



Special Leave Policy

1.0 Introduction

- 1.1 The students' union offers employees a range of special and other additional leave to help them to meet their wider needs and social obligations in a range of situations.
- 1.2. The policy details the criteria for taking the particular types of leave and explains how requests for additional leave should be made.
- 1.3 Leave may be paid or unpaid, depending on its nature.
- 1.4. Managers and employees are expected to discuss and agree the appropriate type of leave to be taken given the individual circumstances, and to provide the necessary guidance and flexibility to support the employee given both the needs of the employee and the business.
- 1.5. Other types of leave including holidays, sickness absence, flexible working and policies such as maternity, paternity and parental leave are out of scope of this policy and are covered separately.
- 1.6 The Union operates a Time Of In Lieu (TOIL) system and a flexi-time system for staff with contracted hours, where any additional ad hoc hours employees may be required work to fulfil the requirements of their role can be accrued and taken as time off at a later date. These are referred to in this policy and are designed to support staff to achieve a work-life balance.
- 1.7 The students' union will comply with any statutory requirements relating to particular types of leave.

2.0 Requesting and Taking Leave

2.1 Managers' responsibilities

- 2.1.1 Managers should ensure compliance with this policy, providing fairness and consistency when making decisions. They should carefully consider each request for leave on an individual basis.
- 2.1.2 Managers are also required to safeguard the smooth running of the department to and take this into account when considering applications for planned leave. If in doubt, managers should contact the Finance and Resources Manager to discuss individual cases.

2.2 Employees' responsibilities

- 2.2.1 Employees are asked to give their line manager as much notice as possible of any leave. However, we recognise that the nature of the leave covered means that this won't always be possible, e.g. in emergency situations. In these situations, employee are asked to contact their line manger as soon as possible.

- 2.2.2 Employees are required to give notice themselves or to speak to their line manager if they need to take leave. We recognise that this may not be possible in every situation and that someone else may need to do it on the employee's behalf in certain circumstances. The employee should speak to their line manager when they are in a position to do so.
- 2.2.3 If an employee is called away during the working day, they must advise their manager that they are leaving the premises or their place of work. The employee should contact their manager again if the absence is going to continue beyond the first day.
- 2.2.4 Employees are required to keep in contact with their line manager as required and particularly during longer periods of leave.
- 2.2.5 Employees may be required to provide documentary evidence of any planned leave requested, e.g. jury service.
- 2.2.6 Employees are required to make requests with honesty and integrity and respect the purpose of the policy. Making false requests, failing to comply with the notifications we require or taking planned leave which isn't authorised may result in disciplinary action.

3.0 Compassionate Leave

- 3.1 The Union recognises that there may be times when employees suffer bereavement and need to take time away from work. We also recognise that there may be a range of personal circumstances amongst our employees, including different relationships, religious or cultural observations around bereavement or the need to travel for the funeral. Because of this, this policy may not cover every set of circumstances that could arise. However, our intention is to provide a consistent level of support and help to employees during these difficult times.
- 3.2 The line manager will authorise any compassionate leave, whether paid or unpaid. Line managers will talk to you to understand the situation and seek guidance from the Finance and Resources Manager as necessary.
- 3.3 Following the death of a relative or friend, employees will be granted 1 day to attend the funeral, plus consideration of any significant travel involved.
- 3.4 Following the death or due to the serious illness or injury of a close relative (e.g. parent, grandparent, spouse, partner, civil partner, child, grandchild or sibling) an employee will be granted up to five days' paid compassionate leave (pro rata for part-time employees) at the line manager's discretion. Up to a further five days' paid compassionate leave (pro rata for part-time employees) may be granted at the discretion of the Chief Executive. The leave does not all have to be taken at the same time.
- 3.5 If the employee is fit to return to work after the leave allowed above, but would like further time off, they should talk to their line manager about the option of taking annual leave, accrued TOIL or a period of unpaid leave.
- 3.6 If the employee feels unfit to return to work to carry out the full range of their duties following compassionate leave, they should talk to their line manager about the possibility of Flexible Working or a temporary adjustment in hours and/or duties. If this is not suitable or isn't successful after trying, it may be appropriate to take sick leave. This will require a doctor's Fit Note for the period of absence.

3.7 The union encourages employees to talk to their line manager so that we can offer support after the period of compassionate leave and take care of their welfare on your return to work. We will aim to apply the policy consistently, but may be able to offer a range of possible options. Line managers who need support in this should talk to the Finance and Resources Manager for guidance.

