



Emergency Special Leave



For all employees who require time off to deal with an unexpected emergency situation.

TYPES OF LEAVE

Bereavement Leave

Compassionate and Emergency Leave

Domestic Crisis Leave

Carer's Leave

WHO AND WHY?

Speak to your Line Manager to discuss why you need the time off and the likely duration.

* Leave is granted for consecutive working days on a pro rata basis.

BEREAVEMENT LEAVE

BEREAVED	NO. OF DAYS LEAVE *
Child, partner, spouse, parent	Up to 10 days
Sibling, grandparent/child, immediate in-law/stepfamily	Up to 5 days
Extended family member (Aunt, Uncle, Niece, Nephew)	1 day
Miscarriage (24 weeks and under)	Up to 3 days

COMPASSIONATE AND EMERGENCY LEAVE

Up to 5 days paid leave in a leave year – to deal with an emergency involving a dependant or someone you have caring responsibilities for.

CARER'S LEAVE

Covered under Compassionate and Emergency Leave.

- Do you need adjustments? e.g. flexible working.
- You are advised to try to book appointments for the start or end of working day.



DOMESTIC CRISIS LEAVE

1 day paid leave in a leave year – to deal with domestic emergencies such as fire, flood, burglary, etc.