

OTHER LEAVE ENTITLEMENT:

Type of 'other' leave	Notes
Compassionate leave	Leave of up to five days will be given – without loss of pay – on the death of an immediate family member e.g. parent/guardian, brother/sister, child, spouse etc. Paid time off work will also be granted to attend the funeral of a close relative e.g. grandparent.
Discretionary leave	Academic staff are allowed five days discretionary leave, which is not part of their annual leave entitlement. Professional Support staff may also be granted reasonable discretionary days, at their line managers' discretion, in exceptional circumstances.
Doctors / Dental appointments	Staff are not expected to make appointments during working hours. If this is unavoidable, paid time off work is normally granted at the line manager's discretion (time may have to be made up). If follow-up treatment is required which can only be arranged during working hours, then time off with pay will normally be allowed.
Hospital appointments	Time off work with pay to attend a hospital appointment will normally be given. If an employee receives treatment that necessitates further time off work, this will then be treated as sickness absence.
Public duties	Time off for public duties e.g. Jury Service is given. Please contact your HR Administrator for further information.
Study leave	Some time off for studies (including exam revision) may be given to those undertaking relevant staff development courses/study e.g. via the fee-waiver programme. Any paid study leave should be agreed with your line manager.
Unpaid leave	In some circumstances staff may request leave without pay. This is likely to have an impact upon your pension. Staff requesting unpaid leave should contact their line manager for approval.