4.0 Time Off for Dependants

4.1. The Union recognises that emergency time off to help and care for a dependant can be important when, for example, dealing with incidents associated with physical or mental illness, disruption of care arrangements or an incident at school. Under the Employment Rights Act 1996, all employees, regardless of their length of service, have the right to take a 'reasonable' amount of unpaid time off work without notice to deal with particular unexpected emergencies affecting their dependants.

4.2. A dependant is defined as the employee's spouse, partner, child, parent, or someone living in the employee's household as a member of their family, such as a grandparent who lives with the family. It also includes someone who reasonably relies on the employee for assistance as their primary carer or is the only person who can help in an emergency (for instance, a relative or elderly neighbour who the employee looks after outside work). It does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, e.g. a live-in nanny.

4.3 Employees are entitled to time off to deal with the following situations:

- Where a dependant falls ill, is injured or assaulted or gives birth.
- Because of the unexpected disruption or termination of arrangements for the care of a dependant.
- To deal with an incident which involves a child of the employee and which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for them.
- The consequences of the death of a dependant, for example to deal with funeral arrangements or attend a funeral.
- Time is needed to make longer-term care arrangements for such a dependant.

4.4. An employee is allowed 'reasonable' time off. What is defined as reasonable will depend very much on the circumstances of the emergency. The right to time off is only for dealing with an immediate crisis and one or two days may be sufficient. If the employee needs more time off, then this should be dealt with via other leave. The employee should discuss the options available with their manager – this may include a mixture of accrued TOIL, annual leave, flexible working or ordinary parental leave depending on the circumstances.

4.5 The right is intended to cover genuine emergencies where the employee will be allowed time off to deal with unexpected or sudden events involving a dependent. No limit on the number of times an employee can be absent from work under this right has been set. For the time off to be justifiable, however, the employee's presence must be crucial in resolving or assisting with the problem.

4.6 If employees know in advance that they are going to need time off, they should ask for other leave in the usual way. This may involve taking holidays or some other form of

leave (including Ordinary Parental Leave and other provisions in this Special Leave policy).

- 4.7 Given the nature of the leave, the employee does not need to give notice to their manager in writing. They must however, inform their manager, as soon as practicable, of the reason for their absence, and how long they expect to be away from work. If an employee is called away during the working day, they must advise their manager that they are leaving their place of work. Arrangements must be made to ensure that the employee, or someone else, advises their manager as early as possible on the first day of absence. The employee should update their manager on a regular basis.
- 4.8 Line managers should ascertain the reasons for the employee needing to take leave, and how long the employee needs to deal with the issue, in order to establish what category of leave the employee is requesting and to avoid any uncertainty for both parties going forward.
- 4.9 Managers should always give consideration to providing as much flexibility as is reasonable where individuals are dealing with particularly difficult or extended domestic circumstances. Guidance should be sought from the Finance and Resources Manager where necessary.

5.0 Time Off for Domestic Emergencies

- 5.1 This type of leave is designed to support employees where the emergencies are unrelated to children or dependants.
- 5.2 If an unexpected domestic emergency arises which requires absence from work at the time they occur, the union will allow employees a reasonable amount of time off to deal with it. Examples of issues include dealing with a burglary, a house flood, a road accident or other similar accident involving the employee, breakdown or theft of the employee's car etc. This list is not exhaustive.
- 5.3 The amount of time given will depend on the circumstances of the particular emergency. However, employees should try to make their arrangements as quickly as possible and time off for emergencies will normally, therefore, be for very short periods.
- 5.4 Staff with contracted hours will be expected to use any time accrued through TOIL or flexitime systems to cover the time required to deal with the emergency.
- 5.5 Employees should contact their manager to inform them of the need to take emergency leave as soon as is reasonably practicable. If an employee is called away during the working day, they must advise their manager that they are leaving their place of work. Managers should consider any reasonable approach that enables the employee to deal with the situation without damaging the needs of the department. Line managers needing guidance on what is reasonable in the circumstances are asked to discuss it with the Finance and Resources Manager.
- 5.6 The leave is intended to cover genuine emergencies. If an employee knows in advance that they are going to need time off for a domestic issue, they should ask for holiday in the normal way.
- 5.7 In rare cases where an emergency requires the employee to be absent for more than one day, they must update their manager on a regular basis and at least at the start of each day, ideally within 30 minutes of their usual start time.

