

**Produced by Human Resources**

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## **SPECIAL LEAVE AND COMPASSIONATE LEAVE**

### **POLICY**

The University recognises that there are special circumstances in which an individual may seek an absence from duty outside of their normal annual leave. Such special leave may be granted as paid or unpaid depending on the circumstances. Advice from HR should be sought for unusual cases.

### **EXAMPLES OF SPECIAL OR COMPASSIONATE LEAVE**

Special leave with pay shall be granted to an individual who is required to attend a court, tribunal or other official enquiry as a witness. This will not apply in cases of civil or personal litigation.

Compassionate leave with pay shall be granted on the death of a relative, dependant or individual for whom the individual has direct responsibility, or life-threatening illness of the above, which necessitates caring or compassionate responsibilities of the individual (including same sex couples).

Where staff require unplanned, emergency time off for dependents the [Dependency Policy](#) shall apply.

Examples of circumstances whereby unpaid special leave is likely to be granted includes dealing with domestic issues such as visits from service engineers, planned school days off which necessitate staying home to care for children etc. However, the employee is expected to exhaust annual leave first before requesting unpaid leave.

### **PROCEDURE**

The Dean or Director may grant paid leave of usually five working days and up to a maximum of ten working days. This should be recorded on PAFIS as "Personal Leave" with the sub-option of either "Compassionate" or "Other Paid Leave".

Special leave in excess of ten working days but without pay may also be granted by the Director or Dean.

Requests for special leave in excess of ten working days shall only be exceptionally granted at the discretion of the relevant Deputy Vice-Chancellor.