

UNIVERSITY OF ABERDEEN
POLICY ON TIME OFF FOR PUBLIC DUTY

1 ELECTION FOR PARLIAMENT OR LOCAL GOVERNMENT

1.1 Parliamentary Membership (Scottish or UK Parliament)

The University will provide up to three weeks' paid leave to staff who are candidates for a Parliamentary seat for the period of an election campaign. A member of staff who intends to become a candidate for a parliamentary seat should notify their Head of School/Directorate of their adoption and in due course give an indication of the period to be taken as paid leave of absence. The Head of School/Directorate should inform the University Secretary.

No decision has been made on the position when a member of staff is elected to Parliament, but in such cases, unpaid leave for a member of staff will be considered on its merits; with due regard being given to the interests of the staff member concerned, the School/ Directorate and their replacement.

1.2 Local Government Councillorship

A member of staff who stands as a candidate for election as a Local Government Councillor is not entitled to any special paid leave of absence during election periods but should advise their Head of School/Directorate at the earliest opportunity of their adoption as a candidate. The Head of School/Directorate must inform the Secretary to the University. The staff member should advise their Line Manager as early as possible that they are standing as a candidate since this may require time off and/or flexible working. Unpaid leave or annual leave may be taken by arrangement with the Head of School/Directorate who should notify the University Secretary of any special pay arrangements required.

If the member of staff is elected to a Local Authority entitlement to time off is set out under section 4. Time-off for Voluntary Public Service.

1.3 Agent in Local Government Elections

A member of staff wishing to act as an agent in a Local Government election will not be granted any paid leave, and any time-off required for such activities must be taken as unpaid leave or annual leave after consultation with the Head of School/Directorate who should advise the Secretary to the University of any arrangements affecting the payment of salary.

2 JURY DUTY

Members of staff summoned for jury service should inform their Line Manager of their summons as soon as possible. When called for jury service staff should make a claim for loss of earnings by completing the Certificate of Loss of Earnings. Please

refer to the HR Handbook for further information:

<https://www.abdn.ac.uk/staffnet/working-here/leave-6719.php#panel5495>

Any queries on this matter should be referred to Human Resources.

3 SERVICE IN VOLUNTEER RESERVE FORCES

3.1 Annual Camp or Exercise

A volunteer member of the Reserve Forces who attends an annual camp (or exercise) for at least 5 working days and up to 10 working days will be entitled to the equivalent number of days as paid leave e.g. attend for 7 working days /paid leave for 7 days. Any further days (maximum 5) should be taken from their annual leave entitlement, unpaid leave or a combination of both. This paid leave is in addition to pay received by the staff member from HM Forces. For examples, please refer to the table below:

Attends camp for:	Paid leave	Unpaid leave or AL
0-4 Days	0	0-4 days
5 to 10 Days	5 to 10 Days (pro rata for part-time staff)	0
15 Days	10 Days (pro rata for part-time staff)	5 Days unpaid/from AL

3.2 Mobilisation of Reserve Forces

The University is a mobilisation-friendly employer and will support mobilisation of a staff member to the Reserve Forces as far as possible.

4 TIME OFF FOR VOLUNTARY PUBLIC SERVICE

The University wishes to encourage all staff to participate in public duties as defined below provided that the amount of time-off is reasonable in all the circumstances, taking into consideration the effect which such absences may have on the smooth running of the School/ Directorate and on the workload of colleagues. To assist members of staff and Heads of School/ Directorate, the University has attempted to define the amount of time-off for this purpose which may be regarded as "reasonable".

Staff should obtain the agreement of the University before undertaking voluntary public service. For such staff, the University will grant, subject to the need to ensure that the service of the School/ Directorate is properly maintained, special leave with pay not exceeding 18 days in any period of 12 months (pro-rata for part-time staff) for the purpose of carrying out those public duties defined in Section 50 of the Employment Rights Act 1996, - namely:

- a Justice of the Peace
- a local councillor
- a school governor
- a member of any statutory tribunal (for example an employment tribunal)
- a member of the managing or governing body of an educational establishment

- a member of a health board
- a member of a school council or board in Scotland
- a member of the Scottish Environment Protection agency
- a member of the prison visiting committees (Scotland)
- a member of Scottish Water or a Water Customer Consultation Panel

Any special leave authorised for public duties may be taken in days or half-days, as required, with the prior agreement of the staff members Head of School/ Directorate or nominee. Such agreement will not be unreasonably withheld.

A staff member who is appointed Chairperson, or equivalent, of a public body and thereby attracts additional duties may be granted up to an additional 6 days' paid leave for carrying out such additional duties, including magisterial/Justice of the Peace duties.

Staff who are granted paid special leave as detailed above are not required to refund to the University any fees or attendance allowances received, although the University reserves the right to reconsider this.

The University will not pay any travelling or subsistence allowances relating to these public duties.

If in exceptional circumstances the total of 18 days (or for a chairperson 18 + 6 days) should prove insufficient for the duties concerned, consideration will be given to the granting of a further period of leave of absence, which may be unpaid.

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