

Policy

Title: TIME OFF FOR DOMESTIC INCIDENTS & COMPASSIONATE LEAVE

Ref: HR/RT

Last updated: 15/05/2013

1. Leave for domestic incidents

All staff are entitled to reasonable time off for domestic incidents that require the presence of the person to deal with the emergency. There is no qualifying service for this right.

The time off must be necessary to:

1. Help when a dependent falls ill, gives birth or is injured or assaulted.
2. Arrange care for a dependent that is ill or injured.
3. Take necessary action in consequence of the death of a dependent.
4. Deal with any disruption in arrangements for care of a dependent.
5. Deal with an unexpected incident involving a member of staff's child at school.

A dependent is defined as a spouse, child, parent or person who lives in the same house as the member of staff (but is not a lodger or tenant).

A member of staff may also take reasonable time off for the first three reasons outlined above for anyone who reasonably relies on them for help.

In order to take advantage of this right, members of staff should contact their Head of Academic Unit/Professional Service informing them of the reason for the absence as soon as practicably possible and of the likely duration. There may be circumstances where it is not possible to inform the Head of School/Professional Service immediately and where this is the case, the member of staff must arrange to see the Head of School/Professional Service upon their return. If the likely duration extends beyond that given in the initial conversation, the member of staff must inform the Head of Academic Unit/Professional Service of the revised return to work date as soon as is practicable.

Upon returning to work, the member of staff should complete an '*Application for Compassionate and Domestic leave*' form (available on the HR website), and pass this to the Head of Academic Unit /Professional Service.

Members of staff may be required to provide supporting evidence for their absence, e.g. a medical certificate for a sick child or partner.

The time off will be paid up to a maximum of four days (pro-rated for part-time staff) in any one leave year and subsequent to this the time off may be unpaid. Members of staff who have had a period of compassionate leave to care for a sick child may apply for parental leave without the normal one month notice period. Such requests will be considered sympathetically. Please refer to the University's [parental leave scheme](#) for more details.

Planned absences to look after a child or make arrangements for the good of a child may be more appropriately considered under the parental leave scheme. Please refer to that scheme for more details.

2. Leave for other compassionate reasons

Compassionate leave requests, which are not covered by the domestic incidents section above, should be considered by the Head of Academic Unit/Professional Service and judged on the particular circumstances of the case. For example, in the case of bereavement, consideration may be given to how close the employee is to the deceased, the employee's responsibility for making funeral arrangements and the distance to be travelled to attend the funeral and/or support the family.

The time off will be paid up to a maximum of four days in any one leave year and subsequent to this the time off may be unpaid.

Time off with pay will normally be granted to allow attendance at funerals of the extended family, or close friends or colleagues.

In exceptional circumstances, compassionate leave may be supplemented by some unpaid, parental, annual leave, or an extended period of unpaid leave or a career break may be appropriate where there are significant, on-going caring responsibilities for a very sick parent, partner or child. Work patterns may also be amended temporarily to assist the individual to meet such responsibilities.