

People

Other leave policy appendix – overview

These guidance notes should be used in conjunction with the Other Leave policy.

Leave type	Criteria	Time permitted	Payback
Compassionate	Bereavement or serious illness relating to a close relative (eg spouse, partner, parent, sibling)	5 days (subject to individual circumstances)	Paid
Parental bereavement	Bereavement relating to the loss of a child under the age of 18 on or after 6 April 2020. This includes parents who suffer a stillbirth after 24 weeks of pregnancy.	Either a single block of two weeks, or two separate blocks of one week, at different times.	Paid
Emergency Leave	An unexpected emergency (e.g. fire, flood, burglary)	1-2 days (discretionary)	Annual Leave/Work back/Unpaid
Time off for dependants	An unexpected event relating to a dependant (eg child, parent, sibling, spouse, partner)	A reasonable amount of time to deal with the immediate crisis	Unpaid
Employees in Ireland only: Force majeure leave	Where a sudden injury or illness affects a member of your immediate family and where your presence with that ill or injured person is indispensable (child or adoptive child, spouse/person with whom you are living as husband or wife, person to whom you are in loco parentis, brother or sister, parent, grandparent.)	Up to three days in a year, or five days over three consecutive years	Paid
Medical appointments	To be made outside of working hours wherever possible or as close to the start/end of your shift. Evidence to be provided.	Reasonable time to attend appointment	Work Back (time to be determined by line manager and business requirements)
Cosmetic surgery	Non-essential Medically essential	Reasonable Reasonable	Sickness absence Sickness absence
Jury Service	Called for Jury Service. Evidence to be provided.	Undefined. Must return to work as soon as you are no longer required at court.	Normal pay. Any loss of earnings to be claimed through the court and paid back to Bupa.
Witness in court	Asked to appear in court as a witness on behalf of Bupa. Asked to appear in court as a witness for a civil case.	Undefined. Must return to work as soon as you are no longer required at court.	Paid plus relevant expenses Loss of earnings to be claimed through the court. Bupa will make up any shortfall in salary.
Defendant in court	Asked to attend court as a defendant	Undefined. Must return to work as soon as you are no longer required at court.	Annual Leave/Unpaid
Public duties	Undertaking public duties as defined in the Other Leave Policy section 4.9	Reasonable	Paid/Annual Leave (dependant on amount of time requested)

Military service	Called up for active service. Call up papers to be provided. Territorial or other armed forces residential course	Undefined. 2 weeks per year	Paid by Ministry of Defence. Bupa will make up any shortfall in salary. 5 days additional paid leave may be granted. Any additional time to be taken as annual leave.
Sports Leave	Representing the UK nationally or internationally in a sporting event.		5 days additional paid leave may be granted. Any additional time to be taken as annual leave.
Severe weather conditions	Extreme adverse weather prevents you from travelling to work.	Reasonable	Annual Leave/Work Back/Unpaid
Trade Union duties	Required to accompany an employee at a disciplinary or grievance hearing.	Reasonable	Paid
Wedding Day (UKMU and Centre only)	Celebration of the occasion	One day (once during the period of employment)	Paid