaid leave subject to approval.

Malden Oaks



Investing in success

Dukes Centre
Dukes Avenue
Kingston KT2 5QY
www.maldenoaks.org

020 8547 6711
020 8547 6660

Study leave

Study leave may be available for job-related training. This leave can be granted if you are sitting examinations associated with an agreed training course. The amount of study and examination leave will be at the manager's discretion, but shouldn't normally exceed three days in any year.

Election and referendum duties

Staff may be granted up to one day's leave in a year to attend to Kingston election or referendum duties.

Time off for family and dependants

Dependency leave may be more appropriate than special leave for emergencies involving someone who is dependent upon you.

A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care.