



STAFFING MATCH



Emergency Leave

2017

Staffing Match

Emergency Leave for Care of Dependants

1. Introduction

It is the policy of SM Global Consultancy Ltd to ensure that as far as possible our employees are able to combine their career and family responsibilities.

This policy is compliant with the Employment Rights Act 1996 and Employment Relations Act 1999.

2. Provision

2.1 The Right to Time Off

All staff are entitled to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements. The right subsists from the commencement of employment. The circumstances under which time off can be taken under this right are listed under sub-clause 2.2 of this policy.

2.2 Circumstances for taking Time Off

The right enables employees to take action which is necessary:

- I. If a dependant falls ill, or has been injured or assaulted.
- II. When a dependant is having a baby.
- III. To make longer term care arrangements for a dependant who is ill or injured.
- IV. To deal with the death of a dependant.
- V. To deal with an unexpected disruption or breakdown of care arrangements for a dependant.
- VI. To deal with an unexpected incident involving the employee's child during school hours.

2.3 The employee should notify his/her Line Manager, as soon as is practicable, the reason for the absence and how long he/she expects to be away from work. There may be occasions where an employee returns to work before it is possible to contact his/her Line Manager, in which case the employee must contact his/her Line Manager upon return to work.

3. Meaning of "Dependant"

A "dependant" can include the following:

- ✚ Husband, wife or partner of the employee.
- ✚ Child or parent of the employee.
- ✚ Someone who reasonably relies on the employee for assistance.
- ✚ Someone who lives in the same household as a member of the family.

It does not include tenants or boarders, or someone who lives in the household as an employee.

4. Advance Notice and Extended Leave

- ✚ The right to Time Off for Dependants is intended to cover genuine emergencies. There is consequently no limit on the number of times an employee can be absent from work under this right.

- ✚ If the employee is aware of the need to take time off in advance or needs to take a longer period of time off, he/she should consider taking annual leave or Parental Leave.

5. The Employee's Rights

- I. The employee will not be entitled to receive pay whilst exercising his/her right.
- II. The employee's contract of employment subsists throughout his/her time off under this policy and he/she will continue to benefit from his/her terms and conditions of employment except for the right to remuneration, including the accrual of annual leave.
- III. The whole period of absence whilst exercising this right count for seniority and pension purposes.
- IV. The employee will be entitled to return to the job in which he/she was employed before his/her absence on terms and conditions not less favourable than those which would have applied if he/she had not been absent.

6. Misuse of the Right to Time Off

Any employee found to be abusing the right to time off will be dealt with under the Company's Disciplinary Process.

7. Refusal and Complaints

Any employee who believes that he/she has been refused leave under this policy unfairly or unreasonably, or feels they have been penalised or suffered detriment as a result of taking leave should discuss the matter with his/her Line Manager. If the matter cannot be resolved the employee should follow the usual grievance procedure.

This policy has been approved & authorised by:

Name: Dan Carlin
Position: Business Director
Date: 18th December 2017
Signature: