



Other time off support booklet

There may be occasions when an employee needs time off, other than holiday, to deal with other commitments and responsibilities. In these circumstances, we should be as supportive and accommodating as possible.

**How it works
and Domestic**

Family

Personal

Contacts



How it works and Domestic

How it works

- 1. Employee submits request for time off** – An employee may approach you in work to chat about needing some time off, they may call the office to inform you about an emergency or submit a 'request for other time off' form
- 2. Consider the request** – Consider the individual circumstances and be as supportive as possible. Let the employee know whether you can support the request, how much time off you can give and whether the time off will be paid or unpaid. It is important that we make this clear. The employee may be dealing with difficult personal circumstances and clarity from us will reduce any unnecessary stress. This booklet will help you to decide what is appropriate, but if you are unsure about what you should do next, consult the individual policies on PSP or contact HRS Advice and Support
- 3. Keep in touch** – Where appropriate, you may want to call the employee to see how they are and to offer further support
- 4. Good to have you back** – It is good practice to take 5 minutes to welcome the employee back into work when they return. It is an informal chat to check that the employee is ok to be back at work and offer any further support that may be required. Use your discretion to decide when this is appropriate

Domestic

- **Urgent domestic:** An employee may have an emergency at home, for example, their house has been flooded. Consider the circumstances, and where necessary, offer a day off with full pay (up to three days depending on circumstances, with additional days covered by holiday or unpaid leave). Use your discretion – think about what is reasonable to deal with the issue
- **Domestic events:** There will be occasions when employees need to be at home, for example, household maintenance or a delivery. Dependent upon the circumstances, you may suggest the employee takes holiday, an unpaid day off, swaps shifts or makes the time up



Be prompt and fair. Use the employees 'other time off' record to inform your decision.

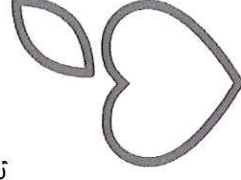


For further support, consult the policy guides on PSP.



If you are not sure what to do next, contact HRS Advice and Support.

- **Time off for dependants:** is where there is an immediate need to make alternative care arrangements for a dependant (e.g. an employee's child minder is unexpectedly sick). There is a legal entitlement to offer time off and one day off unpaid is normal, with further days either unpaid or covered by annual holiday
- **Family emergencies:** A family emergency is when time off is required to deal with something more urgent/serious, for example, a dependant gives birth, is injured or dies. We usually offer a paid day off (up to three days depending on circumstances - use your discretion), with further days unpaid/covered by holiday
- **Bereavement:** If an employee loses somebody close to them, be supportive, sensitive and accommodating, giving them time to deal with their loss. The amount of time required will vary depending on the relationship and the circumstances of the bereavement. For immediate family members (spouse, partner, sibling, child, parent), offer up to one week off with full pay. For other family members (e.g. grandparents or parents-in-law), offer a paid day off to attend the funeral. For wider family and friends, help to facilitate shift-swaps, agree for the employee to make the time up, or offer one unpaid day off/one day of holiday to attend the funeral
- **Family events:** Employee's may ask for time off to go to family events, for example, a wedding. (remember that often, the employee has no control over the date/time of these events.) The first option would be to try and arrange holiday. Where this is not possible, try your best to arrange for the employee to make up the time, swap shifts or take unpaid time off
- **Long-term care for a dependant:** We should support employees who are faced with looking after a dependant who is ill or unable to care for themselves. Be supportive and if possible, we should offer alternative shift patterns or a flexible working arrangement. Alternatively, 6 months time off unpaid or a career break of up to two years can be arranged



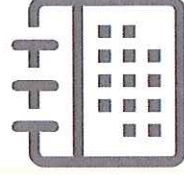
A dependant might be a spouse or civil partner, a child, a parent, or somebody who lives as part of the family.



Be as flexible as possible and take a sensitive and supportive approach. We want our people to feel valued.

