



# Leave of Absence Policy

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**4.1.3** Employees are required to submit to their Line Manager, via MyView, a request for leave of absence relevant to the circumstances concerned.

You can access MyView by clicking on the icon on your computer's desktop, or by visiting:

<https://hr.lincoln.ac.uk/hrselfservice/>

## **4.2 Management Responsibilities**

**4.2.1** All Managers have a responsibility to proactively manage and support a healthy work-life balance and to address issues as they arise.

**4.2.2** Managers are required to ensure all requests for a leave of absence are recorded accurately. In instances where pay may be affected Managers are required to advise employees to submit a leave of absence request, via MyView, so that PPC are automatically notified in a timely manner.

**4.2.3** Managers are responsible for fairly and consistently applying the policy and its procedures in all areas of their responsibility.

## **4.3 Department of People, Performance and Culture (PPC) Responsibilities**

**4.3.1** The Department of PPC is responsible for providing advice, guidance and support to Managers and employees on the application of this policy and procedure.

**4.3.2** The Department of PPC is responsible for monitoring and reviewing the effectiveness of this policy and procedure and for providing guidance in the management responsibilities required under this policy.

**4.3.3** The Department of PPC will collate the information submitted via MyView and use this to aid general management information.

## **5. Definitions**

For the purpose of this Policy:

**5.1** A near relative is normally taken to mean:

- Spouse / civil partner
- Partner
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**5.2** Serious illness is taken to mean a dangerous illness or a sudden illness, which makes it necessary for the employee to make urgent arrangements for the care of the patient and their family.

**5.3** A carer and / or an employee with caring responsibilities is taken to mean:

- An employee with parenting responsibilities for a child of up to the age of 18 years
- An employee who is caring for an adult who is a near relative of the employee or falls outside this category but lives at the same address as the employee

**5.4** For the purpose of this policy a year is taken to mean a rolling 12 month period from the commencement of the leave period.

**5.5** Leave provision under this policy is cumulative within the rolling 12 month period. This is with the exception of the death or serious illness of a spouse / civil partner, parent or child, where Managers are to apply reasonableness and discretion.

## **6. Leave of Absence Provisions**

### **6.1 Compassionate Leave**

**6.1.1** In the event of the death of a near relative, employees may be granted a maximum of 5 working days leave with pay and a maximum of 15 days without pay. The amount of compassionate leave to be granted will be determined with discretion, depending on individual circumstances.

**6.1.2** In the event of the death of relatives not specified in section 5.1, requests will be considered on an individual basis.

**6.1.3** The period of unpaid leave may be extended beyond the 15 days specified subject to the Manager's discretion.

**6.1.4** A request made by an employee to use their annual leave entitlement during such periods should be wherever possible supported by the Manager.

**6.1.5** The University will treat an employee who should need to request a period of compassionate leave sympathetically and supportively. The University respects that such requests are unavoidable, and can be made at short notice.

### **6.2 Serious Illness**

**6.2.1** In the event of serious illness or an accident of a near relative the provision of serious illness leave will be made available. In the first instance up to 2 working days leave with pay will be granted.

**6.2.2** It is understood that due to the nature of this leave that individual circumstances will vary. Depending upon the nature of the case, the employee can apply for an extension following the initial 2 day provision for a further 3 days with

pay. Making a serious illness leave of absence provision a maximum of 5 days with pay in total.

**6.2.3** If further leave of absence is required, this should be discussed and agreed with the employee's Line Manager. Wherever possible any additional leave should be taken as annual leave. Where this is not possible then up to a maximum of 15 days without pay may be granted.

**6.2.4** The period of unpaid leave may be extended beyond the 15 days specified subject to the Manager's discretion.

**6.2.5** If it is known in advance that an employee is going to need time off to care for a near relative e.g. to support their rehabilitation or convalescence following an operation, then the employee is expected to discuss this in advance their Line Manager to agree the appropriate leave arrangements. This should normally be as part of an employee's annual leave entitlement.

