

Emergency / Compassionate leave policy

Statement of intent

This document sets out how applications for emergency and compassionate leave should be responded to.

Aim

Leave may be granted with or without pay according to the circumstances.

Methods

- In many cases the employee has the right to take time off work to deal with a genuine emergency involving someone who depends on them.
- The husband, wife or partner, child or parent, or someone living with the employee as part of his/her family can all be considered as depending on him/her. Others who rely solely on him/her for help in an emergency may also qualify at the discretion of the Pre-School Supervisor.
- An emergency is when someone who depends on the employee:
 - is ill and needs his/her help
 - is involved in an accident or assaulted
 - needs him/her to arrange their longer term care
 - needs him/her to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse failing to turn up
 - goes into labour
- The employee can also take time off if a dependent dies and he/she needs to make funeral arrangements or attend the funeral. At the Toybox Pre-school an employee can expect to receive a maximum of one day's wages for leave to attend a dependent's funeral. With respect to paid leave for funerals, this can be further extended to parents, sons/daughters, husband/wives/domestic partners, brothers/sisters and grandparents of the employee.
- All other forms of emergency leave will not be paid. There is no legal obligation for Toy Box Pre-school to pay the employee for the time taken off.
- The employee has the legal right to take emergency leave for as long as it takes to deal with the immediate emergency. For example, if the employee's child falls ill the employee can take enough time off to deal with their initial needs, such as taking them to the doctor and arranging for their care. But he/she will need to make other arrangements if he/she wants to stay off work longer to care for them themselves.
- The employee must tell Toy Box Pre-school as soon as possible why he/she is away from work and how long he/she expects to be off. If he/she returns to work before he/she has had the chance to contact the Pre-School, he/she must still tell them why he/she was absent.
- Where leave is granted in advance, the employee will complete a compassionate leave form which the Pre-school supervisor will co-complete, sign, and pass onto to the Finance Officer and Pre-School Committee for their information. The original will be kept in the employee's personal file.
- Where it is not possible to agree leave in advance, due to the circumstances, the Pre-School Supervisor will complete the emergency/compassionate leave form and forward to the Finance Officer and Committee as above. The Pre-School Supervisor, with support from the Committee, will be responsible for conveying the terms and duration of the emergency/compassionate leave agreed to the employee.

Toy Box Pre-School
Castle Cary, Somerset

This policy was adopted by Toy Box Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	

CONFIDENTIAL

APPLICATION FOR TIME OFF FOR EMERGENCY / COMPASSIONATE LEAVE

NAME:
DATE:
REASON FOR LEAVE:
DAYS APPLIED FOR: FROM: TO:
SIGNED: (GIVE TO THE PRE-SCHOOL SUPERVISOR FOR APPROVAL)

✂.....

EMERGENCY / COMPASSIONATE LEAVE AUTHORISATION

NAME:
..... DAYS WITH PAY DAYS UNPAID
From until
APPROVALS:
PRE-SCHOOL SUPERVISOR'S SIGNATURE:
DATE:
NAME IN CAPS:
(SEND COPIES TO FINANCE OFFICER AND COMMITTEE, ORIGINAL TO EMPLOYEE'S FILE)