

Royal Mail Personnel Framework

SPECIAL LEAVE

a) Special leave is an occasional absence from duty not falling under the headings of annual, sick or any other leave. It is a privilege and is granted subject to the requirements of Service Delivery.

b) Requests for special leave should be made to the employee's line manager with as much notice as possible or, if no notice is possible, by telephone and then confirmed immediately upon return to work. The employee must ensure that their line manager is kept informed of the likely length of absence. In the event of refusal an employee may raise this as a grievance through the normal procedure (see Personnel Processes).

c) There are two types of special leave available: paid and unpaid. The principles used in deciding whether to grant special leave (and if so on what basis) are set out in the Personnel Processes.

d) Requests for leave for the purposes of jury service should be dealt with as any other request for special leave.

e) Any prolonged periods of unpaid special leave may not count towards annual pay increments and may lead to a reduction in annual leave entitlement. They may not count towards service for pension while superannuation contributions are not being paid. An employee can make the employer and employee contributions whilst on unpaid leave to have the period counted as service for pension (as with maternity leave).

f) Employees wishing to enrol in the voluntary reserve and Auxiliary Forces must obtain written consent from their line manager. Any requests for leave in order to fulfil such duties (or if called up for service) will be treated as requests for special leave and judged against the usual principles.

g) If an employee is unable to arrange for private medical appointments, such as dentists or doctors, outside of working hours any application for time off for these purposes should be treated as an application for special leave.

h) Pay is granted, or deducted for unpaid time off, equal to the basic pay and assigned allowances that would have been earned if attendance had occurred.

i) Where a weeks time off is allowed this is equal to the number of days normally worked by the employee.