

Emergency Leave and Pay

Purpose and Context

This policy is designed to support employees having 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 employees, full and part-time, permanent, fixed term and temporary.

1 Introduction

- 1.1 Emergency leave is leave requested to deal with the effects of unusual unplanned circumstances e.g. burglary of home.

2 Entitlement

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

3 Notification

- 3.1 Wherever possible, employees should request leave in advance from their line manager. However, given the purpose of this leave it is recognised that this will not always be possible. Where someone 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 employee 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 Where requests for absence are refused the manager must provide the employee with a written record of the reasons for refusing leave. The employee has a right of appeal against any refusal to the next level of line management.
- 3.4 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 the following calculations: 1/365th of annual salary per day of emergency leave taken or 1/52nd of annual salary per week of emergency leave. Any allowances being paid will also be zeroised.
- 4.2. Employees 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, 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 an employee 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. Employees cannot elect to pay contributions but may wish to consider purchasing additional pension within the Scheme.
- 4.4. All other conditions of employment, excluding remuneration, continue throughout periods of emergency leave.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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