



SCCA Leave Guidance

There are a number of leave policies in place at the University, some of which are detailed below, but please see: <https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/leave/> for full details.

Additionally the University has arrangements for employees wishing to take time off to carry out Public Duties, Jury Service and for Volunteer Reservists.

All types of time off outlined above may be requested via [Employee Self Service](#) which includes a workflow to managers for approval.

Annual Leave

The University provides enhanced annual leave entitlement to all employees. This includes 31 days annual leave (of which three are typically fixed between Christmas and New Year) plus nine public holidays. Part-time employees receive a pro-rata entitlement often expressed in hours.

<https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/leave/annualleave/>

Emergency Time Off To Care For Dependants:

Colleagues may require time off during working hours to deal with an immediate issue or emergency involving a dependant. As such, the University provides paid 'emergency time off' leave beyond the statutory provision and staff will be granted 'reasonable' time off work to deal with such matters. The right to time off to care for dependants applies to all staff, regardless of their length of service.

<https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/leave/emergencytimeoff/>

Ordinary Parental Leave:

Ordinary parental leave can be used by parents to take unpaid time off work to look after a child or to make arrangements for a child's welfare.

<https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/leave/parental/>

Carer Support

The University acknowledges that beyond the workplace, employees may have to manage demands relating to the care of dependants. This may be on an emergency or on an ongoing basis. The University recognises the challenges that this can place upon employees and is committed to supporting employees to meet their caring responsibilities.

<https://www.gla.ac.uk/myglasgow/humanresources/all/health/carersupport/>

- Internal UoG for carers:

<https://www.gla.ac.uk/myglasgow/humanresources/all/health/carersupport/internalsupportforcareers/>

- External support for carers:

<https://www.gla.ac.uk/myglasgow/humanresources/all/health/carersupport/externalsupportforcareers/>