



Heythrop College Special Leave Policy and Procedure

Special leave with or without pay may be granted for the discharge of civic and public duties, and for compassionate or other reasons. Such leave will be subject to the approval of the senior manager in charge of the function, or, when it is in excess of two months and is requested with pay, of the Finance Committee.

Jury Service

In the case of jury service, an employee will have deducted from their salary the full amount of any allowance receivable by them from the court in respect of loss of earnings.

Civic and Public Duties

A member of staff who stands for Parliament will be granted special leave of absence with pay of up to two weeks in one year during a campaign leading to an election.

Employees who are required to attend summer camps for training in any voluntary reserve of the Armed Forces may claim one week of special leave in a year. Any additional leave required for such training should be taken as annual leave.

Special Leave for Compassionate Reasons

Staff will be allowed to take up to two weeks of special leave on full pay for compassionate reasons in any one calendar year. Any extension of this period will be unpaid, unless payment during the extension period has been agreed by the relevant senior manager or the Finance Committee.

Special Leave for Academic Related Visits or Secondments

The Principal may grant special leave for visits or secondments to other institutions or organisations within the United Kingdom or abroad for any purpose related to academic pursuits or interests. Such leave will normally be without pay. Where full or part pay is requested, the member of staff will state in his/her application for the leave all expected earnings during the period of absence.

The Vice-Principal – Academic (VPA) or the Finance Committee will consider each case on its own merit, taking into consideration how such a visit or secondment will benefit the College and the employee.

Terms and Conditions of Service

During periods of unpaid special leave, the employer's contributions to the occupational pension schemes will continue only if employees continue to pay their own share of the pension.

During periods of unpaid special leave, annual leave entitlement will not accrue.

Procedure for Approval

Academic Staff

Academic staff should apply for special leave by writing to the VPA, stating what the leave is for, when it is to be taken, how long it will last and supply information on any replacement teaching requirements. This should be made at least one month before it is taken, or, where this is not possible, as soon as is reasonably practicable.

The VPA may approve special leave with pay for periods up to two months. Where the application for special leave with pay is more than two months, it will be referred by the VPA to the Finance Committee for approval. Any application for special leave without pay for any length of time will be approved by the Principal.

Support Staff

A member of staff in one of these groups should apply for special leave by writing to his/her line-manager. The line-manager will then need to seek approval from the relevant senior manager before agreeing to the special leave. The letter of application should state what the special leave is for, when it is to be taken and how long it will last. The application should be made at least one month before the leave is to be taken or, where this is not possible, as soon as is reasonably practicable.

Any application for special leave of more than two months with pay will be referred by the senior manager to the Finance Committee for approval. The relevant senior, in consultation with the Senior Leadership Team, if appropriate, will approve unpaid special leave of any length of time.

Approval and Notification

The relevant senior manager or Finance Committee will approve the special leave within two weeks of receiving the letter of application. This will be done in writing.

Once the special leave has been approved, the senior manager will inform the Human Resources Manager; this will ensure that the staff records are kept up-to-date and the appropriate information is passed on to the Finance Team (for payroll administration). Also, the Human Resources Manager will be able to advise staff of employment-related matters which are relevant to them while they are on special leave.