



NEWNHAM COLLEGE

C A M B R I D G E C B 3 9 D F

Name of Policy:	Other Entitlements to Time Off
Date of Approval	January 2023
Approval Authority	Bursar
Date of next review	3 years following the date of approval
Administrator:	B Gafney; HR Manager

1. Purpose and Scope

- 1.1. This policy provides a framework for the College to process other entitlements to time off for staff in a fair and consistent way.
- 1.2. The College has separate policies to deal with annual leave, maternity, paternity, adoption and parental and shared parental leave. This policy deals with the following forms of time off:
 - a) Time off for dependents.
 - b) Compassionate leave.
 - c) Time off for religious observance.
 - d) Time off for public duties.
 - e) Jury Service.
 - f) Acting as a witness/ Court Summons.
 - g) Voluntary Service.
 - h) Time off for acting as a companion or witness at disciplinary or grievance hearings.
 - i) Time off in redundancy situations; and
 - j) Unpaid leave.
- 1.3. Staff means anyone directly employed by the College, including those on fixed-term and temporary contracts.
- 1.4. This policy is not contractual, and the College may amend it at any time.

2. TIME OFF FOR DEPENDENTS

- 2.1. All employees are entitled to reasonable unpaid time off to attend to deal with unexpected events or an emergency involving a dependent. This right applies irrespective of the employee's length of service or hours worked.
- 2.2. The right to reasonable time off applies when it is necessary for an employee to:

- a) provide assistance when a dependent falls ill, gives birth, is injured or assaulted;
- b) make longer-term care arrangements for a dependent who is ill or injured;
- c) take action in consequences of the death of a dependent;
- d) deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependent; or
- e) deal with an unexpected incident involving their child during school hours.

2.3. Employees are only entitled to take time off under this policy to provide personal care for a dependent where there is an immediate/unexpected crisis. Where an employee knows in advance that they will need to take time off to care for a dependent, this policy will not apply and the employee should speak to their Head of Department/Line Manager in order to make other arrangements.

2.4. As an alternative to time off under this policy, Heads of Departments may authorise paid/unpaid leave of absence to deal with other short-term domestic crises according to the circumstances. Alternatively, in some circumstances this might be dealt with by the Head of Department agreeing to the employee taking annual leave at short notice or working from home if the nature of the job allows or taking time off in lieu, if appropriate. This will only be in circumstances where it is reasonable to do so and will not adversely affect the requirements of the College.

2.5. For other eventualities (and the following list is not exhaustive) such as planned, routine appointments to the hospital, dentist or GP, school closure days, child-minder holidays, times of adverse weather conditions, transport failure (either private or public), employees will normally be expected to use annual leave entitlement or, if the Head of Department agrees and this meets the needs of the College, may be taken as unpaid leave or the lost time made up outside of normal working hours.

3. COMPASSIONATE LEAVE

3.1. Individuals' reactions to crises including bereavement or a close relative's critical illness vary greatly and each case will be dealt with on an individual basis. All applications for compassionate leave will be dealt with by the Head of Department and HR Manager. Normally the College will allow up to 3 days' paid leave in such circumstances, however the College, as a supportive employer, will act sympathetically where it deems the request to be reasonable.

4. TIME OFF FOR RELIGIOUS OBSERVANCE

- 4.1. If an employee wishes to be absent from work in order to observe their faith on days other than bank and public holidays, such time off should be taken, where possible, from the employee's normal holiday entitlement and by prior agreement with the Head of Department.
- 4.2. There is no automatic right to time off for religious holidays, however the College will try to ensure that religious groups are not disadvantaged when requesting holiday at a time which is important to them. As with any other form of time off, employees are encouraged to give as much notice of their request for leave as possible.
- 4.3. If an employee requires a period of unpaid extended leave for religious reasons, they should discuss this with their Head of Department, giving as much notice as possible. Such requests will be given full consideration but are subject to the needs of the College.

