

## Special Leave Policy

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### 2.0 Context

The University is committed to developing work practices and human resource policies that support work-life balance and equality of opportunity in employment.

Any special leave granted is always on the provision that it is subject to the operational needs of the work area of the particular employee and requires prior permission. The Head of Institution may delegate authority for the operation of this policy in their institution to a nominated individual, e.g. line manager or in accordance with local reporting procedures.

The University recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions. A range of special leave options are summarised to help employees achieve an appropriate balance between their work and personal commitments. Some of these provisions are already in existence e.g. compassionate leave, emergency leave and jury service, whilst others are based on custom and practice.

The aim of the Special Leave Policy is to provide a framework that enables employees to request reasonable time off for:

- Serious illness or bereavement of a close relative (Compassionate leave).
- Unforeseen emergencies involving dependants or unexpected domestic emergencies (Emergency leave).
- Leave for carers of dependants with long term care needs
- Essential civic and public duties.
- Service in the Reserve Forces.
- Jury Service and attendance in court as a witness.
- Gender reassignment.
- Fertility treatment.
- Elective surgery/procedures.
- Religious or belief-related obligations.
- Voluntary work.

This policy has been developed in consultation with the trades unions and the Diversity Network Group and in line with the requirements of the Equality Act 2010.

This policy should be used in conjunction with the following University documents:

- Duties and Leave of Absence for established academic staff (Statute D, II, 6) and Residency requirements for University Officers (Statute D, II, 2 and Ordinances, section 1)
- Staff Guide (for academic, academic-related and research staff)
- Assistant Staff Rules (Special Leave Rules B31–35, assistant staff)

This policy is not intended to remove any current provisions afforded to employees under their contracts of employment, under existing legislation, or other local institution arrangements agreed between the University and trades unions.

The following legislation is relevant to this policy:

- Employment Relations Act (1999).
- Employment Rights Act 1996.
- Juries Act 1974.
- Constitutional Reform and Governance Act 2010.
- Equality Act 2010.
- The Carer's Leave Regulations 2024 (Section 236(3) Employment Rights Act 1996).

Please note that all other types of leave including annual leave, sick leave, maternity, paternity and parental leave, leave for academic or professional reasons and time off related to adverse weather are out of scope of this policy. See further details on these and all other types of leave.

It is recognised that it is not possible to cover all circumstances where special leave may be appropriate, therefore for specific or exceptional circumstances not covered by this policy, please contact the relevant [HR Business Partnering Team](#) for further advice.

The University will treat instances of unauthorised leave as a serious disciplinary matter. Employees should be aware that, if they take a period of leave that has not been approved, their pay may be withheld and they may be subject to disciplinary action. For further advice please refer to the relevant disciplinary procedure and the relevant HR Business Partnering Team.

### **3.0 Eligibility**

This policy applies to all employees of the University of Cambridge. However, specific eligibility criteria may apply in relation to particular types of special leave as set out under the relevant policy section.

There may be occasions when Heads of Institutions are unable to agree to time off or need to postpone it until a later date, for example, because of critical operational reasons. Every effort will be made to accommodate legitimate special leave requests or to reschedule a convenient alternative date, as appropriate. Further advice can be obtained from the HR Business Partnering Teams.

Where unpaid leave is granted, during the period of leave the employee will not receive salary, allowances, or any other payments which form part of their terms of employment (please see Other considerations).

### **4.0 Statement of Policy**

The University will endeavour to grant reasonable time off to employees as set out below, taking in to consideration the operational needs of their Institution.

#### **4.1 Compassionate leave**

The University recognises that employees may be faced with difficult personal circumstances involving the serious illness or death of a close relative. The University understands that, during these situations, employees may need to take time away from work.

Under these circumstances, the existing compassionate leave provisions under the Assistant Staff Rules, Assistant Staff Handbook, Staff Guide (for academic, academic-related and research staff) and [Summary of Leave Table will apply](#).

#### **Parental Bereavement Leave**

Subject to eligibility, employees may be entitled to parental bereavement leave and pay, if their child or a child in their care has died or been stillborn after 24 weeks of pregnancy. Full details of the University's provisions can be found in the Parental Bereavement Leave and Pay Policy and Procedure.

Further guidance on good practice is available for departments:

#### **Compassionate leave guidance**

Arrangements for compassionate leave are set out under the Assistant Staff Handbook and Summary of Leave table.