Personal

- **Medical appointments:** Employees should be encouraged to try and arrange medical appointments outside of working hours, but sometimes, this is not possible. When an employee needs time off to attend an appointment that has been scheduled during working hours, there is a legal requirement to facilitate time off. You might do this by arranging for them to make the time up, swap shifts with a colleague or offer paid time off
- **Additional personal responsibilities:** Employees may have additional responsibilities aside from work e.g. volunteering in the community, army reservist – in these circumstances, employees may be entitled to paid time off (see Other Time Off guide for more details). If an employee is a retained fire fighter or special constable, they should perform this role outside of their scheduled hours of attendance for Royal Mail Group. In circumstances where there is a major incident, flexibility should be shown. This could be by releasing the employee if at work, or if they are already at an incident, allowing a delayed start to work
- **Religious holidays:** Employees may request time off for religious festivals or spiritual days – treat these in the same way as holiday requests and try to accommodate the employee as far as possible. Encourage employees to book time off well in advance
- **Religious observance and prayer:** Some employees may ask for a short period of time to pray during the day. Try to re-schedule breaks so that colleagues are able to pray at the appropriate time . If you do not have a dedicated room for prayer or quiet time, suggest an alternative room that the employee can use or help them to book a meeting room
- **Jury service:** If an employee informs you that they have been called for jury service, you must ask them to provide the notification of dates from the Court. Let the employee know that we will pay them an average of their basic pay, assigned allowances and overtime (over the last 13 weeks). This is a loan, and when the employee receives their loss of earnings from the court, they will be required to pay us back as a one-off payment, or as deductions from their wage



Put yourself in the employees shoes – all options should be considered before declining requests for other time off.



When an employee needs time off for personal reasons, encourage your team to support each other and be willing to compromise.

Key contacts



First Class Support:

0800 6888 777

OH Assist Medical Helpdesk:

0845 612 4123

Disability Helpline:

0800 0287 6142

PSP Helpline:

0845 6060 603

Postline 5456 7100

advicecentrePSP@royalmail.com

HRS ADVICE & SUPPORT CONTACT DETAILS

Region/BU	Telephone	Post Line	Email Address
East	0845 606 0261	5456 4889	hrsc.aands.e@royalmail.com
West	0845 604 3629	5456 4543	hrsc.aands.w@royalmail.com
North	0845 604 2093	5456 4749	hrsc.aands.n@royalmail.com
Parcellforce	0845 604 2787	5456 4747	hrsc.aands.pfww@royalmail.com
Northern Ireland	0845 604 3662	5456 4734	hrsc.aands.ni@royalmail.com
Logistics	0845 604 2407	5456 4744	hrsc.aands.logistics@royalmail.com
International Ops	0845 604 5580	5456 4324	hrsc.aands.international@royalmail.com
Professional Functions	0845 604 3234	5456 4739	hrsc.aands.candcf@royalmail.com
Commercial	0845 604 3657	5456 4742	hrsc.aands.candcf@royalmail.com

SPECIAL LEAVE GUIDE

This guide aims to clarify the issues surrounding allocation of Special Leave A (paid) and C (unpaid). It should be noted that this document is a guide only and if further clarity is required you should contact HRSC.

Special Leave forms should be fully completed and signed by line managers. Forms that are left blank or use the term "urgent domestic distress" or "domestic" are unacceptable. Managers should investigate the reason for the request and this should be reflected on the form.

For more information see the Special Leave Policy.

Document title: Special Leave Guide	Version or draft number: V1	Date issued: December 2005	Review date:	Owner: Policy: Jackie Hlesley Document: Amanda Booker	Location stored: POL HR Help
-------------------------------------	-----------------------------	----------------------------	--------------	---	------------------------------

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A		Special Leave C	Annual Leave	Further Comments
	Leave A	Unpaid	Unpaid		
ADOPTION LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Four weeks leave fully paid for the Primary Carer and one week for the Secondary Carer along with a period of unpaid leave. Subject to 12 months service prior to matching. Pre-visits, court appointments and compulsory training should be taken as annual leave or unpaid leave. See Adoption Leave policy for further details.
ANNIVERSARY OF FAMILY DEATH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Should be taken as Annual Leave or unpaid leave
ARMY CDT CAMP /CDT CAMPS or YOUTH ORGANISATIONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The general principle is that paid leave may be granted for unpaid voluntary service. Special leave should never be used to support alternative paid employment or self-employment. In cases of paid civic or community duties, the general approach (where it is considered appropriate to support these) is to grant unpaid special leave. Exceptionally where paid leave is granted, the employee should arrange to reimburse the business for any payments received from the outside body for the period of service worked during paid special leave, arranged most easily as a