6.0 Religious, Cultural or Belief-Related Obligations

- 6.1 Bath Spa students' union promotes an inclusive culture and values diversity. We aim to promote awareness and understanding of different cultural and religious/non-religious backgrounds. We recognise that employees may wish to have flexibility or take time off during holy days and festivals for a number of reasons such as attendance at their place of worship, requests for private prayer, to take additional rest and so on.
- 6.2 We aim to provide flexibility on request, wherever possible, to move the timing of scheduled breaks or temporarily alter an employee's working pattern so that breaks can be granted at times that coincide with the needs for religious observance. Flexibility will also be provided wherever possible to enable employees to take holidays, accrued TOIL or unpaid leave at a particular time so that they may celebrate and/or comply with their religious or belief-related obligations.
- 6.3 However, where an employee requests time off at a particularly busy time or at a time when the employee's absence would otherwise cause difficulties for the department, or where the amount of time off requested is unreasonable (taking into account the needs of the department), the union reserves the right to refuse to grant some or all of any of the time off requested. Employees should discuss and plan requests in good time with their managers in order to minimise the impact (if any) of such requests.
- 6.4 All employees, whatever their religion or belief, will be treated equally in respect of requests for time off for religious observance or requests for alterations to their working patterns for religious reasons.

7.0 Time off due to Adverse Weather and Travel Disruption

- 7.1. There is no legislation governing the specific issue of time off work during adverse weather conditions or transport disruptions. However, the union recognises that there are occasions when severe or adverse weather or travel disruption (including public transport cancellations) creates difficulties for employees to attend the workplace either on time or at all. It may also be occasionally necessary for employees to leave work early due to adverse weather conditions/travel disruption.
- 7.2 We aim to adopt a fair and consistent approach for employees in these situations. However we recognise that each set of circumstances will be different and a flexible approach is required. Considerations can include the distance the employee needs to travel, the time of day, their level of mobility and any dependents.
- 7.3 If it is necessary to close the University because of severe weather, an all staff email will be sent out. An announcement will also be put on the front page of the main University website; and a recorded message will be made available on the University central telephone number 01225 875875 by 7 am.
- 7.4 In these circumstances, if you are concerned that the University may be closed, you are advised to wait at home until this message has been posted. Staff are expected to ensure they keep updated throughout any period of closure due to adverse weather. If the University is closed, under normal circumstances staff will be paid.
- 7.5 Senior managers will take note of the weather conditions, and news updates on weather forecasts and travel disruption, and advise line managers and employees accordingly.
- 7.6 Employees are expected to make reasonable efforts to get into work in times of bad weather/travel disruption, e.g. by using alternative methods of transport, routes or

timetables and allowing additional commuter time wherever possible, or arriving into work later. However, we do not expect employees to risk their safety to travel into work.

- 7.7 If employees are unable to travel to their normal place of work or are likely to be significantly delayed because of bad weather and travel disruption (e.g. snow, high winds, flooding), they should inform their manager or another manager as soon as possible, ideally within 30 minutes of their usual starting time. The employee should also update their manager on any issues relevant to that day's work.
- 7.8 In the event that an employee is unable to attend work they are encouraged to work from home if possible or an alternative location, subject to agreement with their manager. Employees who are able to set up alternative working arrangements to ensure that a high proportion of their normal workload can be delivered, will be paid as normal.
- 7.9 If employees are unable to attend work, work from home or get into an alternative location, other flexible options such as TOIL etc. should be considered, taking into account operational requirements and individual circumstances. These should be applied consistently.
- 7.10 Managers should ensure they have up to date contact details for all employees to keep in touch in bad weather.
- 7.11 If an employee has not made a reasonable effort to get into work, or work at home/from another location, and taken a day off unnecessarily, then this could result in disciplinary action in line with the disciplinary policy. Also, if an employee fails to attend work, or is significantly late, due to adverse weather, without any notification, we reserves the right to treat the absence in the same way as any other unauthorised absence, which could result in disciplinary action.

