

**OTHER LEAVE ENTITLEMENT:**

<b>Type of other leave</b>	<b>Notes</b>
Hospital appointments	Time off work with pay to attend. If an employee receives treatment that necessitates further time off work, this will then be treated as sickness absence.
Doctors / Dental appointments	Staff are not expected to make appointments during working hours. If it is unavoidable, time of work with pay to attend is normally given 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.
Compassionate leave	Leave of up to 5 days will be given – without loss of pay – on death of immediate member of the family e.g. parent/guardian, brother/sister, child, spouse. Paid time off will be granted to attend the funeral of a close relative e.g. grandparent etc.
Time off in lieu of overtime (support staff)	Payable in excess of 36.25 hours at 1.5 hours for every hour worked extra. All time in lieu should be approved in advance with your line manager. The taking of accrued time in lieu should be approved in advance with your line manager.
Study Leave	Please contact Joanne Edwards – Professional Development Officer – for full details.
Public Duties	Please contact the Personnel Office for full details

**NOTE:**

- In some circumstances staff may request leave without pay. This is likely to have an impact upon your pension. Information is available from the Personnel Office. Staff requesting unpaid leave should contact their line manager for prior approval and complete and application for unpaid leave of absence form.