Document title: Special Leave Guide	Version or draft number: V1	Date issued: December 2005	Review date:	Owner: Policy: Jackie Ilesley Document: Amanda Booker	Location stored: POL HR Help
-------------------------------------	-----------------------------	----------------------------	--------------	---	------------------------------

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
ASSISTING POLICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>deduction from earnings. Uniformed Officers should be paid for camps by their military organisation, and therefore Special Leave C or Annual Leave should be taken. If they are not paid then Royal Mail Group allows 5 days paid leave per 3 years.</p> <p>If the person is arrested/ detained then Special Leave A should NOT be granted.</p> <p>If the person is a witness then statements should be taken outside of work hours. If this is not possible or if attending ID parades then Special Leave A is applicable.</p>

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
BEREAVEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>If arranging a funeral up to one week with pay, which includes the bereavement, arranging the funeral and any other duties (This is for arranging funerals of next of kin or as an executor).</p> <p>For the death of next of kin and blood relative, (spouse, civil partner, long standing unmarried relationship, child, parent, sibling) up to one week with pay (No additional week is allowed if the person is arranging the funeral).</p> <p>For a more distant relative e.g. parent in law, grandparent, aunt, uncle- one day with pay.</p> <p>Discretion for additional time off in exceptional circumstances where care of a dependant is involved, however where prolonged time off is required this might be without pay or from holiday entitlement.</p>
BURGLARY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>This may be covered by Urgent Domestic Distress (indicates an immediate need) but the reason must be clearly stated on the form. The provision with pay should normally be one day, with further days unpaid or covered by holiday entitlement. Exceptional circumstances might warrant 3 days.</p>

**GUIDANCE NOTES FOR AUTHORISING
SPECIAL LEAVE**

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
COMMUNITY WORK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The general principle is that paid leave may be granted for unpaid voluntary service. Special leave should never be used to support alternative paid employment or self-employment. In cases of paid civic or community duties, the general approach (where it is considered appropriate to support these) is to grant unpaid special leave. Exceptionally where paid leave is granted, the employee should arrange to reimburse the business for any payments received from the outside body for the period of service worked during paid special leave, arranged most easily as a deduction from earnings</p>
CORONERS COURT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>If the person is attending due to the death of a family member then Special Leave A is applicable. If a witness, loss of earnings should be claimed and Post Office Ltd will make up pay to basic earnings level.</p>

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
COUNCIL MEETING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3 paid weeks per year, with loss of earnings claimed wherever possible, for activities such as Justice of the Peace and Local Councillor. Where attendance allowance is claimed for a commitment during paid release this should be deducted from basic earnings. Activities such as School Governor and Hospital Boards would warrant in the region of one week, subject to local assessment of the commitment involved. Where employees have multiple responsibilities, no more than three weeks' paid leave should be granted in total, except for Mayors or Lord Provosts who may be given up to four weeks paid leave during their mayoral year
COURT CASE-CRIMINAL AND CIVIL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>If a witness for the Prosecution loss of earnings should be claimed and Post Office Ltd will make up pay to basic earnings level.</p> <p>If the person is appearing before the court on a charge then Special Leave C or annual leave is applicable.</p> <p>If a witness for the defence, and costs can be claimed then Post Office Ltd will treat it as Special Leave C. If costs cannot be claimed then Special Leave A may be granted.</p> <p>If the person is called to a Civil Case, acting as a witness for the plaintiff, then Special Leave C should be granted. This is because the witness can claim costs as part of the claim.</p>

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
CUT OFF BY BAD WEATHER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If staff cannot get to their permanent place of work, they should try and get to another Post Office Ltd or Royal Mail Group site i.e. Delivery Office. Should be taken as Unpaid or Annual Leave.
DEATH OF FAMILY PET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Where regular treatment is occurring the employee should try and get appointments outside work hours and POL should help by arranging changes to working hours wherever possible. Managers should treat requests for additional time off with sympathy bearing in mind that a stoppage of pay will add to the stress of treatment. Individuals involved in hospital treatment should provide confirmation of treatment from their Doctor or hospital, and absences should not count towards attendance procedure.
DENTIST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employees have the right to reasonable unpaid time off to deal with an emergency involving dependants. Although the statutory provision for time off to look after a dependant is unpaid, many of the circumstances may be covered by Special Leave provisions, which may be paid. Post Office Ltd may, in its discretion, give paid leave to deal with urgent domestic distress and bereavement. See Time off For Dependants Policy for further details.
DEPENDANTS LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**GUIDANCE NOTES FOR AUTHORISING
SPECIAL LEAVE**