Compassionate leave is normally granted to an employee who:

- Needs to care for a dependant or close relative who is seriously ill, or
- Requires compassionate leave due to the death of a dependent or close relative (including time to deal with practical matters which may arise as a result).

A 'close relative' is defined as a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law. For the purpose of this leave, the definition of a 'dependant' is the same definition of dependant used for Emergency Leave.

The length of compassionate leave is stated in the existing provisions under the Summary of Leave table and Assistant Staff Handbook. To summarise, a Head of Institution may allow an employee to take paid compassionate leave up to a maximum of 5 working days. In exceptional circumstances where longer periods of leave are required, a longer period or combination of compassionate, annual and/or unpaid leave may be agreed to meet the particular circumstances of the case and subject to the operational needs of the work area. As individual circumstances may vary, it is recommended that each application for compassionate leave is assessed individually by the Head of Institution taking the following into consideration, as appropriate:

- The relationship and caring responsibilities between the individual and the employee.
- The nature and extent of any illness or treatment required.
- Whether the employee is involved in making funeral arrangements.
- Whether there may be a requirement to travel or attend a funeral or ceremony.

- The operational needs and demands of the institution at that time and the capacity to make alternative arrangements to cover duties.

For further advice or to discuss exceptional circumstances, please contact the relevant [HR Business Partnering Team](#).

## 4.2 Emergency leave

Emergency leave is intended to cover genuine and **unforeseen** emergencies involving dependants, or **unexpected** domestic emergencies. If however an employee knows in advance that they are going to need time off, (for instance to take their child to a hospital appointment), they should speak to their Head of Institution about the possibility of taking such time as part of their annual leave entitlement. Please also see the [Adverse Weather Policy](#) for details on the appropriate response in the case of adverse weather.

### Emergencies involving dependants

A Head of Institution may allow an employee to take paid leave to deal with unforeseen emergencies involving dependants in accordance with these provisions. Under certain circumstances this may be combined with compassionate leave. Normally up to 5 working days' paid leave will be granted in any rolling 12-month period (with a limit of 2 working days' paid leave permitted on any single occasion):

- To deal with an unexpected disruption or breakdown in care arrangements for a dependant, for example, when a childminder is unavailable; or when a nursery or school is unexpectedly closed.
- If a dependant falls ill, gives birth or has been involved in an accident or suffers some form of assault or harm.
- To make appropriate care arrangements for a dependant who is ill, injured or in need of other forms of significant emergency care.
- To deal with an incident or emergency involving an employee's child while they are at nursery, school or college.

The 5 working days' paid leave entitlement above will be pro-rated for part-time employees.

A 'dependant' is defined under this policy as an employee's spouse, civil partner, child (biological, adopted or fostered or for whom the employee has a legitimate responsibility), parent or someone who lives with the employee as part of their family (but is not a lodger or boarder) and who reasonably relies on the employee to provide or arrange care. A dependent may also be someone who does not necessarily live at the same address as the employee but reasonably relies on the employee for assistance or to arrange provision of care if they fall ill, give birth, are injured or assaulted, or where care arrangements break down unexpectedly. This may be where the employee is the primary carer or the only person who can help in an emergency, for example where an employee is a registered carer.

Leave for emergencies involving dependents as set out above should be reasonable in the particular circumstances of the emergency; it should be sufficient to deal with the immediate problem and to arrange alternative longer term care if required. It is anticipated that in the majority of cases one or two days of leave on any one occasion will be sufficient. Where there are longer term care requirements, it may be more appropriate to request annual leave, parental leave or flexible working as appropriate.

Additionally, employees have a statutory right to reasonable time off (unpaid) in order to make arrangements to deal with unforeseen emergencies involving dependants. As such,

where paid leave has been exhausted under these provisions, employees may be entitled to unpaid leave depending upon the circumstances.

### **4.3 Carer's Leave**

An employee from the first 'day one' of their employment with the University is entitled to up to 5 days of unpaid leave in a 12 month rolling period to provide or arrange care for a dependant with a long term care need, which is defined as where the dependant:

- has an illness or injury (physical or mental) that requires, or is likely to require care for more than 3 months;
- has a disability for the purposes of the Equality Act 2010; or
- requires care for reasons connected to their old age.

This entitlement is in addition to the Emergency Leave entitlement detailed above. The leave will be prorated for part time employees.

