



## Policy on leave for public service

### Contents

1. Voluntary public service .....	1
2. Volunteer reserve forces .....	2
3. Jury service.....	2

### 1. Voluntary public service

- 1.1. Staff should obtain the agreement of their Head of School/Service before undertaking voluntary public service. For such staff, the University shall grant, subject to the exigencies of the service, special leave with pay not exceeding 18 days in any period of 12 months for the purpose of carrying out duties, such as:
- a Justice of the Peace
  - a member of a local authority
  - a member of a Police authority
  - a member of any statutory tribunal, etc.
  - a member of a National Health Service Trust or, in England and Wales, a Regional Health Authority or a District Health Authority or a Family Health Services Authority, in Scotland, a Health Board
  - a member of, in England and Wales, the managing or governing body of an educational establishment maintained by a local education authority or, in Scotland, a school or college council or the governing body of a central institution or a college of education
  - a member of the governing body of a grant-maintained school
  - a member of the governing body of a higher education corporation
  - a member of a school board or of the board of management of a self-governing school
  - a member of, in England and Wales, the National Rivers Authority or, in Scotland, a river purification board
  - a member of, in England and Wales, boards of visitors and, in Scotland, visiting committees, to prisons, remand centres and young offender institutions
  - the Service Authority for the National Criminal Intelligence Service or the Service Authority for the National Crime Squad.
- 1.2. Any special leave authorised for public duties may be taken in days or half-days, as required, with the prior agreement of the Head of School/Service or nominee for each absence from duty. Such agreement should not be unreasonably withheld.
- 1.3. A member of staff who is appointed Chairman, or equivalent, of a public body and thereby attracts additional duties may be granted up to an additional 6 days' paid leave for carrying out such additional duties, including any magisterial duties.

- 1.4. Staff who are granted paid special leave in accordance with paragraph (i) to (iii) above should undertake to refund to the University any fees for travelling and subsistence expenses. If, in the course of such duties, the employee receives payment other than for travel and subsistence, he/she must declare the payment to Human Resources and agree to its deduction from his/her salary/wage. If the attendance allowance is greater than a day's pay, then unpaid leave should be given. No travelling or subsistence shall be paid by the University.

## **2. Volunteer reserve forces**

Members of the Reserve Forces (e.g. Territorial Army) may, on request, and subject to the exigencies of the School/Service, be granted 5 days paid leave per year to attend annual training/camp. If further time off for this purpose is requested, this should, wherever possible, be granted as part of the employee's annual leave.

## **3. Jury service**

- 3.1. Members of staff who are called for jury service will be granted special leave of absence. Although salary payments will continue during any absence, a salary adjustment will be made on the completion of jury service based on any allowances paid by the Crown Court (excluding expenses). To enable the Payroll Office to make the necessary salary adjustments, it is the responsibility of the member of staff to:-
  - 3.1.1. forward the 'Certificate of Loss of Earnings or Benefit' issued by the Crown Court to the Payroll Office for completion prior to attending jury service.
  - 3.1.2. inform the Payroll Office on completion of jury service about the total allowance paid by the Crown Court.
- 3.2. Further advice about jury service can be obtained from the Payroll Office.