

Special Leave Guidance – Appendix B

Special Leave Recording Guide

Type of special leave		ESR Recording <i>Only where E-roster is not used</i>	E-roster
Compassionate Leave			
Bereavement Leave	Paid	Absence Type- Special Leave ESR Absence Type - Special Decreasing Bal Absence Reason - Bereavement Leave	Unavailability Reason Group – Other Leave Full Name - Bereavement Leave – Paid Short Name – C03
	Unpaid	Absence Type- Special Leave Absence Type- Unpaid Authorised Special Hrs Absence Reason - Bereavement	Unavailability Reason Group – Other Leave Full Name - Bereavement Leave – Unpaid Short Name – U01
Emergency Domestic Leave	Paid	Absence Type- Special Leave ESR Absence Type - Special Decreasing Bal Absence Reason - Emergency Leave/Time Off for Dependants	Unavailability Reason Group – Other Leave Full Name - Emergency/Domestic Leave - Paid Short Name – C05
	Unpaid	Absence Type- Special Leave ESR Absence Type - Unpaid Authorised Special Absence Reason - Emergency Leave/Time Off for Dependants	Unavailability Reason Group – Other Leave Full Name – Emergency Leave – Unpaid Short Name – U09

Carers Emergency Leave	Paid	Absence Type- Special Leave ESR Absence Type – Special Increasing Bal Absence Reason - Carers Leave	Unavailability Reason Group – Other Leave Full Name - Emergency/Carer's Leave - Paid Short Name – Carer's
	Unpaid	Absence Type- Special Leave ESR Absence Type – Unpaid Authorised Special HRS Absence Reason - Emergency Leave/Time Off for Dependants	Unavailability Reason Group – Other Leave Full Name – Unpaid Authorised Hors Short Name – Unpaid Hrs
Child Bereavement Leave	Paid	Absence Type- Special Leave ESR Absence Type - Special Increasing Bal Absence Reason - Bereavement Leave	Unavailability Reason Group – Other Leave Full Name - Bereavement Leave – Paid Short Name – C03
	Unpaid	Absence Type- Special Leave Absence Type- Unpaid Authorised Special Hrs Absence Reason - Bereavement	Unavailability Reason Group – Other Leave Full Name - Bereavement Leave – Unpaid Short Name – U01
Safe Leave	Paid	Absence Type- Special Leave ESR Absence Type - Special Increasing Bal Absence Reason -	Unavailability Reason Group – Other Leave Full Name – Emergency Leave - Paid Short Name – C05
	Unpaid	Absence Type- Special Leave ESR Absence Type – Unpaid Authorised Special HRS	Unavailability Reason Group – Other Leave Full Name – Unpaid Authorised Hors Short Name – Unpaid Hrs

		Absence Reason - Emergency Leave/Time Off for Dependants	
Civic and Public Duties			
Jury Service		Absence Type - Special Leave ESR Absence Type – Special Increasing Bal Absence Reason – Jury Service	Unavailability Reason Group – Other Leave Full Name – Jury Service - Paid Short Name – C07
	Paid	Absence Type - Special Leave ESR Absence Type - Special Increasing Bal Absence Reason – Court Appearance	Unavailability Reason Group – Other Leave Full Name – Court Appearance - Paid Short Name – C04
	Unpaid	Absence Type - Special Leave ESR Absence Type - Unpaid Authorised Special Absence Reason – Court Appearance	Unavailability Reason Group – Other Leave Full Name – Court Appearance – Unpaid Short Name –U03
Training with Reserve forces	Paid	Absence Type - Special Leave ESR Absence Type - Special Increasing Bal Absence Reason - Training with Reserve and Cadet Forces	Unavailability Reason Group – Other Leave Full Name – Training with Reserve and Cadet Forces – Paid Short Name – C12
	Unpaid	Absence Type - Special Leave ESR Absence Type - Unpaid Authorised Special Absence Reason – Training with Reserve and Cadet Forces	Unavailability Reason Group – Other Leave Full Name – Training with Reserve and Cadet Forces – Unpaid Short Name – U08