Emergency Leave and Pay

Purpose and Context

This policy is designed to support members of staff that need to deal with urgent unplanned situations other than those which can be dealt with in accordance with the Parental, Dependents’ and Bereavement Leave policies.

Scope

This policy applies to all University members of staff, full and part-time, permanent, fixed term and temporary.

1 Introduction

1.1 Emergency leave is leave requested to deal with the effects of unexpected domestic emergencies, these may typically include fire, flood or theft at home.

In determining whether a request for emergency leave should be granted the following factors should be taken into consideration:

☐ The nature and extent of the emergency.
☐ The availability of others to deal with the emergency.
☐ The likely impact of the emergency on the employee.

2 Entitlement

2.1 Members of staff are entitled to a reasonable amount of unpaid time off. The amount of time required would depend on the nature of the emergency the member of staff is trying to respond to. However the normal timespan is usually a few hours or a day.

3 Notification

3.1 Where a member of staff is requiring leave during the working day, e.g. to attend to the notification of theft of property, they must request leave from their immediate line manager notifying them of the reasons for leave and the likely duration of absence.

3.2 Where it is not possible to notify the manager in advance of taking leave, the member of staff must contact their manager on the first day of absence and notify them of the reason for the absence and the likely duration of any subsequent absence they are requesting.

3.3 Upon return from Emergency leave the Request for Emergency Leave form, available from the Human Resources website, should be completed and signed by the manager. The form should then be sent to Human Resources, payroll will be notified and a record will be kept on the individual’s personal file.
4 Conditions of Service

4.1 Deductions will be based on $\frac{1}{260}$th of your annual salary for emergency leave, any allowances will also be adjusted based on each day of emergency leave.

4.2 Members of staff who are members of the West Yorkshire Pension Fund (WYPF) are required to pay pension contributions for the first 30 days of emergency leave. For periods of leave in excess of this the individual may choose to elect to pay contributions. Where an individual elects to pay contributions, the University will continue to pay employer contributions for the same period of time as if normal earnings had been paid. Employee contributions for periods of unpaid leave will be deducted from normal earnings in the following weeks/month. Where a member of staff elects not to continue contributing to the WYPF, employer contributions will not be made and this period will not count towards the calculation of pension benefits.

4.3 For members of the Teachers’ Pension Scheme the period of unpaid leave is not counted towards pensionable service. Members of staff cannot elect to pay contributions but may wish to consider purchasing additional pension within the Scheme.

4.4 All other terms and conditions of employment, excluding remuneration, continue throughout periods of emergency leave.
POLICY SIGN-OFF AND OWNERSHIP DETAILS

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REVISION HISTORY

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