



FAMILY EMERGENCY LEAVE POLICY

Staff have the right to take time off work to deal with an emergency involving someone who depends on them providing their reasons are genuine. Employees are entitled to this from their first working day.

The right enables employees to take action, which is necessary to deal with a sudden unexpected problem concerning a dependent and to make any necessary longer term arrangements. A dependent is a husband or wife or partner, child or parent, or someone living with them as part of their family. Others who rely solely on them for help in an emergency may also qualify.

An emergency is when someone who depends on an employee:

- is ill and needs their help
- is involved in an accident or assaulted
- needs them to arrange their longer term care
- needs them to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse failing to turn up
- goes into labour

The legal right only covers emergencies. If staff know beforehand that they are going to need time off, this can be arranged using another form of leave.

Employees are entitled to take off as much time as it takes to deal with the immediate emergency.

Time taken off, as Family Emergency Leave will be unpaid. Employees must tell their line manager as soon as possible why they are away from work and how long they expect to be off.

(Further information is available on the D.T.I website on www.dti.gov.uk/er/individual.htm)