



University
of Exeter

Emergency Leave

Snapshot

Eligible Staff can apply for:

Up to 5 days* paid University Emergency Leave (pro rata) OR

Up to 5 days* paid University Carers Leave (pro rata) OR

Up to 5 days* paid leave made up of a combination of University Carer's and Emergency leave (pro rata)

All members of staff have a statutory entitlement to reasonable unpaid time off work to deal with sudden emergencies involving a dependant and to make any necessary longer term arrangements.

A member of staff can take a reasonable period of time off work to deal with an emergency involving a dependant. This leave is to allow employees to deal with unexpected or sudden problems and to make longer term arrangements as necessary. This leave must be agreed with your manager. It is a statutory right to have a reasonable period away from work to deal with an emergency, but this does not have to be paid.

Where leave is needed that is not unexpected or sudden but is pre planned such as attending hospital visits with a dependant, and the eligibility criteria is met, then Carer's leave may be considered. All eligible members of staff have a statutory entitlement to 5 days unpaid carers leave. See Carers leave for more information on when, who and how this leave can be taken.

Paid leave

The University has agreed a paid element to help support staff. The provision is a period of **up to 5 working days¹ (pro rata) split across carers and emergency paid leave within a 12 month rolling period**. If you have had any time off within the last 12 month rolling period under the old scheme this will count towards the new provision.

Eligible staff can apply for:

Up to 5 days* paid University Emergency leave (pro rata) OR

¹ For simplicity we have referred to days but to mirror other leave it will be converted to hours (5 days = 36.5 hours)

Up to 5 days'* paid University Carers leave (pro rata) OR

Up to 5 days* paid leave made up of a combination of University's Carer's and Emergency leave (pro rata). Dependent on the situation, a reasonable amount of unpaid time off to deal with the emergency may also be permitted.

How much time off is reasonable?

In most circumstances, the amount of leave will be 1-2 days at a time. This will, however, depend on individual circumstances. For example, if a child falls ill, the leave should be enough to cope with the immediate problem i.e. visiting the doctor and arranging longer term care. Where circumstances require a longer absence, it may be more appropriate to do so under the Parental Leave scheme.

Who counts as a dependent?

A dependant could be;

- a partner, child or parent, or someone who lives with the member of staff as part of their family. This could be, for example, an elderly aunt or grandparent. It does not include tenants or boarders who may be living in the family home.
- someone who reasonably relies on the member of staff for assistance or where they are the primary carer.

When is emergency leave appropriate?

Situations where emergency leave is appropriate include:

- To deal with unexpected disruption or breakdown in care arrangements
- To deal with an unexpected incident during a child's school hours, e.g. child sent home from school.
- A dependant falling ill or being in an accident or being assaulted.

This policy applies where there is an unexpected or immediate crisis. If staff know in advance that time off to deal with family matters will be needed, this is not covered under the Emergency Leave, and staff should discuss with their manager the options of using Carer's leave (if eligible), annual leave entitlement or Parental Leave, if appropriate.

Applying for 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. Managers must record the leave via their Trent People Manager access. 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 the manager. For emergency leave, choose Carers/Emergency Leave option in iTrent and select Emergency leave as the

second option. If employees wish to take a half day they will need to book a full day on iTrent, but add in 'notes' that they only wish to take a half day and also email humanresources@exeter.ac.uk so that we can amend this for them.

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Policy Name	Emergency Leave
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