

## 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.

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## 1 Introduction

- 1.1 Emergency leave is leave requested to deal with the effects of unexpected domestic emergencies. These may typically include flood, fires or thefts at home.
- 1.2 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 member of staff.

## 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 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 for example to attend to the theft at a 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 line 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 On return from the period of 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 member of staff's personal file.

## 4 Conditions of Service

- 4.1 Deductions will be based on 1/260<sup>th</sup> of the member of staff's annual salary for each day of emergency leave and any allowances will also be adjusted based on each day of emergency leave.
- 4.2. Employees who are members of the West Yorkshire Pension Fund (WYPF) have the option to make up lost pension contributions for any period of unpaid leave. Members who wish to pay 'Shared Cost Additional Pension Contributions' (SCAPCs) must do so within 30 days of returning to work. The member will then pay one third of the cost and the University will pay two thirds. Any election for SCAPCs made after 30 days would require the member to pay for the total cost. Where a member of staff elects not to pay SCAPC's, 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.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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<b>Related Policies/Procedures:</b>	Flexi time for support staff

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.1	October 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V1.3	October 2021	Minor changes to policy wording	HR Manager
V.2	December 2023	Formal Review. No amendments	Head of HR

