



UNIVERSITY OF
LINCOLN

Leave of Absence Policy

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1. Purpose

The University recognises the need to encourage and support employees to strike a healthy work-life balance. The University aims to enable employees to take a reasonable amount of time off work to deal with a broad range of circumstances e.g. caring and unexpected or sudden emergencies, etc.

The University holds the reasonable expectation that employees will make every effort to arrange return to work as soon as is possible.

The University is committed to supporting a positive work life balance, as far as is reasonably practicable to do so, but reserves the right to ensure it is able to meet the business needs of all its operations.

This policy does not form part of the contract of employment.

2. Scope

This policy applies to all employees who are employed by the University of Lincoln. It is recognised that due to the diverse nature of roles within the organisation that work patterns will vary and that this will inevitably need to be taken into account when applying this policy.

The Leave of Absence Policy is a collective set of provisions that are designed to support a variety of personal circumstances where leave other than normal annual leave entitlement may be sought.

Leave in relation to sickness absence is separate and outside the scope of this policy.

Given the unpredictable nature of some personal circumstances it may be necessary to read across provisions available under this Leave of Absence Policy. By way of example, what initially appears to be an unexpected domestic emergency could evolve into a serious illness circumstance and in rare and unfortunate circumstances such situations could require a period of compassionate leave.

In many instances a leave of absence will be locally recorded and managed, however instances of a prolonged leave of absence and issues relating to pay will need to be centrally recorded.

There is no qualifying period in order to be able to request leave.

3. Principles

This policy forms part of a suite that aims to enable employees to achieve a work-life balance. Policies included are:

- Leave of Absence
- Supporting New and Expectant Families (Maternity, Paternity and Adoption Leave)
- Parental Leave
- Flexible Working

This Leave of Absence policy should be read where appropriate in conjunction with the above policies.

The University recognises that the majority of employees are conscientious, have good levels of attendance and are loyal to the organisation. In return the University aims to treat employees who request to take a leave of absence due to a genuine family or personal circumstance, sympathetically and supportively whilst ensuring the operational needs of the University are also met.

This policy will be monitored to ensure requests for a leave of absence are treated in a fair and consistent manner.

The University reserves the right to withhold payments if there is evidence that the Leave of Absence policy has been abused and / or misappropriated. In these circumstances appropriate sanctions in accordance with the University's Disciplinary policy may be applied and in some cases this could lead to dismissal.

4. Responsibilities under this Policy

4.1 Employees Responsibilities

4.1.1 Employees should ensure they are aware of the procedure to request a Leave of Absence and comply with it in a timely manner. Information can be found in section 6, or on the Department of People, Performance and Culture (PPC) portal at:

<https://hr.lincoln.ac.uk/>

4.1.2 During any period of leave granted under this Leave of Absence policy, employees should not engage in any other paid employment or engage in any activity which could be foreseen to contravene the reasons the leave was granted e.g. taking a vacation. In these circumstances appropriate sanctions in accordance with the University's Disciplinary Policy may be applied which could lead to dismissal.

4.1.3 Employees are required to submit to their Line Manager, via MyView, a request for leave of absence relevant to the circumstances concerned.

You can access MyView by clicking on the icon on your computer's desktop, or by visiting:

<https://hr.lincoln.ac.uk/hrselfservice/>

4.2 Management Responsibilities

4.2.1 All Managers have a responsibility to proactively manage and support a healthy work-life balance and to address issues as they arise.

4.2.2 Managers are required to ensure all requests for a leave of absence are recorded accurately. In instances where pay may be affected Managers are required to advise employees to submit a leave of absence request, via MyView, so that PPC are automatically notified in a timely manner.

4.2.3 Managers are responsible for fairly and consistently applying the policy and its procedures in all areas of their responsibility.

4.3 Department of People, Performance and Culture (PPC) Responsibilities

4.3.1 The Department of PPC is responsible for providing advice, guidance and support to Managers and employees on the application of this policy and procedure.

4.3.2 The Department of PPC is responsible for monitoring and reviewing the effectiveness of this policy and procedure and for providing guidance in the management responsibilities required under this policy.

4.3.3 The Department of PPC will collate the information submitted via MyView and use this to aid general management information.

5. Definitions

For the purpose of this Policy:

5.1 A near relative is normally taken to mean:

- Spouse / civil partner
- Partner
- Child / adopted child / stepchild
- Parent / parent in law
- Grandparent / grandparent in law
- Grandchild / great grandchild
- Sibling / sibling in law of the employee
- Uncle / aunt

5.2 Serious illness is taken to mean a dangerous illness or a sudden illness, which makes it necessary for the employee to make urgent arrangements for the care of the patient and their family.