For the purpose of this leave, the definition of a 'dependant' is the same definition of dependant used for Emergency Leave.

The leave can be taken as a minimum of a half working day and a maximum of 5 working days. The leave need not be taken on consecutive days. The leave may be combined with annual leave. The entitlement is the maximum period irrespective of how many qualifying dependants an employee has.

Employees must provide notice of their intention to take carer's leave, confirming that they are entitled to the leave and the days or part of the days they propose to take.

### **Unexpected domestic and other emergencies**

An employee may request up to 1 day of unpaid leave (or annual leave) if they experience a severe and un-expected domestic emergency (unrelated to children or dependants) necessitating the employee's presence at home. Other severe emergencies are also included here and examples are provided below. Any additional time off should be taken as annual leave.

Examples of an emergency include but are not limited to:

- Fire or flood at the employee's home.
- A burglary at the employee's home.
- A road accident or other similar accident involving the employee (excluding time off for illness or injury where the sickness absence policy will apply).
- The breakdown or theft of the employee's car.

In determining whether a request for emergency leave should be granted the following factors should be taken into consideration:

- The nature and extent of the emergency.
- The availability of others to deal with the emergency.
- The likely impact of the emergency on the employee.

#### **4.4 Essential civic and public duties**

The University will grant reasonable unpaid special leave to those employees who hold the following public positions (as defined in s.50 of the Employment Rights Act 1996):

- Magistrate or Justice of the Peace.
- Member of a Local Authority.
- Member of any statutory tribunal.
- Member of an independent monitoring board for a prison or a prison visiting committee.
- Member of a relevant education body e.g. school board or equivalent education establishment.
- Member of a relevant health body e.g. National Health Service Trust or a Health Board.
- Member of a police authority.
- Member of the Environment Agency or the Scottish Environment Protection Agency.
- Member of a Scottish Water or a Water Customer Consultation Panel.

The public body may also require the individual to attend training, additional meetings, or committees in order for them to fully perform their function. For the purposes of the leave application, these should be considered to be part of the individual's public duties.

In considering whether the leave application is 'reasonable', the Head of Institution will take the following factors into account:

- How much time off is generally required for the performance of the office in question.
- How much time off is required for the performance of the particular duty on the particular occasion.
- How much time off has already been granted to the employee for public duties.
- The employee's involvement in current departmental activities and the effect of their absence on the operational requirements of the department.

In all cases, employees must notify their Head of Institution, on appointment, if they hold membership of any of the organisations listed above, or if they take up membership of such organisations during their employment.

An individual should discuss their requirements for time off as early as possible in the application process and submit their leave application (CHRIS/68) as soon as they have confirmation of the dates of their public service. Employees should provide any additional documentation to their Head of Institution as required as evidence of the request and/or dates and times of their attendance.

Employees may also be considered for a period of unpaid special leave for the following reasons, however these will be considered on a case by case basis depending upon the specific circumstances.

- To serve as a Special Advisor to the British Government (appointed under the Constitutional Reform and Governance Act 2010).
- To serve or stand for election as Member of Parliament.
- To serve as a Political Agent to candidates or prospective candidates in parliamentary elections.
- To serve or stand for election in local government as an elected or co-opted member of a local authority.

#### **4.5 Service in the Reserve Forces**

All volunteer members of the Reserve Forces (the Territorial Army, Royal Naval Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) who are required to undertake training on a normal working day, and are unable to reschedule the event, will be required to take annual leave or may request unpaid leave in order to attend.

Employees called up for compulsory military service under the Reserve Forces Act (1996) must immediately notify their Head of Institution, providing any necessary documentation. The University cannot prevent an employee who is called up from attending military service, but can appeal against the decision if they feel the employee's absence will cause serious detriment to the University. For further advice please contact the relevant HR Business Partnering Team.

Where an employee is called up for active duty by the UK government, their absence will be treated as a period of unpaid leave. Whilst this period of leave will not break continuity of employment, it will not count in computing the employee's length of continuous employment.

The employee will have the right to be re-employed at any time during a 6 month period after the end of their military service to the same position and on terms and conditions which are no less favorable than those which previously applied. If total reinstatement is not reasonable and practicable, the employee will be offered the most favorable terms and conditions as are reasonable and practicable in the circumstances. The employee must apply in writing for reinstatement by the third Monday following the end of their military service (except where the employee is prevented applying within that period by reason of sickness or other reasonable cause). The University will not however be required to reinstate an employee if it would result in the dismissal of another employee who was employed before the reservist was called up for active duty, was as permanent as the reservist and who had longer service at the time of mobilisation.

