

| Special Leave Summary Table | | | | |
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| Type of Leave | Qualifying Conditions | At Discretion of Business Unit Managers | Maximum Period of Paid Leave | Maximum Period of Unpaid Leave |
| Special Leave for Breakdown in normal care arrangements | | | | |
| When normal care arrangements breakdown and where the dependant is being cared for by employee. | Leave granted to deal with emergencies where normal care arrangements breakdown and alternative arrangements have to be made for the dependant to be cared for. The leave is not for the ongoing care of the dependant. | Yes | N/A | Reasonable unpaid time off to deal with the emergency and make alternative arrangements. |
| Special Leave for Illness/Planned Health Care of a Dependant | | | | |
| Leave to attend preventative/health appointments with a dependant or leave to care for a dependant who is ill or injured | Employee must notify their Business Unit manager on the first and second days of absence to agree the level of contact to be maintained throughout the absence | Yes | Up to 5 working days paid leave in any 12 month period | After 5 days paid leave, up to 10 days unpaid leave can be granted in any 12 month period |
| Special Leave to care for Dependant who is Terminally Ill | | | | |
| Special Leave to care for a dependant who is terminally ill | A Dependant who is terminally ill | Yes | N/A | Maximum of 6 months |
| Special Leave for Compassionate Purposes | | | | |
| Special Leave to be with a close friend or relative who is terminally ill or who has a life threatening condition | A dependant who is in the latter stages of a terminal illness or life threatening condition | Yes | Maximum of 5 days paid leave | N/A |
| Special Leave for Bereavement | | | | |
| Special Leave to make funeral arrangements and/or attend a funeral | Responsible for the organisation of a funeral or to attend a funeral | Yes | Maximum of 3 days when responsible for arranging a funeral | N/A |
| Special Leave for Health Related Appointment | | | | |
| Special Leave to attend routine optical, physiotherapy, dental, medical or GP appointments | If it has not been possible to arrange the appointment outwith working hours | Yes | N/A | Reasonable unpaid leave to be granted where necessary |
| Special Leave for Hospital/Non-Routine Health related Appointment | | | | |
| Special leave to attend hospital referral appointment for examinations, consultation or treatment | If it has not been possible to arrange the appointment outwith working hours | Yes | Reasonable amount of paid leave will be granted, pertinent to the individual employees circumstances | When a reasonable amount of paid leave has been exhausted, unpaid leave may be granted |
| Elective Surgery | | | | |
| Special Leave to attend appts. | Having surgery | Yes | N/A | Reasonable unpaid leave to be granted |
| Fertility Treatment | To be undergoing treatment for fertility issues | Yes | Reasonable paid time off for first course of treatment. | Reasonable unpaid time off for subsequent courses. |