

**Green Templeton College
University of Oxford**

Other Leave or Absence from Work

Time Off To Care For Dependants

Employees who want to take time off for dependants are entitled to take a reasonable amount of paid and unpaid time off during normal working hours. In every case, save that of an emergency occurring overnight or at the weekend, you must apply in advance to your line manager or the person you normally report sickness absence to, if your line manager is not available. In no case should you leave your place of work without having obtained permission.

Leave can be taken in order to:

1. provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted;
2. make arrangements for the provision of care for a dependant who is ill or injured;
3. in consequence of the death of a dependant;
4. because of the unexpected disruption or termination of arrangements for the care of a dependant
5. to deal with an incident which involves a child of the employee and which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for him.

The term "dependant" is defined, in relation to an employee as:

- a spouse or civil partner
- a child
- a parent
- a person who lives in the same household as the employee, other than by reason of being his/her employee, tenant, lodger or boarder

For the purposes of (1) or (2) above, dependant also includes any person who reasonably relies on the employee:

- for assistance on an occasion when the person falls ill or is injured or assaulted, or
- to make arrangements for the provision of care in the event of illness or injury.

For the purposes of (4), dependant also includes any person who reasonably relies on the employee to make arrangements for the provision of care.

Caring for those who are sick and dealing with domestic emergencies

Absence from work to attend to the sickness of a member of your immediate family or equivalent, or to attend to a family or domestic emergency, will be paid in the first instance, up to a maximum of 2 days to allow you to make the necessary arrangements for continued care or attention.

Additional unpaid leave may be taken, or annual leave granted to enable you to spend further time away from work.

It is important that these provisions are not abused and the frequency of leave requests will be monitored.

Bereavement Leave

Leave of absence to attend the funeral of a person with whom there has been a close personal relationship, or to carry out executorial duties, will normally be granted as paid leave outside your annual leave.

Sympathetic consideration will be given to the need for additional paid time away from work if you are coming to terms with a bereavement.

When your own health is adversely affected by bereavement, a short period of sick leave might be more appropriate.

If you require extended time away from work to travel to or from a funeral, or to carry out non-executorial duties associated with a death, unpaid or annual leave may be granted.

Medical and Dental Appointments

Visits to the doctor, dentist or a hospital should be made wherever possible at a time when it will be least disruptive to the work of the College. Permission to attend will not unreasonably be withheld, however, your line manager may ask to see an appointment card or letter to verify your appointment.

Antenatal Appointments

All pregnant employees are entitled to time off with pay for antenatal appointments including relaxation and parent craft classes. An appointment card verifying your attendance should be shown to your line manager.

Election to Westminster or European Parliament

Two days of paid leave will be granted to employees who are standing as *bona fide* candidates for election to Westminster or the European Parliament and who have taken three or more days of personal leave in connection with their candidacy. This leave is to be taken at any reasonable time subject to operational requirements, noting that one of the two days offered by the College is to cover, where possible, the day of election.

Jury service

If you receive a summons to serve on a jury you should report this to your line manager. Leave to attend for jury service is normally given with full pay, in which case no claim for loss of earnings should be made to the Crown.

Voluntary public service

Members of staff should obtain the agreement of their line manager to the time-off involved before undertaking voluntary public service. The College will grant reasonable paid leave of absence to such members of staff required to attend council meetings, to serve as magistrates, school governors etc.

Volunteer Reserve Forces

Staff who are members of Britain's Volunteer Reserve Forces (Territorial Army, Royal Naval Reserve, Royal Marines Reserve and the Royal Auxiliary Air Force) who are required to attend a two week summer training exercise may be granted one week's paid leave for this purpose, the remaining week to be taken from the employee's normal annual leave entitlement.

Young workers' right to paid leave for study

Employees aged sixteen to seventeen who have not achieved a recognised standard in their education or training have the right to reasonable time off with pay to study or train for a relevant qualification which will help them achieve that standard. Those employees aged eighteen who have commenced such study will have the right to complete their studies.

Other statutory rights to time off work

Certain employees have rights to take time off work for recognised activities. This includes members and officers of recognised trade unions, who are allowed time for specific trade union duties and activities, safety representatives, trustees of occupational pension schemes, and employee representatives acting under consultation requirements for either redundancy or business transfer (TUPE).