

# Special Leave

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**Applicable to employees of the Central Academic Bodies and central activities of the University of London (the "central University").**

## 1.1

Managers should give sympathetic consideration to all reasonable requests from employees to carry over leave from one holiday year to the next or to take unpaid leave to visit close relatives in their countries of origin or close relatives who have emigrated to other countries or otherwise live overseas, or those nursing or otherwise providing care for a close relative or similar dependant. Subject to working needs, permission shall not be unreasonably withheld.

## 1.2

Similarly, managers must give reasonable consideration to any request for special or extended leave resulting from the employee's cultural or religious needs or obligations. Any such leave not drawn from the employee's existing paid annual entitlement would normally be available only on an unpaid basis.