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## Special Leaves of Absence

### 1. Purpose

To define the University's policy in regard to special leaves of absence.

### 2. Scope

#### 2.1 Short term unpaid leave of absences

Special unpaid leave shall consist of leave without pay for a period less than 1 year.

The granting of leave for periods between 6 months and 1 year is subject to the recommendation by the relevant Head of School or Head of Administrative / Services Area and formal approval by the Faculty Dean/Divisional Chief Officer using the attached unpaid leave application form.

Special Leave for any period of less than 6 months is subject to the approval of the Head of School or Head of Administrative/Services Area and Human Resources.

The granting of any application will depend on the merits of the application and on the demands and requirements of the University at the time of application. There must be no additional costs involved. Consideration must be given to whether the unpaid leave is granted without interruption of service e.g. effect on increments, pensions etc.

#### 2.2 Leave for Training with Reserve Defence Forces

Civil Service circular 51/79 deals with this matter and should be consulted if cases arise. Briefly, subject to the exigencies of the University, staff will be facilitated to attend such training courses and paid according to a sliding scale arrangement.

### **2.3 Compassionate Leave (Bereavement and Family Sickness)**

Compassionate leave may be granted to provide staff with time away from work at a time of personal or family need, where there is a death to an immediate relative. In exceptional circumstances this may extend to the death of a more distant relative where, for instance, the employee has to take charge of funeral arrangements.

The leave is at the discretion of the Head of School/Administrative & Services Area for any period of one to three days, inclusive of rest days, public and University holidays. If special circumstances exist which might warrant extra leave, the case, supported by a recommendation from the Head of School/Administrative & Services Area should be referred to Human Resources.

In the case of the serious and unforeseen illness of an immediate relative, special leave with pay may be granted at the discretion of the University. The case for special leave of this nature, supported by a recommendation from the Head of School/Administrative & Services Area, should be referred to Human Resources.

For the purpose of Compassionate Leave, an immediate relative is:

- A parent
- Spouse/Civil Partner/Partner
- Brother/Sister
- Child (includes an adoptive child or a person to whom the employee is in loco parentis)

### **2.4 Jury Service**

The Juries Act, 1976 states:-

- (a) For the purposes of any contract of service or apprenticeship or any agreement collateral thereto (including a contract or agreement entered into before the passing of this Act), a person shall be treated as employed or apprenticed during any period when he is absent from his employment or apprenticeship in order to comply with a jury summons.

- (b) Any provision contained in any such contract or agreement shall be void in so far as it would have the effect of excluding or limiting any liability of the employer in respect of the payment of salary or wages.
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# Unpaid Leave Application Form

## Section 1- To be completed by Applicant

Name of Applicant :	Staff Number:
Department:	Email:
Start Date of unpaid leave:	Return to work date:

Purpose of the leave:

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I agree to the terms and conditions as laid out in the University's Special Leave of Absence Policy.

Signature of applicant
Date

## Section 2: To be completed by Head of School or Head of Administrative & Services Area

I recommend that ..... be granted unpaid leave for the duration of .....
Signature
Please Print Name
Date

Is a replacement required for this post? Y / N

If yes, please specify details below:

Grade:	Duration:
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Please note any vacancies advertised as a consequence of facilitating this leave will be filled on a specified purpose, fixed term contract basis, for the maximum duration of the leave.

Please liaise with the recruitment section of Human Resources for the filling of any vacancies.

**Section 3: To be completed by the Faculty Dean/Divisional Chief Officer  
(where leave exceeds 6 months)**

I note and approve the above unpaid leave as specified above and approve the consequential filling of the vacancy as outlined (if applicable)

Signature
Please Print Name
Date

Please return this form to the HR Service Centre, Human Resources, House 4, Trinity College Dublin, the University of Dublin.