8.0 Time off for Public Duties

- 8.1 Employees have right to take reasonable time off work to carry out certain public duties. The union will support staff who contribute to wider society in this way and aims to facilitate employees in doing so.
- 8.2 The right to take reasonable time off work for public duties covers the following roles:
- Justice of the Peace (also known as JP or magistrate)
 - Members of the following bodies:
 - A local authority (e.g. local councillor)
 - A statutory tribunal (e.g. employment tribunal)
 - A police authority
 - An independent monitoring board for a prison
 - A relevant health body
 - A relevant education body (e.g. governing or management body, a school governor)
 - The Environment Agency
- 8.3 The amount of time off that is considered reasonable will take into account the following points:
- The actual activities being carried out. JPs are entitled to time off to perform any of their public duties. However, for members of the bodies listed above, time off

is not unlimited, but would typically include attending meetings or carrying out any functions approved by the authority such as site visits or surgeries.

- The amount of time they are expected to take up.
- Any other public duties the employee already does.
- Operational considerations including how the employee's duties may be delegated to other staff and the degree of flexibility available to the employee's work tasks.

8.4 If an employee wishes to take time off for public duties, they should let their manager know, in writing, the date and the amount of time the activities will take. Time off may be declined where a request is felt to be unreasonable. Line managers can discuss requests and seek advice from the Finance and Resources Manager.

8.5 Time off for public duties is normally unpaid and the expectation is that employees will work flexibly to accommodate them. However, an employee may continue to be paid at his/her normal rate of pay during periods of time off for public duties at our discretion. However, if you receive any payment connected with these duties, such a 'loss of earnings', you must declare this to us and the amount will be deducted from your salary. Any questions from employees or line managers in this respect should be discussed in advance with the Finance and Resources Manager.

9.0 Jury Service and Attendance in Court as a Witness

9.1 The Union must provide employees with the required time off if they are called up to serve on a jury, as required by law. However, managers can ask the employee to delay their jury service if their absence will have a serious effect on the business. Line managers should speak to the Finance and Resources manager for advice if they feel this could apply. Note that jury service can only be delayed once in a 12 month period.

9.2 Employees should tell their line managers as soon as possible that they have been summoned, when they will need time off and where possible how much. They should also give a copy of the letter confirming their jury service to their manager. This will be retained by the Finance and Resources Manager. If there are times when they are not needed at court, the employee should return to work where practicable, unless something different has been agreed between the manager and employee beforehand.

9.3. Employees are entitled to claim loss of earnings, travel costs and a subsistence rate from the court during jury service up to a maximum daily amount. The union will top up the employee's allowance so that they do not lose out on pay, i.e. by subtracting the court allowance from the employee's usual take-home pay (this will be pro-rata for part time employees). Employees will receive their normal pay during attendance at court and any loss of earnings compensation paid by the court will be deducted on the employee's return to work. Pension contributions will not be affected.

9.4 The courts provide employees with a form for their employer to complete in relation to loss of earnings. The employee must send this form to the Finance and Resources Manager for completion, and the employee then passes the completed form to the court. Once the jury service is completed, the court will provide the employee with a statement of monies paid to them in relation to loss of earnings, which again, must be sent to the Finance and Resources Manager.

- 9.5 If the employee fails to claim for loss of earnings through the Court, we reserve the right to deduct from salary any monies paid at the standard rate for loss of earnings.
- 9.6. Managers should respect the employee's need for confidentiality regarding their jury service.
- 9.7 If an employee is required to attend court as a witness, they should give their manager as much notice as possible of the date of the trial and provide a copy of the letter from the Public Prosecution Service (PPS) or defence solicitor as proof that they are required to attend court.
- 9.8 As with jury service, the union will top the employee's allowance (for loss of earnings, travel costs and subsistence) so that they do not lose out on pay. Again, managers and employees must ensure that relevant claim forms are forwarded to the Finance and Resources Manager.

10.0 Leave for Members of the Reserve Forces

- 10.1 The Union recognises that employees may be required to attend training exercises as part of their commitment to the Volunteer Reserve Forces. Where an employee is unable to arrange training on days they would not normally be working, they will be provided with reasonable time off. Managers may ask the employee to take unused holidays, accrued TOIL or make some time up to cover all or part of the requested period of time off.
- 10.2 The employee must request time off in writing from their manager, including details of the training and the dates of the period involved.
- 10.3 The union recognises that reservists will be paid for their time to fulfil these duties. We will support employees in these activities and 'top up' any payment made to the equivalent of the employee's usual pay (where this is higher).
- 10.4 Under the Reserve Forces Act 1996, those employees who are called-up, or recalled, into full-time service in the forces are provided with safeguards to their employment status. Bath Spa students' union recognises the additional obligations placed on Reserve Force members and will treat such cases accordingly.

