

# Other Leave Guidance

## **G1. Time off for public duties**

Time off for public duties will be available in line with the Employment Rights Act 1996. The amount of time off will depend on the nature of the duties. Time off may be paid or unpaid which is also dependent on the MP's business needs as to the time off requested.

## **G2. Jury Service**

If a staff member is required to undertake jury service staff members will continue to be paid their normal salary, irrelevant of the length of time the hearing may be for. You must provide suitable documentation to your MP and IPSA.

## **G3. Unpaid Leave**

A staff member may wish to take some time out of their role to advance their career development, care for a relative or other professional and personal reasons. If this is the case the staff member may want to use unpaid leave. This is left at the discretion of the MP.

Unpaid leave should be of a short duration and agreed in writing with the MP to confirm the terms and conditions.

The MP should contact Members HR for advice before agreeing to this in writing. Members HR can be contacted on 0207 219 2080 or at [membershr@parliament.uk](mailto:membershr@parliament.uk)

## **G4. Reservist Duties**

If a staff member undertakes training as a reservist during work time, their employer MP may decide whether to allow them paid or unpaid leave to do this. If they take paid leave, their salary will continue to come out of the MPs' normal staffing budget during this time. Cover for the staff member may be arranged, but this cost will also need to be paid from the normal staffing budget.

If the staff member takes unpaid leave for reservist training, the MP must inform IPSA so that their pay can be adjusted appropriately. They should do this using an Unpaid Leave Form which can be found on the website.

If the reservist is mobilised, they will be paid through funds administered by the Ministry of Defence.

## **G5. Party Political Activities**

If any staff members take time off for any party political activities, such as campaigning at local or general elections, IPSA must be informed, as this period will be unpaid.

The staff member may take annual leave or use up any accrued time off in lieu to undertake these activities.

During any period of unpaid leave the contract of employment will remain for purposes of accruing continuous service with the MP.

#### **G6. Suspension On Pay**

Staff members will continue to accrue annual leave whilst on a period of suspension.

#### **G7. Continuous Service**

If staff members are on a period of leave for any of the above reasons, it will still be counted as continuous service.

#### **G8. Staff On Loan**

If an MP has any staff members who are on loan e.g. Welsh Assembly they should contact Members HR on 0207 219 2080.

**If there are any further questions not covered within this guidance, please contact Members HR on 0207 219 2080 or at [membershr@parliament.uk](mailto:membershr@parliament.uk)**