5.3 A carer and / or an employee with caring responsibilities is taken to mean:

- An employee with parenting responsibilities for a child of up to the age of 18 years
- An employee who is caring for an adult who is a near relative of the employee or falls outside this category but lives at the same address as the employee

5.4 For the purpose of this policy a year is taken to mean a rolling 12 month period from the commencement of the leave period.

5.5 Leave provision under this policy is cumulative within the rolling 12 month period. This is with the exception of the death or serious illness of a spouse / civil partner, parent or child, where Managers are to apply reasonableness and discretion.

6. Leave of Absence Provisions

6.1 Compassionate Leave

6.1.1 In the event of the death of a near relative, employees may be granted a maximum of 5 working days leave with pay and a maximum of 15 days without pay. The amount of compassionate leave to be granted will be determined with discretion, depending on individual circumstances.

6.1.2 In the event of the death of relatives not specified in section 5.1, requests will be considered on an individual basis.

6.1.3 The period of unpaid leave may be extended beyond the 15 days specified subject to the Manager's discretion.

6.1.4 A request made by an employee to use their annual leave entitlement during such periods should be wherever possible supported by the Manager.

6.1.5 The University will treat an employee who should need to request a period of compassionate leave sympathetically and supportively. The University respects that such requests are unavoidable, and can be made at short notice.

6.2 Serious Illness

6.2.1 In the event of serious illness or an accident of a near relative the provision of serious illness leave will be made available. In the first instance up to 2 working days leave with pay will be granted.

6.2.2 It is understood that due to the nature of this leave that individual circumstances will vary. Depending upon the nature of the case, the employee can apply for an extension following the initial 2 day provision for a further 3 days with

pay. Making a serious illness leave of absence provision a maximum of 5 days with pay in total.

6.2.3 If further leave of absence is required, this should be discussed and agreed with the employee's Line Manager. Wherever possible any additional leave should be taken as annual leave. Where this is not possible then up to a maximum of 15 days without pay may be granted.

6.2.4 The period of unpaid leave may be extended beyond the 15 days specified subject to the Manager's discretion.

6.2.5 If it is known in advance that an employee is going to need time off to care for a near relative e.g. to support their rehabilitation or convalescence following an operation, then the employee is expected to discuss this in advance their Line Manager to agree the appropriate leave arrangements. This should normally be as part of an employee's annual leave entitlement.

6.2.6 It is understood that requests for serious illness leave may be at times unavoidable and made at short notice.

6.3 Unexpected Domestic Emergency Leave

6.3.1 An employee may be granted reasonable time off either as time off in lieu, unpaid leave or annual leave to deal with certain unexpected or sudden emergencies.

6.3.2 Unexpected domestic emergencies are taken to mean such things as:

- A dependant falls ill and time is required to make alternative or suitable arrangements
- Unexpected breakdown of care arrangements for a dependant
- Unexpected incident involving a child during school hours
- Burglary or property damage, such as a flood, that occurs at an employee's property

Please note that the above this list is not exhaustive.

6.3.3 It is understood that requests for domestic emergency leave may be at times unavoidable and made at short notice.

6.4 Personal Medical Appointments

6.4.1 Paid leave will be granted where an employee is required to attend a hospital appointment. A copy of the hospital card or appointment letter must be submitted to the Manager prior to seeking approval, then forwarded to PPC.

6.4.2 For general dental, medical and optical appointments, it is recognised that it is not always possible for these to be arranged to take place outside working hours. Reasonable and practicable arrangements should be agreed in advance between

the employee and Line Manager for this to be taken as time off in lieu, unpaid leave or annual leave. Line Managers have the right to request evidence of the appointment.

6.5 Dependents Medical Appointments

6.5.1 It is an expectation of the University that every reasonable effort will be made to arrange an appointment amenable to the work situation (for example outside work hours or where this is not possible, that arrangements will be made for the start or end of the working day).

6.5.2 Wherever possible a flexible approach which is reasonable and practicable should be agreed in advance of any required leave between the employee and Line Manager.

6.5.3 In the case of critical medical appointments whereby a dependent requires medical treatment or therapy an employee with a caring responsibilities may be granted paid time off to accompany a dependant provided that this is supported by an appointment card, or doctor's note, that should be submitted to the Line Manager then onto PPC.

