



University
of Exeter

Domestic Emergency Leave Policy

Snapshot

Eligible Staff can apply for:

Up to 1 day* paid University Domestic Emergency Leave (pro rata) in a 12 month period.

A member of staff may be granted a reasonable period of paid time off work to deal with a genuine urgent unforeseen domestic emergency which is not covered by any of the other types of leave. Domestic Emergency leave applies to all employees, regardless of the length of service. This leave must be agreed with your manager.

What might be considered a domestic emergency?

This leave is to deal with the practical and immediate issues of the emergency, examples could include

- Domestic burglary
- Vehicle theft
- Vehicle accident
- Emergency repairs to home or services arising from or to avoid flood or fire
- Other similar circumstances
- Marital/common law/civil partnership breakdown
- Unexpected dismissal of partner
- Repossession of house
- Pet emergency e.g., accident or unforeseen vet treatment, road traffic collision.

It does not include issues such as boiler or car services, MOT, or regular planned vet treatments.

The number of days' leave¹ which may be approved will depend on the circumstances. There is no statutory right to paid leave to deal with domestic emergencies, and it is anticipated that any period of paid leave will be limited to **a maximum of 1 working day in any 12-month period** which commences on the first day leave is taken. A full day's leave may not always be necessary, but we would expect the minimum that is taken is half a day. Some staff may be able to work at home and or manage the time off through flexible working arrangements.

In exceptional circumstances, leave may be extended by using some annual leave, parental

leave or unpaid leave following the process for each.

Applying for domestic emergency leave

Employees who need to be absent must tell their manager as soon as practicable and inform them of the reason for the absence and estimate the length of time away from work. Employees must request the leave via Trent self-service as soon as possible or the manager can input the details if appropriate. The manager may request more information if it is needed and/or ask the employee to provide evidence of their reason for taking the time off. This leave must be agreed with your manager.

¹ For simplicity we have referred to days but to mirror other leave, it will be converted to hours

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