

Guidance for Employees: Appropriate Leave Types in Different Scenarios

Time Off Scenarios	Leave Type						
	<u>Urgent Domestic Distress</u>	<u>Parental Leave</u>	<u>Annual Leave</u>	Authorised Unpaid Leave	<u>Bereavement Leave</u>	<u>Compassionate Leave</u>	<u>Misc. Leave (e.g. Jury Duty)</u>
Your child's school or nursery is closed because of the weather	X		X	X			
Your child is unwell and unable to attend school/ nursery/childminder	X		X	X			
One of your pipes has burst and there is a flood in your home	X		X	X			
You are moving home			X				
Your child develops an illness overnight which requires hospital admission	X		X	X			
There is a burglary at your home and the Police have been called	X		X	X			
You would like to attend the funeral of an acquaintance			X	X			
You will be attending the funeral of a relative					X		
Your dependant has fallen seriously ill			X	X		X	
You have been summoned to attend court for jury duty							X
You are having cosmetic surgery, which is not medically required			X	X			
You wish to spend more time with your child in their early years		X					