6.5.4 In the majority of cases it is anticipated that this support will be provided for either a morning or afternoon (4 hour) period. Where there are exceptional circumstances this support may be extended to cover 1 full day subject to the Manager's discretion.

6.5.5 This provision shall be limited to up to 3 visits in any 12 month rolling period at the point of commencement of any period of leave (pro rata for fractional appointments), after which such visits shall be agreed in advance between the employee and Line Manager for this to be taken as time off in lieu, unpaid leave or annual leave. Line Managers have the right to ask for evidence of the appointment.

6.6 Jury Service

6.6.1 Paid leave will be granted when an employee is required to carry out jury service or called upon to give evidence in court. The notification documents from the court should be forwarded to PPC when your leave of absence is submitted for approval.

6.6.2 If an employee reports for jury service but are not called upon to serve on any particular day, it is expected that the employee makes every effort to attend work.

6.6.3 Employees will receive their usual salary during Jury Service and should not claim from the courts. Where an employee is full time, there is therefore no requirement for them to make a claim for financial support through the court. Where a colleague is part time and undertaking Jury Service on a non-contractual working day, a claim may be submitted to the court for financial support.

6.6.4 Employees must inform their Manager of the date that they anticipate to complete their jury service and return to work as soon as practicable.

6.7 Armed Services

6.7.1 Members of the Reserve Forces will be supported and permitted 10 days paid leave to attend annual training, however this will be subject to the operational requirements of the University.

6.7.2 Notification of such absence must be made via MyView and should be submitted as far in advance as is possible. Evidence of training dates must be supplied to their Line Manager.

6.7.3 Any payment made to an employee from the Reserve Forces in respect of compensation for any work undertaken will be deducted from their salary.

6.7.4 Members of the Reserve Forces are allowed an additional 5 days of paid leave per year to assist with temporary medical treatment, recuperation or illness which has occurred during active duty. Evidence of these appointments must be supplied to their Line Manager.

6.7.5 Members of the Reserve Forces or immediate family of serving members are allowed an additional 5 days paid leave per year to attend services or occasions organised by the Armed Forces or of significant impact upon the family life including home comings, parades, deployment and R&R. Evidence of these dates must be supplied to their Line Manager.

6.8 Public Leave

6.8.1 Where there is clear evidence that an application for Public Leave links directly to an employee's role and / or is of benefit to the University this will be supported with a maximum of 5 days paid leave in total per annum. This leave will be subject to authorisation by the Line Manager.

Public duties include such roles as:

- Justice of the Peace
- Member of a local authority
- Member of a governing body of a school
- Youth Worker
- Members of a police authority
- Members of any statutory tribunal
- Members of a health authority
- Members of General Teaching Councils
- Members of the Environment Agency
- Members of the boards of prison visitors
- Members of the service authority for National Criminal Intelligence Service of the service authority for the national Crime Squad

- Certain other offices or functions as required by statute

6.8.2 Applications for such absence must be made via MyView and documentary evidence of duties forwarded to PPC, as far in advance as possible where appropriate.

6.9 Trade Union activities, duties and training

6.9.1 Time off for trade union activities is covered in the relevant trade union recognition and facilities agreements.

6.10 Give Back Days

6.10.1 Requests for leave of absence to partake in the University Give Back Days scheme should be submitted in line with this leave of absence policy and process.

6.10.2 Prior to undertaking a Give Back Day, colleagues should contact Staff Wellbeing with details to ensure the criteria is met.

6.10.3 Wherever possible Managers will seek to ensure that leave of absence for volunteering activities is granted. However, in some circumstances it may not be viable to grant the request.

6.10.4 Managers will however, where possible, ensure that Give Back Days are made available to the individual at a more appropriate time.

6.10.5 Further details on Staff Volunteering and Give Back Days can be found on the Give Back Days portal site:

<https://hr.blogs.lincoln.ac.uk/wellbeing/social-wellbeing/give-back-days/>

6.11 Parental Bereavement Leave

6.11.1 The Parental Bereavement Leave Regulations 2020 and The Statutory Parental Bereavement Pay (General) Regulations 2020 apply to employed parents who lose a child under the age of 18, or suffer a stillbirth after 24 weeks of pregnancy, from 6 April 2020.

6.11.2 The statutory right is only to take one or two weeks leave (beginning on any day of the week) - either in one block of two weeks or two blocks of one week each. The leave may be taken at any time within 56 weeks of the child's death.

The University has extended the statutory two week minimum parental bereavement leave on statutory pay to a revised four weeks leave with full pay.

6.11.3 The notice which an employee must give to commence the leave must specify the date of the child's death; the date on which the employee chooses any period of absence to begin; and whether the employee intends that period of absence to be a period of one or two weeks leave.

Where the leave taken begins within 56 days of the child's death, notice must be given by the employee before they are due to start work on their first day of absence or, if it is not reasonably practicable to do so, as soon as is reasonably practicable. Where, however, the leave taken begins after 56 days, at least one week's notice must be given.

6.11.4 The statutory parental bereavement pay entitlement states that the employee must have been employed by the employer for a continuous period of at least 26 weeks as at the relevant week (the week immediately before the one in which the child dies). The University has extended this entitlement to full pay for all employees regardless of continuous service.

6.11.5 The University is committed to supporting families sufficiently through challenging times and recognises that an individual who has experienced a tragic event may not be fit to return to work following four weeks of parental leave and will approach these cases with compassion and sympathy. The University will determine on a case by case basis how best to support individuals by engaging the Employee Assistance Programme and Occupational Health if appropriate.

6.12. Carer's leave

6.12.1 Colleagues are now entitled to take one week of unpaid leave a year if they have caring responsibilities.

6.12.2 This applies to any employees who are caring for a spouse, civil partner, child, parent or other dependant who needs care because of a disability, old age or any illness or injury likely to require at least three months of care. The leave entitlement is available from the first day of employment with no qualifying period.

6.12.3 the period of leave is paid at 5 days full pay with a further 15 days of unpaid leave

6.12.4 For the purpose of this policy, a year is taken to mean a rolling 12 month period from the commencement of the leave period.

7. Procedure

7.1.1 There is an expectation that in most instances of unexpected domestic emergency leave and with personal medical appointments that these will be recorded and managed at a local level.

7.1.2 With regards to the other provisions under this Leave of Absence Policy employees must submit a request via MyView to their Line Manager giving as much notice as practically possible, however it is recognised that in certain cases e.g. serious illness that this will be after the event.

7.2 Submission of Leave of Absence via MyView (See Appendix 1)

7.2.1 The electronic form should be completed as detailed in Appendix 1.

7.2.2 Confirmation of whether your leave has been approved or rejected will then be sent to you via your University email account.

7.2.3 Please note that employees will be sent notification advising them of unpaid leave.

7.3 Records

7.3.1 Line Managers are responsible for managing, recording and monitoring the leave of absence provisions agreed with employees within their area.

7.3.2 Where an application for a leave of absence has been submitted via MyView, this application and its outcome will be recorded on the employee's electronic record and on the appropriate payroll documents.

7.4 Refusal of Time Off

Whilst every effort will be made to support applications for a leave of absence, it may not be possible in all cases. In the event of an application being refused, an explanation as to why this has been the outcome will be provided by the Head of School / Service Director or direct Line Manager as appropriate.

7.5 Abuse of the Right

If the University believes that an employee is abusing the provision made under this policy then the University has the right to evoke disciplinary proceedings.

7.6 Protection

An employee making use of the provisions under this policy will be protected from suffering a detriment or unfair dismissal for reasons connected with this policy.

8. Appendix 1

All leave of absence requests should now be submitted via MyView to be approved by your Line Manager. Before submitting your request, please confirm with your Line Manager whether your absence will be paid or unpaid in line with the University's Leave of Absence Policy, which can be found on the PPC pages of the portal.

Logon to MyView using your University logon and password.

Click on My Leave Records.

Scroll to the bottom of this screen.

Choose either Paid Absence or Unpaid Absence (after discussion with Line Manager) and click on Request New.

Absence / Attendance			
Type	Description	Action	
CH	Associate Comprehensive Hours	Request New	Open CH History
CHB	Associate Basic Hours @1	Request New	Open CHB History
HOL	Holiday	Request New	Open HOL History
OT0.5	Overtime @ 0.5	Request New	Open OT0.5 History
OT1.0	Overtime @ 1.0	Request New	Open OT1.0 History
OT1.5	Overtime @ 1.5	Request New	Open OT1.5 History
PAID	Paid Absence	Request New	Open PAID History
SICK	Sick	Request New	Open SICK History
UNION	Union Duties	Request New	Open UNION History
UNPAID	Unpaid Absence	Request New	Open UNPAID History

Complete form and importantly the reason for leave, click on confirm planned work time and then submit.

This will send an automated email to your Line Manager to approve.

Confirmation of whether your leave has been approved or rejected will then be sent to you via your University email account.

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Owner	Last Reviewed
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