11.0 Time off for medical or dental appointments

- 11.1 The Union encourages all staff to take a proactive approach to maintaining good health.
- 11.2 Employees are expected to arrange for routine medical or dental checks, tests or treatments in their own time and with minimal disruption to their work. Appointments which would cause any disruption to the employee's usual working pattern must be agreed in advance with the employee's Line Manager.
- 11.3 However where an employee is referred for treatment or a consultation, the Union recognises this may need to occur in work time and employees are not expected to take unpaid leave.
- 11.4 Any time needed for recuperation after a procedure should be taken as sickness absence and reported accordingly.

12.0 Study leave

12.1 The Union's is committed to supporting the professional development of its employees. Further details of the Union's support can be found in the Union's Training Policy.

12.2 Study leave in connection with agreed training in relation to employment

The Union will allow time off work to prepare for examinations, assignments etc. resulting from agreed training courses. This must be agreed after consultation with the employee's line manager and would be for a maximum of three days per annum.

12.3 Study leave for personal and professional development outside of employment

12.3 Where an employee wishes to undertake further training or education which could support their continued professional development but is not identified as being of direct relevance to their role, an employee could apply for up to three days study leave per annum where they can demonstrate that there may be wider benefits for the Union.

13.0 Unpaid leave

13.1 Staff may request unpaid leave for periods of up to three months for personal reasons or to pursue development opportunities. This is intended to support periods of leave which aren't covered elsewhere in this policy or in the parenting set of policies.

13.2 Leave periods over three months should be managed under the Career Break section of this policy.

13.3 If you wish to take a period of unpaid leave, you should discuss the matter informally with your line manager in the first instance. You should then make a formal request for unpaid leave in writing specifying the duration and purpose of the requested leave. You are asked to provide as much notice as possible when doing this so that cover for your work can be arranged where necessary.

13.4 In deciding whether to approve or reject a request for leave, the manager will consider the purpose of the request and the likely operational implications of the absence. The manager will also consider whether other types of leave available may be more appropriate in the circumstances. Managers should talk to the Finance & Resources Manager to discuss the request and any contractual implications.

13.5 The decision to approve or decline the period of leave will be communicated to you as soon as reasonably practicable. Where your application is approved, your line manager will confirm in writing the start and end dates of the leave and all contractual implications.

13.6 The following conditions would apply to any unpaid leave approved:

- During unpaid leave the employee will not receive salary, allowances, or any other payments which form part of their terms of employment.
- All periods of unpaid leave within this policy will count as continuity of employment.
- During a period of unpaid leave an employee will continue to accrue contractual holidays.
- An employee must notify us if they undertake paid work for another organisation during a period of unpaid leave in order to avoid any conflicts of interest.
- During unpaid leave no pension contributions will be made. However, on an employee's return from leave, they can choose to pay back employee contributions for the period of

leave so that this period counts as pensionable service. If the employee chooses to pay the employee contributions, we will pay the employer contributions.

- Employees who take unpaid leave will be entitled to return to the same position under the same terms and conditions, except in the situation that their role is made redundant whilst they are on leave. If their role is made redundant, the employee will be fully consulted and offered suitable alternative work if it is available. The new role they are offered must be both suitable and appropriate for them to do in the circumstances and the capacity and place in which they are employed. The terms and conditions of employment must be no less favourable than those of their previous job.

14.0 Career breaks

14.1 There is no legislation that deals specifically with career breaks and employers are not obliged to offer them. However, we are keen to support the wellbeing and personal aspirations of staff, and it may be that a career break can facilitate staff having the opportunity to focus on other priorities for a time, without having to leave their employment with the organisation.

14.2 The organisation may, at its discretion and subject to certain conditions being satisfied, allow employees to take a career break and return to work afterwards. The conditions are as follows:

- A career break may be any period of time between three months and one year.
- Career breaks will be available to employees with a minimum of two year's continuous service with the organisation.
- The career break scheme will be open to all employees with the requisite service, including part-time employees.
- During the period of any career break, the employee will be required to keep in touch with the organisation at regular intervals.
- Career breaks will be unpaid.
- The granting of a career break and the length of the break will be entirely at the organisation's discretion and will depend on the needs of the business at the time in question.

14.3 A career break can be used for a variety of purposes, for example:

- time off in order for the employee to undergo a university or college course;
- time off on account of childcare or other family responsibilities;
- time off to allow an employee to pursue a personal interest or undertake a personal project;
- overseas travel, for example for the purpose of visiting family; or
- any other purpose agreed with the organisation.