In certain circumstances a return to work plan may be offered to an employee who has been involved in active duty. The plan will be developed in discussion with the employee, their Head of Institution, the HR Business Partnering Team and the University Occupational Health Service as required.

Non-UK nationals called up for compulsory national service by their home country should contact the relevant HR Business Partnering Team for advice.

#### **4.5 Jury service**

If an employee is called up for jury service, they should contact their Head of Institution or Departmental Administrator at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days, but may be longer. The employee should provide their Head of Institution with a copy of the jury summons, a completed CHRIS/68 and any other relevant documentation.

The University expects employees to seek reimbursement from Her Majesty's Courts Service (HMCS) wherever possible. To do this, the employee should:

- a. Send the Certificate of Loss of Earnings or Benefit they receive with their jury summons to payroll for completion.
- b. Submit the Certificate to HMCS to receive reimbursement for loss of earnings.
- c. Send the reimbursement receipt they receive from HMCS to payroll.

Employees will continue to be paid as normal whilst on jury service, until reimbursement for loss of earnings is confirmed by the court, at which point the University will make the appropriate deduction from their pay in the next monthly payroll. If the receipt for

reimbursement is not received within 3 months of the end of the period of jury service, the University will make a deduction from the employee's salary in respect of those sums which are reclaimable from HMCS by the employee.

Where an Institution considers that an employee's absence on jury service will be severely detrimental to the operation of the Department, the employee may be asked to make an application for excusal or deferral, as appropriate. Where the Institution or employee considers that this applies, they should first discuss the matter with their HR Business Partnering Team. Where the Institution provides a letter (and any other relevant evidence) to support the employee's application, this should be submitted with the application for excusal or deferral. There is no guarantee that the University's support will ensure that a deferral will be granted by the court service.

#### **4.7 Attendance in court as a witness**

If in a private capacity, an employee is summonsed to appear as a witness in third party proceedings or is required to give evidence in their own court proceedings they may request annual leave or in certain circumstances unpaid leave may be granted with the agreement of their Head of Institution.

Where unpaid leave or annual leave has been granted, the employee may retain any compensation for loss of earnings or other sums payable or ordered by the court. The employee may also retain any travelling and subsistence allowances received from the court.

Where an employee is called by the University to act as a witness on the University's behalf at an Employment Tribunal hearing or any other court proceedings, the employee will continue to receive their full pay, as this will be deemed part of their normal duties.

#### **4.8 Fertility treatment**

Individuals who are following a course of fertility treatment and have been employed by the University for one continuous year are eligible to apply for fertility treatment leave. This includes employees with same-sex partners and single persons. Eligible employees who may request one of the entitlements below:

##### **Female employees**

Up to five days paid leave within a 12 month period to cover necessary treatment during a fertility treatment cycle.

##### **Partners**

Up to two days paid leave within a 12 month period to cover necessary treatment and to provide support during a fertility treatment cycle.

The 12 month period runs from the first day that leave is taken for the purposes of fertility treatment. Any unused entitlement to paid leave for fertility treatment during the 12 month period may not be carried forward and is forfeited.

If an employee requires additional time off, they may take a period of annual leave or unpaid leave by agreement with their manager. Alternatively, depending on the treatment being undertaken, an employee may wish to consider making an application for temporary flexible working.



If an employee becomes ill as a result of or during infertility treatment, subject to their compliance with the sickness absence policy, they should receive statutory or contractual sick pay in the usual way.

Further guidance is available for line managers from the HR Business Partnering Teams.

#### **4.9 Elective surgery/procedures**

Time off for surgery, treatment and recuperation that relates to a medical or psychological condition and is supported by a medical certificate, will be treated as sick leave in the same manner as any other medical appointment.

In cases of elective surgery, annual leave should be taken in the first instance. In exceptional circumstances unpaid leave may be granted subject to operational needs of the institution. Elective surgery is surgery/procedures that is not considered to be medically necessary, including cosmetic surgery. Requests for time off for surgery, treatment and recuperation should follow the normal process for requesting annual leave. In the event that such treatment results in an employee becoming unfit for work, e.g. due to infection or other complications, the usual sickness absence provisions apply, including procedures for certification.

