



**John Wheatley**  
*Glasgow's Friendliest College.*

## **JOHN WHEATLEY COLLEGE**

### **BOARD OF MANAGEMENT**

## **PERSONAL AND DOMESTIC LEAVE POLICY AND PROCEDURE**

### **1.0 Policy Statement**

- 1.1 This is the approved Policy of the Board of Management of John Wheatley College produced in partnership with management and Trade Unions. As part of its commitment to Equal Opportunities and achieving a fair and equitable balance between domestic and working life, John Wheatley College supports the principle of personal and domestic leave. The College recognises that employees may have domestic and personal responsibilities outside of work. The College will provide a range of entitlements in order to enable employees to take period(s) of time off in extenuating personal or domestic circumstances without loss of salary and annual holiday entitlement. Time off for reasons associated with an employee's family or parental responsibilities is detailed in the Maternity or Family and Parental Leave Policies, as appropriate. The College seeks to balance the needs of their staff with the requirements of delivering a high quality service for students and the communities it serves.
- 1.2 Throughout employment in the College, staff will have differing demands on their time and energies at home as well as work. The following policy aims to assist employees who are seeking to achieve an equitable balance between their home and working lives.
- 1.3 The College will continue to grant special leave for other purposes, e.g. hospital appointments, dental appointments, religious festivals, in accordance with established procedures.

### **2.0 Personal and Domestic Leave**

- 2.1 The College wishes to recognise employees' personal and domestic responsibilities as far as is reasonably practicable - for the employee's health, welfare and convenience – through making available the provision of time off which may be taken as required with the approval of the College, taking account of operational requirements.
- 2.2 The benefits of the personal and domestic leave scheme for the College include the recruitment and retention of staff in keeping with its overriding purpose to ensure the delivery of a high quality educational experience for all learners.

### **3.0 Eligibility**

- 3.1 Personal and Domestic Leave applies to all employees of the College regardless of length of service or number of hours worked each week.

### **4.0 Entitlement**

- 4.1 In cases of serious illness of a family member/dependant or an unexpected domestic crisis or emergency, employees may apply for up to a maximum of three working days paid leave in any academic year. Where appropriate, a reasonable amount of additional time off with or without pay may be granted at the discretion of the College.
- 4.2 The definition of family member or dependant includes – spouse, partner, child, step child, foster child, parent (natural, step and foster) or relative, a dependant of the employee who lives in the same household as the employee (other than as their employee, tenant, lodger or boarder) or any person who reasonably relies on the employee to make such arrangements on their behalf.
- 4.3 For the purposes of the above entitlement an unexpected domestic crisis or emergency may include situations such as those undernoted:
- where the employee has to provide assistance on an occasion when a dependant falls ill or is injured or assaulted;
  - where the employee has to make arrangements for the provision of care for a dependant who is ill or injured;
  - because of the unexpected disruption or termination of arrangements already in place for the care of a dependant; and
  - to deal with an incident which involves a child of the employee and which occurs unexpectedly whilst the child is at school or in childcare provision.

This list is not exhaustive.

- 4.4 The College reserves the right to monitor the allocation of leave for each employee under the terms of this policy.

### **5.0 Application for leave**

- 5.1 The employee concerned must notify the Personnel Section before 8.50am at the latest in accordance with the College's established procedure for the notification of absence. The employee will be required to inform Personnel of the reason for the absence and how long the absence is likely to last. Personnel will inform his/her line manager of the situation at the earliest opportunity.
- 5.2 The employee should attempt to maintain regular contact with the Personnel Section, who in turn will keep the line manager informed of the situation. On return to work the employee, should complete the Application Form for Personal and Domestic Leave, the form shall be signed by the line manager and return to the Personnel Section for recording purposes.
- 5.3 Cases of terminal illness will be dealt with individually and with the utmost sensitivity.

## **6.0 Bereavement Leave**

6.1 Leave with pay shall be granted on the following basis:

- where the employee is an immediate family member or dependant of the deceased mother/father (natural, step, foster), brother, sister, child, step child, foster child, partner or spouse) and/or where the employee is responsible for making arrangements in connection with a death, up to one working week;
- where the employee is a relative of the deceased, one day;
- in other cases, the time necessary to attend the funeral;
- where an employee is required to conduct business in connection with a death (e.g. executor of the will), leave as necessary will be allowed, with due regard being taken of the circumstances; and
- reasonable travel time will be given.

Employees should follow the procedures for the notification of absence as normal. The amount of leave to be granted will be determined by the line manager. The Personnel Section should be informed of the amount of leave granted for recording purposes.

## **7.0 Review clause**

This is the approved Policy of the Board of Management of John Wheatley College produced in partnership with management and Trade Unions. This scheme and its operation shall be subject to periodic review in accordance with College procedures. The application of the Policy and the exercise of discretion by managers will be monitored on an annual basis to ensure that the Policy is applied equitably to all categories of staff.

## **8.0 Supporting policies**

Job Share Policy.

Family and Parental Leave Policy and Procedure.

**APPENDIX 1**



**John Wheatley College**

**APPLICATION FOR PERSONAL AND DOMESTIC LEAVE**

Name:	Designation:
Address:	School:
	Brief Details for Leave:
Post Code:	
Reason for Leave: Bereavement/Personal/Domestic	
Morning – No. of Hours and <b>Date(s)</b>	Afternoon – No. of Hours and <b>Date(s)</b>
Mon	
Tues	
Wed	
Thurs	
Fri	
Employee Signature: ..... Date: .....	
(Application should be forwarded to Personnel Section)	
(To be completed by Personnel) – Complies/does not comply with Policy.	
Signature:..... Date:.....	
Entitlement to date: Bereavement - ..... / Personal & Domestic - .....	
Comments:.....	
Application should be forwarded to Line Manager	
Application approved/not approved	
Signature: ..... Date: .....	
Application should be forwarded to the Principal/Depute Principal	
Application authorised/not authorised	
Signature: ..... Date:.....	

## Administrative Notes

- 1) This application is for staff who wish to apply for leave of absence paid or unpaid in accordance with the College's Personal and Domestic Leave Policy and Procedure.
- 2) Employees may apply for leave in cases of serious illness of a family member/dependant or an unexpected domestic crisis or emergency, employees may apply for up to a maximum of three working days paid leave in any academic year. Where appropriate, a reasonable amount of additional time off with or without pay may be granted at the discretion of the College.
- 3) The definition of family member or dependant includes – spouse, partner, child, step child, foster child, parent (natural, step and foster) or relative, a dependant of the employee who lives in the same household as the employee (other than as their employee, tenant, lodger or boarder) or any person who reasonably relies on the employee to make such arrangements on their behalf.
- 4) For the purposes of the above entitlement an unexpected domestic crisis or emergency may include situations such as those undernoted:
  - where the employee has to provide assistance on an occasion when a dependant falls ill or is injured or assaulted;
  - where the employee has to make arrangements for the provision of care for a dependant who is ill or injured;
  - because of the unexpected disruption or termination of arrangements already in place for the care of a dependant; and
  - to deal with an incident which involves a child of the employee and which occurs unexpectedly whilst the child is at school or in childcare provision.

This list is not exhaustive.
- 5) Staff may be entitled up to a maximum of 1 working week for Bereavement Leave.
- 6) Any deliberate abuse of this policy will be managed in line with the College's Disciplinary and Appeals Policy and Procedure and the appropriate action being taken against the individual(s) concerned up to and including dismissal.