14.4 Employees who are granted an unpaid career break should be aware that their continuity of employment will be broken by the career break and that (after they return to work) this will have an effect on any statutory rights and contractual benefits that are linked to length of service.

- 14.5 Employees considering a career break should discuss the matter informally with their line manager in the first instance. The employee should then make a formal request for unpaid leave in writing specifying the duration and purpose of the requested leave. Employees are asked to provide as much notice as possible when doing this so that cover for their work can be arranged where necessary.
- 14.6 In deciding whether to approve or reject a request for leave, the manager will consider the purpose of the request and the likely operational implications of the absence. Managers should talk to the Finance & Resources Manager to discuss the request and any contractual implications.
- 14.7 During discussions with the employee, the organisation will explain the implications of taking a break in terms of loss of continuity of service. In the event of loss of continuity of service, there will be an impact on the employee's occupational pension scheme benefits and any other statutory or contractual rights that are dependent on length of service. The employee's period of continuous service will begin again once they are re-employed at the end of the career break.
- 14.8 An employee requesting a career break must be prepared to commit to an agreement to return to work on a specified date at the end of the career break. Providing that this, and the other conditions for career breaks are met, the organisation will guarantee the employee the opportunity to return to work at the end of the career break. This will be either a return to the same job as the employee occupied before their career break, or if that job is no longer available or it is not reasonably practicable from the organisation's perspective to offer the same job, a return to another job on terms and conditions not less favourable.

15 Employee Volunteering

- 15.1 Bath Spa Students' Union recognises the importance of being a socially responsible organisation and in particular recognises the role its employees can play in encouraging students and the wider community to become actively engaged in the local community.
- 15.2 The Union wishes to actively promote, encourage and enable its employees to participate in volunteering activities which:
- reinforce Bath Spa University Students' Union's commitment to being socially responsible organisation
 - support an employee's personal and professional development
 - deliver tangible benefits in the local community
- 15.3 Under the scheme, employees can:
- receive up to 2 days (15 hours) additional leave per year in which to volunteer (pro rata for part-time employees)
 - the time can be taken as a block or spread across the year, as long as it is approved in advance by the line manager and does not interfere with work commitments
 - choose the organisation or cause to which they contribute their time

15.4 Eligibility

- 2.1 All employees of the Students' Union are entitled to take part in the programme, on completion of their probation period.

15.5 Procedure

- 15.5.1 The employee is made aware of the scheme during the induction period.
- 15.5.2 An employee is responsible for sourcing their own volunteering opportunity. The time given and the choice of organisation will be agreed with the line manager, with any potential conflict of interest being discussed.
- 15.5.3 The Union will not support an employee to volunteer for any organisation which may be deemed to bring the union in to disrepute or where they may be an actual or perceived conflict of interest.
- 15.5.4 The employee volunteer must adhere to the recipient's organisation's volunteering policies and procedures.
- 15.5.5 To apply for the additional leave, the employee must put their request in writing to their line manager. Their application must clearly show how this will meet the criteria outlined in paragraph 1.2 and the dates and times they wish to take the additional leave.
- 15.5.6 The line manager will discuss the request with the Chief Executive and any organisational implications. A record of the application and whether this was approved will be placed upon the employee's HR file.
- 15.5.7 Where a request is approved in principle, the employee will be asked to provide confirmation of their appointment as a volunteer prior to volunteering leave commencing.

15.6 General principles

- Any employee receiving support from the Union to undertake volunteering activity agrees to share their experience and commitment to volunteering within the Students' Union and to talking positively about it when possible, to raise the profile of volunteering.
- 15.7 Bath Spa Students' Union insurance does not cover employee volunteering. Any group or organisation an employee volunteers with will need to have public liability insurance.
- 15.8 Use of Bath Spa University Students' Union resources must be agreed with the line manager in advance. The Union will not be responsible for out of pocket expenses, training, special equipment and other costs in relation to any volunteering undertaken by the employee.
- 15.9 Any employees taking part in this scheme will co-operate with any monitoring and evaluation undertaken by the Union.
- 15.10 Employees should note they are an ambassador for the Union whilst undertaking any volunteering activity supported by the Union. As such, any unsatisfactory conduct or misconduct whilst an employee is volunteering will be subject to the Union's disciplinary and grievance policy and procedures.