



Yateley Town Council Emergency & Compassionate Leave Policy 2020

1.0 Introduction

1.1 Yateley Town Council (YTC) recognises that staff may require additional leave to deal with emergencies. This policy details the emergency and compassionate leave provisions for staff.

2.0 Basic Statutory Entitlements – Time off for dependants

- Staff are allowed time off to deal with an emergency involving a dependant. A dependant could be a spouse, partner, child, grandchild, parent or someone who depends on you for care;
- You are allowed a 'reasonable' amount of time to deal with an emergency, but there is no set amount of time as it depends on the situation.
- There is no statutory entitlement to pay if you do take time off for an emergency;
- The Equality Act 2010 protects employees with protected characteristics and therefore YTC will ensure that all requests are treated equally and that we do not treat employees less favourably than others.

3.0 Emergency Leave

3.1 An emergency is defined in the government advice by the following examples – you may request unpaid time off when a dependant is involved in the following emergencies:

- Illness, injury or assault (of a dependant) – this includes mental or physical illnesses and it does not need to be life threatening. It could be that they have an existing health condition that has got worse. You can also take time off to arrange longer term care for a dependant;
- The failure of a normal carer to turn up for work;
- An incident with your child at school;
- The dependant is having a baby - you can also take time off if a dependant goes into labour if you are the person they are relying on to take them to hospital. If you are the child's parent you can take time off after the birth as you will be entitled to paternity or maternity leave.

4.0 Situations that don't qualify for time off

4.1 Examples of where employees do not qualify for paid time off include:

- Home emergencies including fire, flooding, burglary or broken boiler;
- Taking dependants to a planned medical appointment;
- Dealing with a pet emergency or taking a pet to the vet;
- Dealing with a personal crisis (relationship breakdown).

4.2 However, staff may request unpaid leave for the above. This will be granted at the discretion of the Town Clerk or The Leader. Staff may, of course, use their annual leave allowance to deal with emergencies.

5.0 Compassionate Leave

5.1 Compassionate leave may be granted to an employee if they experience the bereavement of a dependant. Although there is no legal right to be paid, YTC will offer up to 5 days paid compassionate leave to staff, at the discretion of the Town Clerk or the Leader.

5.2 Other requests for compassionate leave can be authorised at the discretion of the Town Clerk in conjunction with the Leader.

Amendment Record

Version 1: Agreed September 2018

Version 2: Agreed May 2020