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
DOMESTIC PROBLEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Forms should not be forwarded giving 'Domestic Problems' as a reason; an explanation is required. <u>There may be times when the employee will not want the reason for Special Leave A or C to be written on the form. If the Line Manager considers that this is warranted then "Confidential Agreed" should be written, but he/she should be aware of the true reason.</u></p> <p>Urgent indicates an immediate need, the provision with pay should normally be one day, with further days unpaid or covered by holiday entitlement. Exceptional circumstances might warrant 3 days.</p>

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DRIVER MEDICAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If for Post Office Ltd it is counted as work hours. Otherwise Unpaid or Annual Leave.
DRIVING TEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If the driving test is for Post Office Ltd then it should be part of normal work hours: not requiring any special leave. If test is for private reasons: then it should be Unpaid or Annual Leave
EXAM/REVISION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If for Post Office Ltd it is paid, otherwise Unpaid or Annual Leave The Training Team can provide advice on courses relevant to Post Office Ltd and advise on the amount of time off that is reasonable. Requests for paid exam leave for recognised courses should be treated sympathetically.
EXPEDITIONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employees wishing to study full time should be permanently released from the business. They should be favourably considered if they subsequently apply for a vacant position. Expeditions (such as VSO, Raleigh International): Unpaid leave in the form of a career break should be considered. See Career Break policy for further information.
FAMILY MEDICAL PROBLEM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Urgent indicates an immediate need, the provision with pay should normally be one day, with further days unpaid or

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
<p>FIREFIGHTERS (RETAINED)</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<p>covered by holiday entitlement. Exceptional circumstances might warrant 3 days. Where regular treatment is occurring the employee should try and get appointments outside work hours and Post Office Ltd should help by arranging changes to working hours wherever possible. Managers should treat requests for additional time off with sympathy bearing in mind that a stoppage of pay will add to the stress of hospital treatment.</p> <p>It should be noted that taking someone to hospital for an arranged appointment is not Special Leave A, but should be taken as Unpaid or Annual Leave.</p> <p>On taking up such an activity individuals specify their availability for call out. As the primary employer the expectation is that individuals will specify availability times outside of their normal duty hours to undertake what is in effect paid secondary employment. (E.g. it would be anticipated that an early delivery duty would preclude being available for call out between 5am and 1pm.)</p> <p>Flexibility should be exercised on the occasion of major incidents either for release or where the employee is already attending an incident and therefore may be delayed in commencing duty. It is the employee's responsibility to make every effort to contact the office where such delay may occur.</p>

**GUIDANCE NOTES FOR AUTHORISING
SPECIAL LEAVE**

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
FIRST AID COMPETITION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If for Royal Mail Group it is paid, otherwise Unpaid or Annual Leave
GOLD DUKE OF EDINBURGH AWARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Duke of Edinburgh award scheme: Up to five days for gold award camp etc Investiture or Duke of Edinburgh gold award: Holiday entitlement should be used where possible

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
INTERMENT OF ASHES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If as part of arranging funeral then Special Leave A is applicable. If not then Unpaid or Annual Leave should be taken.
IVF TREATMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As a general guide a maximum of 10 days with pay is allowed although each case should be dealt with on its merits taking account of the individual circumstances. Given the personal nature of the treatment, individuals will often seek to avoid revealing a need for time off and will go to great lengths to meet their treatment requirements. Many will try to fit treatment around work, trying to mitigate the need for time off. Every effort should be made to assist such attempts but this should not be seen as the sole option. Managers will need to take account of all the relevant issues related to the request for time off. Having taken account of attempts to seek duty adjustments, plan treatment times around duties etc. it would be quite reasonable to grant paid leave.
JURY SERVICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Loss of earnings for duties such as jury service should be claimed and Post Office Ltd will make up pay to basic earnings level. The court should supply a claim form.
LOCAL COUNCILLOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Up to 3 weeks paid leave per year can be granted with loss of earnings claimed wherever possible.

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
MAGISTRATES DUTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Up to 3 weeks paid leave per year can be granted with loss of earnings claimed wherever possible. Where attendance allowance is claimed for a commitment during paid release this should be deducted from basic earnings.
MARRIAGE/REGISTRATION OF CIVIL PARTNERSHIP LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>3 to 5 days paid leave depending on annual leave entitlement:</p> <ul style="list-style-type: none"> • 3 days if leave entitlement is 6 weeks. • 4 days if leave entitlement is 5 weeks 3 days. • 5 days if leave entitlement is 5 weeks.
MATERNITY LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As per Post Office Ltd maternity provisions. Dependant on length of service, with a period of unpaid leave available after any paid period. See Maternity Leave policy for full details.
MOVING HOUSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Should be taken as Annual Leave or Unpaid Leave. See Relocation Policy if compulsory transfer terms apply to move.
NO TRANSPORT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Should be taken as Annual Leave or Unpaid Leave.
NURSING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Unpaid leave up to 6 months, pensionable service can be protected as with maternity absence, by individual making good own and Royal Mail Group contributions to make period reckonable. If part time hours would help the

**GUIDANCE NOTES FOR AUTHORISING
SPECIAL LEAVE**

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
				employee fulfill their nursing commitment these should be facilitated wherever possible.

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
PARENTAL LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13 weeks unpaid leave can be taken up to the child's 5 th birthday (maximum of 4 weeks per year). See Parental Leave guidelines for further details.
PATERNITY LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Two weeks fully paid, to be taken within 3 months of the birth subject to qualifying period of service. Otherwise statutory leave applies. See Paternity Leave guidelines for full details.
POLITICAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2 weeks with pay (then any additional time off taken from the holiday entitlement) for Parliamentary candidates during the election period.
PROPERTY PROBLEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Urgent indicates an immediate need, the provision with pay should normally be one day, with further days unpaid or covered by holiday entitlement. Exceptional circumstances might warrant 3 days.
RMG APPEAL AS WITNESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If related to Royal Mail Group then it should be treated as part of normal work hours not requiring any special leave.
RETIREMENT SEMINAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If related to Royal Mail Group then it should be treated as part of normal work hours not requiring any special leave. If partners are invited and they work for Royal Mail, then they should take Annual Leave.
RM INTERVIEW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Any interview within Royal Mail Group is work time and no leave is required.

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
SCHOOL GOVERNOR'S MEETINGS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Up to 6 days (2 per school term) with pay.
SPORTING EVENTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Royal Mail Group businesses may use local management discretion, based on commercial and operational needs, for employees participating or officiating in national or international competitions as a representative of their country. No paid or unpaid special leave will be granted for employees taking part in inter-office or local community sport but shift swaps may be considered.
TA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	With pay for the two week Annual Active Service Commitment. A maximum of nine days per year unpaid leave may also be granted to cover travel to and from attendance at the six mandatory weekend camps. Any further leave must be taken from the individuals annual leave entitlement. In order to qualify for military leave, then individual must show evidence to their line manager on each occasion that leave is required (e.g. call-up papers).
URGENT DOMESTIC DISTRESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Forms should not be forwarded with Urgent Domestic Distress as a reason. An explanation is required. <u>There may be times when the employee would not want the reason for Special Leave A or C to be written on the form. If the Line Manager feels that this is warranted then "Confidential Agreed" should be written but he/she</u>

GUIDANCE NOTES FOR AUTHORISING SPECIAL LEAVE

Type of Request	Special Leave A	Special Leave C Unpaid	Annual Leave	Further Comments
				<u>should be aware of the true reason.</u>
				Urgent indicates an immediate need, the provision with pay should normally be one day, with further days unpaid or covered by holiday entitlement. Exceptional circumstances might warrant 3 days.
WEDDING/REGISTRATION OF CIVIL PARTNERSHIP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See Marriage Leave
WITNESS AT TRIBUNAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If related to Royal Mail Group then it should be treated as part of normal work hours not requiring any special leave