**6.2.6** It is understood that requests for serious illness leave may be at times unavoidable and made at short notice.

### **6.3 Unexpected Domestic Emergency Leave**

**6.3.1** An employee may be granted reasonable time off either as time off in lieu, unpaid leave or annual leave to deal with certain unexpected or sudden emergencies.

**6.3.2** Unexpected domestic emergencies are taken to mean such things as:

- A dependant falls ill and time is required to make alternative or suitable arrangements
- Unexpected breakdown of care arrangements for a dependant
- Unexpected incident involving a child during school hours
- Burglary or property damage, such as a flood, that occurs at an employee's property

Please note that the above this list is not exhaustive.

**6.3.3** It is understood that requests for domestic emergency leave may be at times unavoidable and made at short notice.

### **6.4 Personal Medical Appointments**

**6.4.1** Paid leave will be granted where an employee is required to attend a hospital appointment. A copy of the hospital card or appointment letter must be submitted to the Manager prior to seeking approval, then forwarded to PPC.

**6.4.2** For general dental, medical and optical appointments, it is recognised that it is not always possible for these to be arranged to take place outside working hours. Reasonable and practicable arrangements should be agreed in advance between







- Certain other offices or functions as required by statute

**6.8.2** Applications for such absence must be made via MyView and documentary evidence of duties forwarded to PPC, as far in advance as possible where appropriate.

## **6.9 Trade Union activities, duties and training**

**6.9.1** Time off for trade union activities is covered in the relevant trade union recognition and facilities agreements.

## **6.10 Give Back Days**

**6.10.1** Requests for leave of absence to partake in the University Give Back Days scheme should be submitted in line with this leave of absence policy and process.

**6.10.2** Prior to undertaking a Give Back Day, colleagues should contact Staff Wellbeing with details to ensure the criteria is met.

### **6.10.3**

Where the leave taken begins within 56 days of the child's death, notice must be given by the employee before they are due to start work on their first day of absence or, if it is not reasonably practicable to do so, as soon as is reasonably practicable. Where, however, the leave taken begins after 56 days, at least one week's notice must be given.

**6.1 .4** The statutory parental bereavement pay entitlement states that the employee must have been employed by the employer for a continuous period of at least 26 weeks as at the relevant week (the week immediately before the one in which the child dies). The University

## **7.2 Submission of Leave of Absence via MyView (See Appendix 1)**

**7.2.1** The electronic form should be completed as detailed in Appendix 1.

**7.2.2** Confirmation of whether your leave has been approved or rejected will then be sent to you via your University email account.

**7.2.3** Please note that employees will be sent notification advising them of unpaid leave.

## **7.3 Records**

**7.3.1** Line Managers are responsible for managing, recording and monitoring the leave of absence provisions agreed with employees within their area.

**7.3.2** Where an application for a leave of absence has been submitted via MyView, this application and its outcome will be recorded on the employee's electronic record and on the appropriate payroll documents.

## **7.4 Refusal of Time Off**

Whilst every effort will be made to support applications for a leave of absence, it may not be possible in all cases. In the event of an application being refused, an explanation as to why this has been the outcome will be provided by the Head of School / Service Director or direct Line Manager as appropriate.

## **7.5 Abuse of the Right**

If the University believes that an employee is abusing the provision made under this policy then the University has the right to evoke disciplinary proceedings.

## **7.6 Protection**

An employee making use of the provisions under this policy will be protected from suffering a detriment or unfair dismissal for reasons connected with this policy.

## **8. Appendix 1**

All leave of absence requests should now be submitted via MyView to be approved by your Line Manager. Before submitting your request, please confirm with your Line Manager whether your absence will be paid or unpaid in line with the University's Leave of Absence Policy, which can be found on the PPC pages of the portal.

Logon to MyView using your University logon and password.

Click on My Leave Records.

Scroll to the bottom of this screen.

Choose either Paid Absence or Unpaid Absence (after discussion with Line Manager) and click on Request New.

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