

Arrangements for special leave – urgent domestic distress/time off for dependents

Issued to staff 21/02/22

Dear colleagues,

We are pleased to inform you that the Senior Management Team has approved a change to the [‘Arrangements for Special Leave’](#) regarding Urgent Domestic Distress/Time off for Dependents.

The SMT has agreed that each member of staff now has access to a bank of 7 paid days (pro-rata for part-time staff) per year to cover situations as detailed in the ‘Arrangements for Special Leave’. In Section 4, Urgent Domestic Distress, the University commits to supporting staff 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 other 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.

This will complement other statutory and University provisions, as detailed in the Parental Leave (unpaid) Procedure and other ‘family friendly’ policies and will be in addition to compassionate and bereavement leave. Beyond use of the bank of 7 days or other forms of paid/unpaid leave, staff will be expected to use annual leave.

The provision for paid time off under this policy is not intended to be a long term arrangement. Staff will normally be expected to take no more than one or possibly two days off to deal with each specific situation. Allowing a bank of up to 7 days will provide flexibility and support for staff throughout the course of a year to deal with similar situations. The ‘Arrangements for Special Leave’ will be updated accordingly.

The bank of 7 days paid per year is available to staff with immediate effect and will be in line with the annual leave year from 1 October to 30 September. Your line manager will keep a record of any days granted as special leave.

Best wishes
Debbie Dyker