

Bangor University – Guidelines on Voluntary Public Service

- (i) Employees should obtain the agreement of Bangor University before undertaking voluntary public service. For such employees, Bangor University shall grant, subject to the exigencies of the service, special leave with pay not exceeding 18 days in any period of 12 months for the purpose of carrying out duties, such as:
 - (a) a Justice of the Peace,
 - (b) a member of a local authority,
 - (c) a member of any statutory tribunal, etc.
- (ii) Any special leave authorised for public duties may be taken in days or half-days, as required, with the prior agreement of the employee's Head of Department or his nominee for each absence from duty. Such agreement should not be unreasonably withheld.
- (iii) An employee who is appointed Chairman, or equivalent, of a public body and thereby attracts additional duties may be granted up to an additional 6 days paid leave for carrying out such additional duties, including any magisterial duties.
- (iv) Employees who are granted paid special leave in accordance with paragraph (i) to (iii) above should undertake to refund to Bangor University any fees for attendance allowances received other than fees or allowances paid specifically as travelling and subsistence expenses. If the attendance allowance is greater than a day's pay, then unpaid leave should be given. No travelling or subsistence shall be paid by Bangor University.