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

|  |  |
| --- | --- |
| **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: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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**](mailto:salaries-absence@st-andrews.ac.uk) **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](mailto:salaries-absence@st-andrews.ac.uk) 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. |