

Special Leave Scenarios

Scenario	Special Leave	Unpaid Leave	Annual Leave	Sickness Absence
You have to attend hospital for a surgical operation which involves an inpatient stay				✓
Your child's school or nursery is closed because of the weather	✓			
Your child is unwell and unable to attend school/nursery/childminder	✓			
One of your pipes have burst and there is a flood in your home	✓			
You are moving home			✓	
You have severe back pain following a clinic appointment the day before				✓
You have no annual leave left and wish to attend your cousin's wedding abroad		✓		
You have been off sick and wish to extend your phased return over 4 weeks			✓	
You have to take your parent to the hospital as she does not drive			✓	
Your child develops an illness overnight which requires hospital admission	✓			
There is a burglary at your home and the Police have called	✓			
You would like to attend the funeral of an acquaintance			✓	
You will be attending the funeral of a relative	✓			
You have a hospital appointment	✓			
You have been summoned to attend court for jury duty	✓			
You are a reservist	✓			
You are a trade union official and have to attend a training day	✓			
You are at risk of redundancy and have an interview to attend at another organisation	✓			
You are having cosmetic surgery (including laser eye surgery) – not medically required			✓	

You have a dentist or GP appointment	Not recorded*
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Dentist and GP appointments should be made at the start or end of the day where possible. On occasion, employees should make arrangements with their manager to make this time up if a longer appointment is required.

The above is for guidance purposes only and the amount of special leave should be at your manager's discretion eg funeral attendance.

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