



Guidance Notes for Non-Standard Leave Requests

Please read these Guidance Notes before completing the Non-Standard Leave Request Form.

The Non-Standard Leave Request Form should be completed by the employee wishing to request a period of leave as far in advance as possible and should be discussed and approved by the line manager, head of department or authoriser.

This form should be completed to notify HR and the Payroll team of a period of leave which does not relate to annual or sabbatical leave. The form will be processed by HR and will then be passed to the Payroll team for processing any pay elements due.

Please note all leave requests need to be received by the [HR deadline](#) and failure to do so may result in overpayments. Where applicable, the School will attempt to recover overpayments of salary that are made as a result of not receiving this form at least one month before the start of leave.

This guide document covers the following steps:

- [Completing the Non-Standard Leave Request Form](#)
- [Notifying HR and Payroll of a period of non-standard leave](#)

1. COMPLETING THE NON-STANDARD LEAVE REQUEST FORM

1.1 Employee Details

Please enter your current details. Ensure that you use the name as it appears on your passport not your 'known as' name. Please also enter your employee number (which can be found on your [MyView account](#)), post ID and job title. If unsure of your post ID, please speak to your line manager who will be able to provide this information to you as this will be included on the department's quarterly hierarchy report.

Please choose a job family from the four options available (Academic, Research bands 6+, LSE Fellow and Tutorial, Professional Services and Research Band 5).

Please then enter your Department, Division, Centre or Institute (DDCI).

Please indicate whether you are a Visa holder and which type of Visa you hold.

2. Detail on Non-Standard Leave Request

Please select the reason for the non-standard leave request from the options provided in the drop down box, providing additional detail in the box below if selecting 'Other'. The options available are:

- Compassionate leave
- Emergency leave (caring responsibilities)
- Jury service and court appearances

- Leave for service in the volunteer reserve forces
- Other public service duties
- Unpaid leave (parental)
- Other reason for leave

Please provide some background details on the nature of the request. Enter the start and end dates of the leave. Please enter the total number of days being requested only if the employee does not work a normal 35 hour Monday to Friday week.

3. Signatures

Please ensure the form is signed by you and your line manager or agreed authoriser. Your line manager can type their name or initials into the signature box to indicate that the details on the form have been authorised.

4. Submitting the Request

Completed forms should be sent electronically by the employee copying in their line manager or agreed authoriser to HR.Admin@lse.ac.uk. Please do not return paper copies.

Your designated HR Administrator will process the form and send it to Payroll for any pay elements due.

5. Issues with Completing the Form

If you have any issues with completing this form then please contact your designated [HR Administrator](#).

Non-Standard Leave Request Entitlements:

Compassionate Leave

Members of staff are allowed paid leave for two days for the death and attendance at the funeral of immediate family members, other close relatives or other people with whom they had a close continuing relationship. If members of staff are responsible for making funeral arrangements, up to a total of five working days paid leave for planning and attendance may be given.

Paid leave may also be given when a close relative is terminally ill or when, in the absence of other nursing arrangements, members of staff are responsible for care. The total amount of leave should normally be not more than 15 working days.

Emergency Leave (Caring Responsibilities)

The main carer for the dependant (defined as the individual's parent, partner, child or someone who lives as a family member) can apply for time off to deal with an emergency involving a dependent for the following reasons:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for an ill or injured dependant
- because of the unexpected disruption or termination of arrangements for the care of a dependant
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment

Also, time off can be agreed for care of a person who is not a dependant but relies on the employee if suddenly ill or injured.

Information on the statutory right to take a reasonable amount of unpaid time off to deal with certain unexpected or sudden emergencies and to make any longer term arrangements is available [here](#).

Jury Service and Court Appearances

The School recognises the contribution made by staff to public duties in the community. The School will therefore pay full salaries as usual whilst staff are on jury service for up to two weeks. Staff do not therefore have to claim for loss of earnings but you should complete this form to notify the Human Resources Division of the days that you were unable to attend for work, at the end of your period of jury service.

If you are allocated to a case which is expected to last more than two weeks, the School will ask staff to claim for loss of earnings up to the permitted maximum.

Leave for service in the Volunteer Reserve Forces

Employees in the Army Reserves or other reserve forces have certain protections under employment law if they are called up for service. Employers of reservists also have particular rights and obligations in this situation - for example they may be able to claim financial assistance or apply for an exemption.

Contact the [Advisory, Conciliation and Arbitration Service \(Acas\)](#) if you have any questions about time off work for this type of duty.

Other Public Service Duties

Employees can get time off work for certain public duties as well as their normal holiday entitlement. Please contact the [Advisory, Conciliation and Arbitration Service \(Acas\)](#) if you have any questions about time off work for public duties.

Unpaid Leave

Support Staff may apply for unpaid leave in certain circumstances, for example unpaid leave can be requested for periods of exam revision or personal issues. This leave must have the full support of your line manager, head of department or authoriser.

Unpaid Leave (Parental leave)

The Parental Leave Policy and Procedure can be found [here](#). If you require any further information or advice, please contact your [HR Adviser](#).

Further Information

For further information regarding the different types of leave please contact your [HR Adviser](#).