

## Summary of Leave Policies

### Annual Leave

This policy provides a full-time entitlement of 27 days (197.1 hours) annual leave, in addition to 8 public holidays and published university closed days, whilst part-time staff entitlements are pro-rata.

<https://www.aber.ac.uk/en/hr/policy-and-procedure/annualleave/>

### Buying Additional Annual Leave

<https://www.aber.ac.uk/en/hr/policy-and-procedure/buyingannualleave/>

This policy enables Aberystwyth University staff members to purchase additional annual leave.

### Special Leave

<https://www.aber.ac.uk/en/hr/policy-and-procedure/special-leave/>

This policy covers (i) compassionate leave in the event of a bereavement, (ii) emergency time off to care for dependants, and (iii) emergency time off to deal with sudden and/or unexpected circumstances.

### Time Off for Dependants

<https://www.aber.ac.uk/en/hr/policy-and-procedure/dependants/>

All employees have the right to take a 'reasonable' amount of unpaid leave to deal with unexpected or sudden emergencies involving care of a dependant.

### Maternity Leave

<https://www.aber.ac.uk/en/hr/policy-and-procedure/maternity/>

This policy enables the employee to commence maternity leave at any time from the 11<sup>th</sup> week before the expected week of childbirth up to the day of the birth.

### Paternity Leave

<https://www.aber.ac.uk/en/hr/policy-and-procedure/paternity/>

This policy enables employees to take paid leave to care for a child or support the mother or primary adopter, and may be taken after the birth of a baby or the adoption of a child under the age of 18.

### Parental Leave

<https://www.aber.ac.uk/en/hr/policy-and-procedure/parental/>

This policy enables employees to take unpaid leave to look after a child or make arrangements for a child's welfare, which may be used to spend more time with children and strike a better balance between work and family commitments.

### Shared Parental Leave

<https://www.aber.ac.uk/en/hr/policy-and-procedure/sharedparentalleave/>

This policy enables eligible parents to choose how to share the care of their child during the first year of birth or adoption.

### **Adoption Leave**

<https://www.aber.ac.uk/en/hr/policy-and-procedure/adoption/>

This policy allows a primary carer adopting a newly placed child an overall entitlement of 52 weeks' leave, with the other partner also able to qualify for up to 2 weeks' paid paternity leave at the time of placement, and subsequently, parental leave.

### **Unpaid Leave Policy**

<https://www.aber.ac.uk/en/hr/policy-and-procedure/unpaid/>

This policy applies to those who wish to apply for a period of unpaid leave of up to three months, and have completed probation and have obtained written permission in the case of externally funded posts.

### **Career Break Policy**

<https://www.aber.ac.uk/en/hr/policy-and-procedure/careerbreak/>

This policy enables eligible employees to request an unpaid career break of between 3 and 24 months, typically used to pursue personal interests, or to provide a period of care for a dependant.

### **Time off for Public Duties**

<https://www.aber.ac.uk/en/hr/policy-and-procedure/public-duties/>

This policy allows members of staff to take 'reasonable' unpaid leave for public duties, or an unspecified amount of unpaid leave in the case of Jury Service.

### **Flexi-Time Policy**

<https://www.aber.ac.uk/en/hr/policy-and-procedure/flexitime/>

This policy allows eligible employees to vary their start and finish times, as long as they fulfil their overall work commitment, are present during core hours each day, and record at least 30 minutes break if working in excess of 6 hours.

**check if this policy is removed** <https://www.aber.ac.uk/en/hr/policy-and-procedure/overseasleave/>

### **Time-Off for a Hospital Appointment**

<https://www.aber.ac.uk/en/hr/policy-and-procedure/hospital/>

Where it is impractical for staff to arrange visits to doctors, dentists, or opticians etc. outside of normal working hours, time off will not be unreasonably denied providing that the hours are made up over a period agreed with the line manager.