Please note that the University has separate detailed guidance on leave for fertility treatment and gender reassignment treatment. Further advice is available from the HR Business Partnering Teams.

#### **4.10 Gender reassignment**

Requests for time off for medical treatment relating to gender reassignment will be managed and recorded in accordance with the University Ill-Health and Sickness Absence procedures. Time off for these purposes will be treated no more or less favourably than time off for illness or other medical appointments.

Reasonable requests for time off for non-medical treatment related to gender reassignment will be considered subject to operational requirements. Normally annual leave or unpaid leave will be considered for these purposes.

An employee may also request to take a period of leave before returning to work in their new gender. This should be discussed with their Head of Institution and annual leave or unpaid leave considered subject to operational requirements.

In all cases requests for time off should be discussed with an employee's Head of Institution at least 4 weeks prior to the commencement of the requested period.

Further guidance on gender reassignment is available from Equality & Diversity.

#### **4.11 Religious or belief-related obligations**

The University of Cambridge is committed to equality of opportunity, promotes an inclusive culture and values diversity. Flexibility will be provided wherever possible to enable employees to take annual leave at a particular time so that they may celebrate and/or comply with their religious or belief-related obligations.

Further information on religion and belief, including a calendar of key diversity festivals, is available from [Equality & Diversity](#).

## 4.12 Voluntary work

The University recognises that some employees may wish to undertake voluntary work outside of their employment with the University.

Employees who wish to undertake voluntary work will need to use their annual leave entitlement for the days that they will be absent from work. In exceptional circumstances, with the Head of Institution's agreement and subject to operational needs, unpaid leave may be granted.

It is important that employees follow the usual procedure for requesting annual leave or unpaid leave and that this is sought as soon as possible after they are informed of acceptance to a voluntary position. Heads of Institution should endeavour to agree to such requests in line with operational needs.

## 5.0 Procedure

In all cases, an employee must discuss any application they wish to make for special leave with their Head of Institution at the earliest opportunity. For emergency or compassionate leave this should be as soon as reasonably practicable. If an individual finds it difficult to talk to their manager due to the nature of the leave requested they may wish to contact their [Business Partnering Team](#).

The following steps should be followed for all special leave applications:

1. Employees should make an initial written application to their Head of Institution (or nominated line manager, departmental administrator or equivalent) for special leave at least 4 weeks prior to the commencement of the requested period by completing form [CHRIS/68](#). The employee should attach any additional documentation as required under the relevant policy section. Where it is not possible to give 4 weeks' notice, eg in cases of Emergency Leave, the employee must contact their line manager, or follow the normal reporting procedure of their Institution, as soon as reasonably practicable.
2. For a Carer's Leave application, the minimum notice should be either twice the length of the time being requested or 3 days, whichever is the longest, by completing form CHRIS/68. There is no need to provide evidence of the employee's entitlement to leave.
3. Where appropriate, on receipt of the application, the manager will arrange a meeting with the employee to discuss their needs, which may include:
  - a. The anticipated number of days away from work.
  - b. The schedule that they potentially will be following, were applicable.
  - c. Any additional flexible working pattern arrangements that will be required.
  - d. Any implications for the institution.
  - e. Any other matters specific to the type of special leave requested.
4. Confirmation will be provided by the relevant Department/Faculty to the employee if their request has been agreed, must be postponed or cannot be agreed. Reasons will be provided where an application cannot be agreed. If it is necessary to postpone a special leave request alternative dates will be suggested or alternative arrangements discussed with the employee.



