
SPECIAL LEAVE POLICY

1. INTRODUCTION

In addition to annual leave, there are a number of occasions on which the University of Suffolk may grant leave, with or without pay. This document summarises our approach to requests for time off for reasons not covered in other policies.

In considering requests for special leave, managers will take into consideration business needs as well as the priorities of the staff member concerned.

All requests for special leave must be submitted to line managers. Requests may be made by e-mail or using the [Special Leave Application Form](#). Details of approved or unapproved leave requests must be forwarded to the People & Organisational Development (POD) Department for recording and monitoring purposes.

This policy addresses a range of different circumstances. In the event that a particular situation is not covered by this policy, line managers will take a reasonable approach to requests for leave and are encouraged to consult the POD Department before making decisions.

2. PARENTAL BEREAVEMENT LEAVE

We recognise that dealing with bereavement is difficult and is among the most devastating events that anD)

Whatever the length of service members of staff may take the bereavement leave as:

- A single block of three weeks; or
- Separate one week blocks at different times.

A bereaved member of staff can take Parental Bereavement Leave at any time from the date of the death of their child until 56 weeks after of the date of death. This lengthy period recognises that, as a bereaved parent, you may need some flexibility as to when to take the leave, as around the first

Sometimes, the circumstances giving rise to compassionate leave may result in the staff member being absent due to ill health; in this situation the usual certification arrangements will apply. Managers seeking to support a staff member during a period of personal stress, may also consider other supportive measures, which might include flexible working, unpaid leave, or referral to Occupational Health. The POD Department may be called upon to offer advice, guidance and information in th

9. ELECTIVE SURGERY

Development time is intended to assist eligible academic staff in developing and maintaining their academic profile. Academic staff can take up to 18 days' paid development time (pro rata for part time contracts) in each full academic year (August to July).

Equality Impact Assessment