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| **Employee Details** |
| **Employee name** |  |
| **Employee ID** |  |

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| **Reason for special leave request**  |
| Emergency (Unplanned) leave to care for a dependant  |[ ]
| Unplanned leave to deal with a critical domestic emergency  |[ ]
| Carer Leave (**Note**: The employee must register as a carer via the [Carer Register](https://www.st-andrews.ac.uk/staff/self-service/) to access this leave) |[ ]
| Parental Bereavement Leave  |[ ]
| Compassionate Leave  |[ ]
| Time off for fertility treatment |[ ]
| Hospital/clinic appointments  |[ ]
| Jury service/witness representation at court  |[ ]
| Reserve Forces |[ ]
| TU Duties  |[ ]
| Adverse weather (unpaid) |[ ]
| Civil/public duties (unpaid) |[ ]
| Other (unpaid – please specify) |[ ]

# Click [here](#_Special_Leave_entitlements) for information on employee paid entitlement. If the employee has exhausted their paid entitlement, this should be recorded as unpaid on the form.

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| **If time off is approved** |
| **Confirm if the leave is paid or unpaid**  | **Paid** |[ ]  **Unpaid** |[ ]
| Please confirm the dates: | **From** |  | **To** |  |
| Total number of working days: |  |
| Total number of hours: |  |

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| **Approvals** **Note: Signatures are required if submitting an unpaid leave request (electronic signatures are acceptable)** |
| **Employee’s signature** |  | **Line manager’s signature** |  |
| **Date** |  | **Date** |  |

**Line Manager must now submit this form to** **Pay & Pensions** **for processing/recording.**

# Special Leave entitlements

**Notes:**

* Special Leave is pro-rated for employees who do not work a 5-day week.
* If the employee has exceeded their entitlement, please speak to your [HR Business Partner](https://www.st-andrews.ac.uk/hr/businesspartner/) for guidance.

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| **Absence Type** | **Entitlement**  |
| Emergency (Unplanned) leave to care for a dependant | Employees can request up to 7 days (50.75 hours) of paid leave within a 12-month rolling period.  |
| Unplanned leave to deal with a critical domestic emergency | Employees can request up to 3 days (21.75 hours) of paid leave within a 12-month rolling period.  |
| Carer Leave | Employees can request up to 5 days (36.25 hours) of paid carer leave (per rolling year) to assist employees who have caring responsibilities. |
| Parental Bereavement Leave | Employees can take up to two weeks paid leave in the unfortunate event they experience a death of their child, which includes individuals who suffer a stillbirth after 24 weeks of pregnancy. |
| Compassionate Leave | Individual circumstances will vary therefore line managers are encouraged to read the Compassionate Leave section of the [Special Leave policy](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-special-leave/special-leave.pdf) and discuss the situation with their [HR Business Partner](https://www.st-andrews.ac.uk/hr/businesspartner/). |
| Time off for fertility treatment | Employees who are receiving and recovering from fertility treatment are entitled to paid time off of up to 5-days (36.25 hours) per cycle of treatment, limited to one cycle in 12-months (no more than 3 cycles in total).  |
| Supporting partners can take up to 2-days (14.5 hours) fertility leave to cover any treatment and to provide support to their partner undergoing fertility treatment per cycle of treatment, limited to one cycle in 12-months (no more than 3 cycles in total). |
| Hospital/clinic appointments | Reasonable paid time off will be granted to allow employees to attend a hospital/clinic appointment.  |
| Jury service/witness representation at court | If an employee is summoned for Jury Service, or is requested to appear as a witness in Court, they will be granted paid leave to attend. Note: If the requirement to attend court lasts longer than 10 days, the employee will be required to claim an allowance for loss of earnings from the court. Contact Pay and Pensions for further info.  |
| Reserve Forces | Employees who are members of the Volunteer Reserve Forces will normally be granted 2 weeks additional paid leave per year. |
| TU Duties | Reasonable time off with pay during working hours will be granted for Trade Union officials and Union Learning Representatives for the purpose of carrying out TU/Learning Rep duties or undertaking training in relation to TU/Learning Rep duties.  |