

UNIVERSITY OF ABERDEEN
POLICY ON SPECIAL LEAVE

1 ARRANGEMENTS FOR SPECIAL LEAVE

The University of Aberdeen recognises the need to support employees by providing arrangements for Special Leave as outlined below. If you wish to request a period of Special Leave, you should contact your Line Manager in the first instance. To ensure that arrangements for Special Leave are being implemented fairly and consistently across the University, your Line Manager will seek advice from the Human Resources Office prior to reaching his/her decision. Your Line Manager will then make a recommendation to the Head of School/Section. The decision when approving either paid or unpaid leave will be based upon the nature of the compassionate situation, your family responsibilities and any other relevant information.

2 COMPASSIONATE LEAVE

The University of Aberdeen recognises the need to support staff by providing compassionate leave (reasonable time off, either paid or unpaid, on a non-recurrent basis) to meet particular unforeseen circumstances. Requests for compassionate leave will be looked upon sympathetically, taking into account individual circumstances.

3 BEREAVEMENT LEAVE

Leave of absence with pay may be granted, at the discretion of the Head of School/Section, to members of staff in the event of the death of a relation as follows:

- in the case of the death of a close relation i.e., normally a partner (including same sex partner), parent, brother or sister, child), up to a maximum of one week's leave;
- in the case of the death of a relation, including relatives-in-law, the day of the funeral.

In particular individual cases, this provision may not be sufficient, and in such cases, you should discuss the position with your Line Manager, who will consider the matter sympathetically and may recommend to the Head of School/Section that a further period of leave of absence be granted with or without pay.

We recognise that the circumstances outlined above refer to Christian services however requests for leave to accommodate arrangements for those of all faiths and beliefs will also be considered sympathetically on an individual basis.

4 URGENT DOMESTIC DISTRESS

We also commit to supporting employees by providing reasonable time, to be determined by individual Line Managers, to:

- Resolve unexpected disruption to or termination of arrangements for the care of a dependant defined as a spouse, partner (including same sex partner), child, parent or a person who lives in the same house as the employee otherwise than as a tenant or lodger; and for whom the employee has primary caring responsibilities.
- Deal with an incident that involves a child of the employee and which occurs unexpectedly in a period during which they are under the care of an educational establishment or other childcare provider.

It should be noted that time off provided under Urgent Domestic Distress arrangements is intended to allow you to make alternative arrangements for the care of those for whom you have primary caring responsibilities. It is not intended to provide for longer term periods of absence. In this situation, you should discuss your requirements with your Line Manager who will consider the matter sympathetically and may recommend to the Head of School/Section that a further period of leave of absence be granted with or without pay.