5. With applications for Carer's Leave

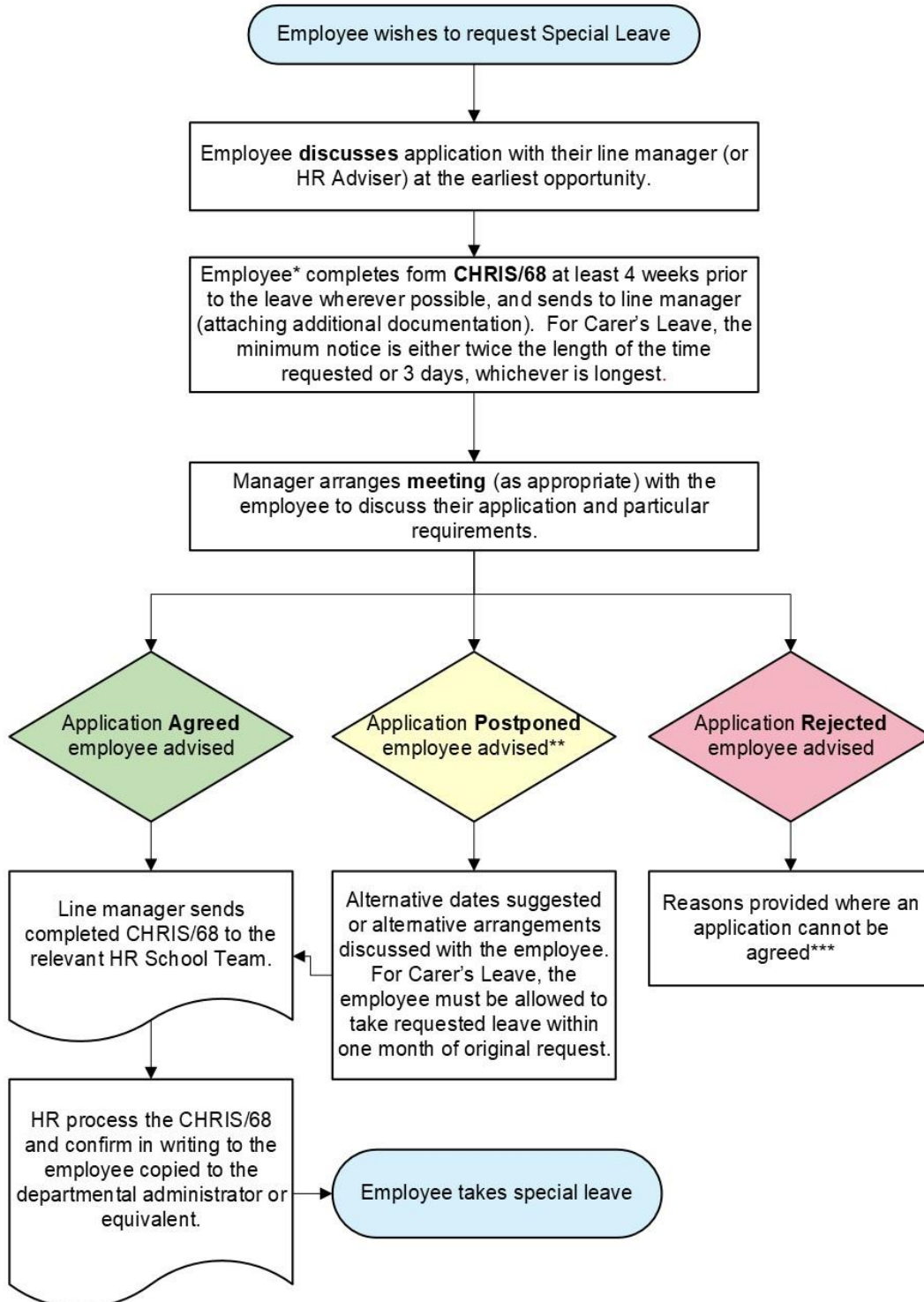
- a. written notice must be given to the employee as soon as reasonably practicable, but not later than 7 days after the employee's notice was given or before the earliest day requested on the employees notice, whichever is the earlier.
- b. If the carer's requested leave is not agreed, the employee must be allowed to take the requested leave within one month of the earliest day of the requested leave

6. Where requests are agreed, the completed [CHRIS/68](#) is sent to the relevant HR Team who will process on CHRIS. For all unpaid leave requests and future dated requests for paid leave, HR will prepare a letter to the employee copied to the departmental administrator or equivalent. Depending upon the type of special leave requested, there may be additional steps not set out above, such as the submission of medical certificates or receipt of reimbursement from a court for undertaking jury service. Please refer to relevant policy section for further information.

In certain circumstances the Head of Institution may complete the [CHRIS/68](#) on the employees' behalf, for example in certain cases of Emergency Leave. In all cases a confidential written record should be kept by the Head of Institution of any time off granted for special leave.

Employees who feel that they have been unreasonably refused time off should, in the first instance, raise the matter with their Head of Institution. Ultimately employees have the right to raise the matter through the relevant grievance procedure for their staff category.