5. TIME OFF FOR PUBLIC DUTIES

- 5.1. The Employment Rights Act 1996 gives employees the right to have a reasonable amount of time off work (which will be unpaid) to perform public duties.
- 5.2. The public offices which qualify in respect of this provision are:
 - a) Justice of the Peace,
 - b) Members of a Local Authority i.e. local Councillor,
 - c) Members of a Statutory Tribunal,
 - d) Members of a Police Authority,
 - e) Members of the boards of prison visitors,
 - f) Members of health bodies (NHS Trusts, Health Authorities, Health Boards),
 - g) Members of education bodies (managing or governing bodies of local authority educational establishments, grant-maintained schools, school councils, self-governing schools, colleges of further education, central institutions),
 - h) Members of the Environmental Agency or the Scottish Environmental Protection Agency.
- 5.3. We will authorise all reasonable requests for time off to perform these duties provided the employee has notified their Head of Department in advance of their commitments, and that adequate notice has been given. A maximum of 10 days will be allowed per calendar year to perform these duties.

6. JURY SERVICE

- 6.1. Should an employee receive a request to serve as a juror, they should inform their Head of Department as soon as possible and provide the summons so arrangements can be made to cover the employee's absence. The court questionnaire should be submitted to the HR Manager for completion. In some circumstances, it is possible to request that jury service be deferred. If, for business reasons, the employee's Head of Department asks them to make such an application, this should be done as quickly as possible, by forwarding the letter that the College will provide to the employee.
- 6.2. The College will maintain the employee's basic pay, for a period of 2 weeks by supplementing the employee's juror's allowance. This allowance should be claimed from the court and the corresponding amount will be deducted from the employee's net pay. The court will issue the employee with a loss of earnings form, which should be passed to the Accounts Manager for completion. The Bursar will decide regarding payment of salary for any jury service lasting in excess of 2 weeks.
- 6.3. Any subsistence, travel allowance and other expenses can only be claimed from the court. The employee is expected to attend work on any days/half days on which they are not actually required to serve.

7. ACTING AS A WITNESS OR COURT SUMMONS

- 7.1. If an employee is called to appear as a witness in court for a case that is not connected to their employment, their absence will be classed as authorised and, in addition, the College will maintain the employee's basic pay for a maximum of three days by supplementing the court's daily allowance. The court will issue the employee with a loss of earnings form, which should be passed to the Accounts Manager for completion. The employee is, however, required to return to work at such times when they are not needed by the court.
- 7.2. Paid time off work will not be authorised if an employee themselves is required to answer civil or criminal charges. All days required attending court and/or meeting solicitors etc. must be taken as annual leave, or alternatively the time made up by agreement with the Head of Department

8. VOLUNTARY SERVICE

- 8.1. The College recognises and supports the important role certain voluntary organisations play, such as the Territorial Army and St. John Ambulance, etc. It

also recognises that staff who are members of such organisations may need time off to fulfil their duties.

8.2. Subject to the prior approval of the Head of Department, and subject to the needs of the College, employees may be allowed up to two weeks' additional paid leave per year to attend approved voluntary services training and activities. Evidence of attendance will be required. Any further time off will be authorised from the employee's annual holiday entitlement or will be unpaid.

8.3. In the event of call-up by the Ministry of Defence (MOD), the employee's employment will be protected, but they will be paid for this period by the MOD. The employee will be entitled to remain a member of the College's occupational pension scheme, and provided that they agree to continue to pay their own contributions, the MOD will pay the employer contributions that the College would have made.

9. TIME OFF FOR ACTING AS COMPANION OR WITNESS AT DISCIPLINARY/ GRIEVANCE HEARING HEADING

9.1. Employees who are asked by a fellow employee to act as a companion, or who are called by either the employee or the Head of Department to attend as a witness, at a disciplinary or grievance hearing will be granted paid leave to attend the hearing. If the hearing is held outside of normal working hours, then the employee will normally be paid, or else time in lieu granted.

10. TIME OFF IN REDUNDANCY SITUATIONS

10.1. Employees with two or more years' continuous employment and who are under notice of dismissal for redundancy are entitled to a reasonable amount of time off to look for other work.

11. UNPAID LEAVE

11.1. Whilst unpaid leave is not encouraged, we understand there may be times when employees may need to be away from work for some other reason not covered above. Other than where reasonable unpaid time off is taken to undertake the unexpected care for a dependent, any requests for unpaid leave should be made to the employee's Head of Department. Such requests will only be considered if the employee has been working for us for more than 12 months, and on an entirely discretionary basis.