Absence not related to Sickness or Holiday

Bereavement support
In the event that a staff member requires support due to a bereavement, they will be entitled to take a reasonable period of time off work. This will be agreed between the Manager and or Trustees and the staff member concerned. We can discuss the options available and the best way to support the staff member, during their time of bereavement.

You may be entitled to a Bereavement Support Payment (BSP) if your husband, wife or civil partner died in the last 21 months.

Employees have a right to 2 weeks off if their child dies under the age of 18 or is stillborn after 24 weeks of pregnancy. This is called 'parental bereavement leave'. You may also be eligible for 'parental bereavement pay'

Time off for Dependents
We allow time off unpaid to allow employees to deal with unexpected emergencies relating to a child or parent who they are responsible for caring for. This is normally up to 2 days. You should advise the Manager by telephone on the day of the emergency situation and keep them updated.

Public Duties
If you hold public positions such as magistrates, local counsellors, tribunal members or similar you are eligible for time off to cover these duties, but this will be unpaid.

Jury Service
You may take time off for Jury Service, but this is unpaid, and your costs will need to be reclaimed from the relevant Court. We will ask to see your proof of summons.

Time off for Religious Purposes
This should ideally be taken as annual leave or unpaid leave, or to make the time up. Please discuss with the Manager before making any arrangements.