## Special Leave Procedure



Please refer to relevant policy section for further information on any specific requirements.

\* In certain circumstances the line manager may complete the CHRIS/68 on the employees' behalf.

\*\* With applications for Carer's Leave, written notice must be given to the employee as soon as reasonably practicable but no later than 7 days after the employee's notice was given or before the earliest day requested on the notice, whichever is the earlier.

\*\*\* If employees feels they have been unreasonably refused, they can raise the matter with their line manager but ultimately may raise a grievance through the relevant procedure.

## **6.0 Other considerations**

### **Leave from Established Offices**

Academic staff holding an established University office listed in Schedule J should be aware that any period of leave of 28 days or more that falls during term time, may make the term(s) in question non-reckonable for sabbatical leave purposes. The term(s) in question will be included in the six-year period referred to in the Statute for calculating future sabbatical leave entitlement. The Head of Institution may wish to discuss this with their HR Business Partnering Team if such a situation arises.

Approval by the relevant competent authority (i.e. Faculty Board or equivalent) will also be required for all types of leave with the exception of jury service, essential civic and public duties and service in the reserve forces which are statutory entitlements.

### **Financial and operational considerations**

Employees and Heads of Institutions should ensure that they are fully aware of the time commitment involved, the type of leave that will be taken and any impact on department operations, before the approved leave application is submitted to the HR Division.

### **Annual leave accrual**

Annual leave will only accrue during the first two weeks of any period of unpaid special leave. An employee's annual leave entitlement for the relevant leave year will therefore be adjusted accordingly. Annual leave will accrue as normal during paid special leave.

### **Statutory payments**

Taking a period of unpaid leave may affect an employee's entitlement to certain statutory payments such as statutory maternity pay. If you have any questions please contact your HR Business Partnering Team or the Payroll section.

### **Pension implications**

Employees are advised to contact the Pensions office if they have any questions on the impact of a period of unpaid leave on their pension contributions.

### **Immigration**

Employees are advised to refer to the terms and conditions of their visa and the guidance created by UK Visas and Immigration (UKVI) for information on the impact of a period of unpaid leave on their immigration status. For Tier 2 /Skilled worker visa holders, and Tier 5/Temporary Worker GAE visa holders (which are "sponsored visas"), the following rules apply under the University's sponsor licenses with the UKVI. These rules do not apply to individuals holding any other type of visa at the University:

- If a sponsored visa holder has taken a period of unpaid leave in excess of four weeks (except for a period of maternity, paternity, adoption or long term sick leave), the University must notify the UKVI and stop sponsoring the individual, which would result in the irrevocable loss of their sponsored visa. The individual would then require a new visa before being able to return to work for the University. Institutions are asked to

notify the HR Business Partnering Team and the HR Compliance team immediately should this situation arise.

- If a sponsored visa holder is absent from work for more than 10 consecutive working days without the University's permission (i.e. unauthorised absence) the Institution concerned must notify the HR Business Partnering Team and the HR Compliance team immediately.

### **University loans and salary exchange schemes**

During any period of unpaid special leave, employees will need to agree with the HR Division and Payroll Section the appropriate arrangements for continued or deferred repayment of any University loan. Alternatively, the employee can arrange for the loan to be repaid in full. Employees participating in salary exchange schemes are advised to refer to the relevant scheme rules for further information on the implications and options available when taking a period of unpaid leave.

## **7.0 Roles and responsibilities**

### Employees

- Submit special leave requests to the relevant manager using the appropriate documentation and providing supporting information where needed. Employees can contact their HR Adviser in the first instance to discuss the special leave request if needed.
- Give at least 4 weeks' notice before the requested start of leave wherever possible.

### Managers

- Consider all requests for special leave, arranging a meeting with the individual to discuss the request.
- Ensure that requests are dealt with in accordance with this policy and the relevant procedure.
- Inform the employee of the outcome of their request. If a request cannot be agreed reasons must be given and alternative arrangements should be considered.
- Inform HR of the outcome of the leave request.

### HR

- Advise on all matters of special leave.
- Implement special leave details on CHRIS.

Support is also available from Occupational Health, the University Counselling Service and other employee support services.

## 8.0 Summary table

	<b>Stipend</b>	<b>Conditions and documentation</b>
<b>Compassionate leave</b>	The existing compassionate leave provisions under the Assistant Staff Rules, Assistant Staff Handbook, Staff Guide and Summary of Leave Table will apply. Further guidance is available.	Compassionate leave covers bereavement or serious illness of a close family member or dependant. It is granted according to the circumstances. The Head of Institution may complete the <a href="#">CHRIS/68</a> where appropriate.
<b>Emergency leave</b>	Normally up to 2 days unpaid leave on each occasion. May be combined with compassionate leave/annual leave as appropriate.	Emergency leave covers genuine unforeseen emergencies for reasons connected with dependants or unexpected domestic or other emergencies. It is granted according to the circumstances. The Head of Institution may complete form <a href="#">CHRIS/68</a> where appropriate.
<b>Carer's Leave</b>	Up to 5 days of unpaid leave. Can be taken in blocks of ½ days or one day up to a maximum of 5 in a 12-month rolling period. The leave does not need to be taken consecutively and may be combined with annual leave.	Carer's Leave covers planned unpaid time off to care for, or arrange care for, a dependant. The employee must provide notice using form <a href="#">CHRIS/68</a> which confirms their entitlement to the leave. The minimum notice required is twice the length of time of the requested leave or 3 days, whichever is the longest.
<b>Service in the Reserve Forces</b>	Reservists required to undertake training on a normal working day will be required to take annual leave or may request unpaid leave.	Where the employee is called up this will be treated as unpaid leave. The employee should complete form <a href="#">CHRIS/68</a> . Documentation from the relevant official body will be required in support of the application.
<b>Jury Service</b>	The University will 'top up' any sums reimbursed to the level of the employee's normal salary.	The employee should complete form <a href="#">CHRIS/68</a> . The jury summons should be provided in support of the application. A receipt of reimbursement must also be provided within 3 months, where applicable.
<b>Attendance in court as a witness</b>	If summonsed to appear as a witness in a private capacity, the employee may request annual leave or unpaid leave.	Annual leave should be requested in the normal way or the employee should complete form <a href="#">CHRIS/68</a> to request unpaid leave. The witness summons should be provided where applicable.
<b>Fertility treatment</b>	Up to 5 days paid leave in a 12 month period for female employees undergoing fertility treatment, or up to 2 days paid leave to provide support to a	Individuals who are following a course of fertility treatment and have been employed by the University for one continuous year are eligible to apply. The employee should



	<b>Stipend</b>	<b>Conditions and documentation</b>
	partner who is undergoing fertility treatment.	complete form <a href="#">CHRIS/68</a> . Confirmation of treatment will be required at the point of application.
<b>Surgery/ procedures and elective surgery</b>	<p>Time off for surgery or treatment and recuperation that relates to a medical or psychological condition and is supported by a medical certificate, will be treated as sick leave in the same manner as any other medical appointment.</p> <p>In cases of elective surgery, treatment and recuperation (i.e. cosmetic and/or surgery not medically necessary), annual leave should be taken in the first instance or unpaid leave if appropriate and in agreement with the institution concerned.</p>	The employee should complete form <a href="#">CHRIS/68</a> . Medical certification may be required as set out in policy.
<b>Gender reassignment</b>	<p>Requests for time off for <i>medical</i> treatment relating to gender reassignment will be managed and recorded in accordance with the University Ill-Health and Sickness Absence procedures, ie treated as time off for illness or other medical appointments.</p> <p>Reasonable requests for time off for <i>non-medical</i> treatment will be considered subject to operational requirements.</p> <p>Normally annual leave or unpaid leave will be considered for these purposes.</p>	The employee should complete form <a href="#">CHRIS/68</a> . Medical certification may be required as set out in policy.
<b>Religious or belief-related obligations</b>	Employees may use their annual leave entitlement to request time off for religious or belief-related purposes.	Annual leave should be requested in the normal way.
<b>Voluntary work</b>	Annual leave entitlement must be used for the days that the employee will be absent from work. Unpaid leave may be granted under exceptional circumstances.	Annual leave should be requested in the normal way. For exceptional circumstances requests for unpaid leave to undertake voluntary work should be submitted by completing form <a href="#">CHRIS/68</a> . Documentation from the relevant organisation will be required in support of the application.



- CHRIS/68 Special Leave (Paid and Unpaid) Application Form Visit [www.admin.cam.ac.uk/offices/hr/forms/chris68/](http://www.admin.cam.ac.uk/offices/hr/forms/chris68/)