

## **Special Leave Policy**

### **1. Introduction**

- 1.1 The University of Manchester Conferences Limited (UMC Ltd) (“the company”) recognises that on occasion employees may encounter domestic crises which demand their attention and that in such circumstances it is reasonable to make provision for special leave (either paid or unpaid) in addition to normal holiday entitlement
- 1.2 The company will act sympathetically in these circumstances, as it recognises the benefits of applying this policy in a fair and reasonable manner to both employer and employee.

### **2. Circumstances in which Special Leave may apply**

- 2.1 Paid special leave will be granted at the discretion of the senior manager generally and may apply in the following circumstances:
  - i. The serious illness of a domestic partner, child or other person whether related or not who plays a significant part in the life of the employee;
  - ii. The unforeseen breakdown of care arrangements for a person for whom the member of employee has primary responsibility;
- 2.2 Special Leave will only be granted for child care in an emergency or where care arrangements break down.
- 2.3 Employees will be expected to use some of their own annual leave provision for childcare in these circumstances, as with any domestic emergencies.

### **3 Compassionate leave**

- 3.1 In the event of the death of a close relative, which would include spouse or significant partner, child, parent, brother and sister, grandparent or grandchild, the company will allow between one to five days paid special leave, depending upon the employee’s responsibilities and the particular circumstances of the matter.
- 3.2 The amount of paid special leave will be at the discretion of the senior manager, but should further leave is required outside these parameters, unpaid leave may be considered in line with paragraph five below.

#### **4 Special Leave Provision**

- 4.1 An employee may ask to be considered for up to five days paid Special Leave and between one and five days in total will form the basic provision.
- 4.2 The company recognises that each case must be judged on its merits and departments will have discretion in determining whether leave will be granted.
- 4.3 Organisational units will also wish to take account of operational needs and individual performance and/ or attendance.
- 4.4 Special leave with pay will not be withheld unreasonably.
- 4.5 The provision of Special Leave on an unpaid basis in addition to five days may be considered in conjunction with UMC-designated Human Resources Partner.
- 4.6 Employees who make use of special leave arrangements will not be disadvantaged in relation to opportunities for promotion, training or other benefits or facilities.
- 4.7 Employees will not be entitled to payment in lieu of special leave.

#### **5 Additional unpaid special leave**

- 5.1 In certain circumstances the company may grant additional unpaid special leave where this is the most appropriate course of action. Employees wishing to request additional unpaid leave should discuss this with their line manager, who in turn will consider the request in consultation with the HR Partner.

#### **6 Disputes**

- 6.1 Any employee who disagrees with a decision made in respect of their request for special leave may seek redress through existing grievance procedures; however, it should be the objective of all parties to settle the matter via informal channels wherever possible; this may be initially reconsidered by the line manager and HR Partner

#### **7 Review**

- 7.1 The arrangements for special leave will be kept under review to ensure that it effectively meets the needs of the company and its employees.
- 7.2 The company will make changes to this policy from time to time in consultation with UNISON.

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Lead contact:	Andrew Stephens, Human Resources Manager