



Exceptional Leave Policy

Why and who

Sometimes, life can be difficult and we don't want you to feel more pressure when times are tough. You might have to deal with an exceptional circumstance, personal or domestic emergency, or lose a member of your family (biological or chosen) or friend. Channel 4 wants to support you and this policy explains how we can do that.

This policy applies to all Channel 4 employees, including those on permanent, fixed-term and apprenticeship contracts. It is not part of any employee's contract of employment and we may amend it at any time.



Exceptional Leave Policy

The important bits

What exceptional circumstances means

If you need time off because of an exceptional circumstance, like making funeral arrangements, last-minute caring responsibilities or civic duties, then take the time you need. Exceptional circumstances means different things to different people, and the frequently asked questions at the end of this policy give some examples.

The really important bits

Who qualifies?

There are no clauses and you don't have to have worked with us for a specified amount of time to qualify. We do have a guideline of 10 days paid leave, but managers can agree to you taking more leave (paid or unpaid) depending on the circumstances.

Exceptional time off must be recorded in 4People. The employee can do this after they have returned to work if necessary.

Support and related policies

If you want more information or have any questions about this policy and process, you can:

- speak to your manager
- contact the [People Partnering team](#) with specific or personal questions
- contact [People Enquiries](#)
- see if the [Carers Policy](#) can help

Frequently asked questions (FAQs)

What situations qualify for exceptional leave?

There are lots of different situations, and they vary depending on each person's needs. Generally they are things that happen suddenly or without warning, like a bereavement of a friend or family member, a crisis in the home or time needed for civic duties. Speak to your manager and they will help and support you.

Will exceptional leave be paid?

There is a guideline of 10 paid days per employee per year (April to March). But managers can agree to you taking more paid leave if they think it is reasonable, fair and the right thing to do based on the circumstances.



What's bereavement leave?

This is for when a member of your family (biological or chosen) has passed away and you need time to make the necessary arrangements for the funeral, or you just need some time away to process your loss.

What's compassionate leave?

This is for when you need to spend time with someone, or with your family (biological or chosen), when someone has been given a terminal diagnosis, is receiving end-of-life care, is undergoing medical treatment or they need emergency support or care.

What if I'm a carer and need to take time off?

If you're a carer and you need to take time off work to support your dependant, please read the [Carers Policy](#) to find out what leave you are eligible for and how Channel 4 can support you as a carer.

I've been called for jury service – is this covered under this policy?

Yes, jury service and any other civic duty is covered. Time off for jury service must be logged as jury service in 4People.

Can I use exceptional leave to take time to look after a family member who is unexpectedly sick or injured?

Yes, absolutely. If you need to be with a family member (biological or chosen) because of unexpected illness, incapacity, them having given birth or a sudden issue with their usual care arrangements then exceptional leave can be used.

Policy owner	People
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