**London South Bank University**

**Human Resources Department**

### **EMERGENCY LEAVE FOR DEPENDANTS**

**1.** Emergency leave is intended for crisis incidents affecting an employee’s dependant, for example:

• to assist when a dependant gives birth

• to make arrangements for the care of a sick or injured dependant

• as a result of a dependant’s death

• to cope when the arrangements for caring for a dependant unexpectedly break down; or

• to deal with an unexpected incident involving a dependant child during school hours or on a school trip or in other circumstances when the school has responsibility for the child.

# **Scope**

A “dependant” of an employee means the husband, wife, partner, child or parent of that employee, whether they live with him or her or not, or any member of the employee’s household who is not his or her employee, tenant, lodger or boarder. Where the time off is to take necessary action to help when a dependant falls ill or is injured or assaulted, the definition extends to “any person who reasonably relies on the employee for assistance”. That means an individual for whom the employee has primary caring responsibility, or someone who is involved in a serious emergency where the employee is the only person who can help.

The above leave is unpaid. (The University also has the discretion to grant paid compassionate leave, where this is applicable, of up to a week’s paid leave in twelve months for serious illness or the death of a dependant/immediate family member – see [Discretionary and Special Leave Provisions](http://www.lsbu.ac.uk/hr/docs/discretionary-and-special-leave-provisions.doc).

# **Duration**

There is no set limit on the amount of time that employees can take off. In all cases, the right is limited to the amount of time that is reasonable in the circumstances of the particular case. However, employees should attempt to minimise any operational disruption by informing their managers of the emergency as soon as possible and by limiting the amount of time taken, where this is practicable.

Where non-emergency situations arise the employee will be expected to make alternative arrangements, or book holiday leave if management is agreeable.

# **Procedure for Applying for Emergency Leave for Dependants**

Members of staff who require emergency leave for dependants should notify their Executive Dean/Head of Department/line manager as soon as possible to advise them of the nature of the emergency so they can agree an appropriate and reasonable period of unpaid leave.

In some situations it may be impossible for an employee to determine exactly how much unpaid leave will be needed. In these situations the employee should endeavour to keep their management apprised of the situation by maintaining regular contact.

The employee’s Executive Dean/Head of Department/line manager should complete section one of the [Notification of Unpaid Emergency Leave for Dependants form](#3znysh7) below.

On return from leave, the employee should complete section two of the form in order to authorise the appropriate deduction of salary for the period of unpaid leave. The employee’s Executive Dean/Head of Department/line manager should then countersign the form and forward it to Human Resources. Human Resources will then ensure that the appropriate deductions are made. The notification form will be retained on the employee’s file as a record of the leave.

Contact your HR Business Partner Team (see [HR Contacts](http://www.lsbu.ac.uk/hr/docs/hr_advisers.doc)) if you would like to discuss this matter.

For further details on Emergency Leave for Dependants, see

<http://www.direct.gov.uk/en/Employment/Employees/Timeoffandholidays/DG_10026555>

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#### **NOTIFICATION OF UNPAID EMERGENCY LEAVE FOR DEPENDANTS**

**SECTION 1: TO BE COMPLETED BY THE HEAD OF DEPARTMENT/LINE MANAGER**

**Name of Employee:**

**Faculty/Dept:**

**Name of Dependant:**

**Relationship of Dependant:**

**Date Emergency Leave Requested:**

**Nature of Emergency:**

**Period of unpaid leave agreed:**

Dates: From: to:

Number of working days:

If appropriate, note any paid compassionate days also agreed:

Signed Date:

##### **SECTION 2: TO BE COMPLETED BY EMPLOYEE ON RETURN**

I confirm that I requested and took emergency unpaid leave on the dated detailed in section 1. I confirm my authorisation to deduct …………….. days’ pay from salary.

Signed Date:

Countersigned by Executive Dean/Head of Department

Signed Date:

# PLEASE FORWARD TO HUMAN RESOURCES DEPARTMENT

# **SECTION 3: TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT**

Date notification received:

Number of days’ pay to be deducted:

Date Payroll advised:

Copied to personal file:

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