

Special Leave Q&A

Q. My child or partner has an illness, can I take special leave?

In this situation, there are two types of special leave available to you.

(1) Unpaid time off for dependents

Unpaid time off for dependents is a statutory right, subject to certain criteria; refer to the hyperlinks below.

It enables you to take time off to deal with an [unexpected or sudden emergency](#) concerning a ¹dependent and if required, to enable you to make any necessary long-term arrangements. You are entitled to a reasonable period of time off, the amount of time may vary according to the circumstances of the emergency but is usually no more than 1-2 days unpaid. If you need more time off to make long term arrangements, you should request annual leave or special leave with pay.

(2) Special leave with pay

Acceptance of paid special leave requests is entirely at your managers discretion. Special leave with pay can be for emergency situations concerning a ¹dependent; that is, [serious events](#) of a sudden and unforeseen personal or domestic nature which are beyond the control of the employee and which require prompt attention. In most cases, special leave with pay is no more than 3 days.

Q. What types of non-emergency situations could be considered for special leave?

A. Special leave with pay can also be considered for non-emergency situations, acceptance of your request is entirely at the discretion of your manager.

Q. How much time off am I allowed for bereavement of a dependent?

A. As a request for bereavement leave falls under special leave, the amount of time you will be allowed off will be dependent on the circumstances and will be at your manager's discretion.

If you are able, advise your manager of the bereavement and how much time you will require off. If you are not able to advise your manager personally, make arrangements for someone else to do this on your behalf.

Generally, special leave for bereavement will be no more than 3 days, if you require more time off, you will have to get sign-off from your manager to use a combination of annual leave, outstanding flexi-leave and / or unpaid leave.

Q. I am moving house, can I take special leave?

A. No. Although special leave does encompass non-emergency situations, moving house does not meet the criteria.

Q. I have civic duties that I must attend to, does this fall under special leave?

A. Specific civic duties, e.g. magistrates, do fall under special leave, but acceptance of paid special leave requests is entirely at your managers discretion.

Q. What do I do if I am selected for jury duty?

A. Provide your manager with a copy of the summons to serve on a jury. You will be provided with an Employer Advice Form to claim the allowance for loss of earnings, submit this to your HR Support Officer / Staffing Officer and return the completed form to the Court Service.

You are entitled to special leave for the complete duration of your jury service. Any monies received for jury service must be given to the employer.

Q. Can I get time off for study or for my exam?

A. Time off to sit a sponsored exam falls under special leave, acceptance of the request is entirely at your managers discretion and the exam / qualification must be relevant to your post. If your manager accepts your request you may receive time off for the period of the exam and time off for final revision that is equivalent to the length of the exam.

Example

3 hour exam = 3 hours for exam + 3 hours final revision

Foot notes

¹ A dependent could be your husband, wife, child, parent or someone to whom you are their primary care giver