



PRIFYSGOL
BANGOR
UNIVERSITY

EMERGENCY TIME OFF

Rev	Date	Purpose of Issue/Description of Change
3.	2014	Cosmetic changes
4.	2015	Update for clarity
5.	2016	Cosmetic changes
6.	2018	Review – no changes
7.	2021	Review – no changes
6	2023	Cosmetic changes and clarity to wording that does not affect content
Policy officer	Senior Responsible Officer	Approved By and Date

Catherine Jones	Steffan Griffith	Compliance Committee 10/02/2003
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1 INTRODUCTION

At Bangor University we know that sometimes emergencies happen. We will always consider reasonable requests for time off to deal with these, so speak to your Line Manager about what has happened.

This right allows colleagues to take a reasonable amount of unpaid time off work to deal with certain unexpected or sudden emergencies involving a dependant, and to make any necessary longer-term arrangements.

If they know in advance that you are going to need time off e.g planned maintenance work on your home, you should ask for annual leave in the usual way. Alternatively, if the reason leave is needed relates to a colleagues' child, they may be entitled to Parental Leave.

2 ELIGIBILITY

The right enables colleagues to deal with an unexpected or sudden problem such as:

- if a dependant falls ill or has been injured or assaulted
- when a partner is having a baby
- to make longer term arrangements for a dependant who is ill or injured
- to deal with a death of a dependant
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when the child minder or nurse fails to turn up.
- to deal with an unexpected incident involving their child during school hours; for example if their child has been involved in a fight or has been involved in an accident / incident at school

The illness or injury need not necessarily be serious or life threatening and would include both mental and physical illness.

In cases where a dependant has been assaulted and there has been no injury, the right to time off also applies where the dependant is distressed.

Leave to handle domestic emergencies such as a pet requiring a visit to the vet do not qualify. This will be a matter for agreement between you and your Line Manager.

Any abuse of the right to time off will be dealt with according to the University's normal disciplinary procedures.

There may be times when both of you as parents would want to take time off work under this right and it may be reasonable, or even necessary, for you to do so. A common-sense approach will be adopted depending on the circumstances of the situation. Both parents may need to take time off if their child has had a serious accident, but it is unlikely to be necessary for both parents to be absent from work if the childminder fails to turn up.

Remember we have an Employee Assistance Programme (EAP) who can provide colleagues with support.

3 DEFINITION OF A 'DEPENDANT'

A dependant is a husband, wife or partner, child or parent. It also includes someone who lives in the same household as a member of the family. For example, this could be an elderly aunt or grandparent who lives in the household.

It does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, such as a live-in housekeeper.

In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on a colleague for assistance. This may be where they are the primary carer or the only person who can help in an emergency; for example, an elderly neighbour living alone who falls and breaks a leg.

4 AMOUNT OF TIME OFF

This will vary with the differing circumstances of an emergency. For most cases, one or two days should be sufficient to deal with the problem. If only part of the day is taken, the leave will be counted as half a day depending on whether the time off was taken in the morning or afternoon.

The right is intended to cover genuine emergencies. There is no limit on the number of times colleagues can be absent from work.

Under our Dynamic Working Policy, should a role allow, colleagues may be able to work from home or temporarily amend their work pattern. If they think this will work, please speak to a Line Manager. We will do our best to limit the effect on pay wherever we can.

5 NOTIFICATION

Colleagues need to inform their Line Manager as soon as practicable, the reason for their absence and how long they expect to be away from work. There may be

exceptional circumstances where a return to work happened before it was possible to contact anyone at the University, but Line Management should still be notified of the reason for the absence on returning to work.

Upon receipt of notification, your Line Manager will confirm the absence details in iTrent.

6 POLICY REVIEW

This Policy and Procedure will be reviewed at regular intervals of not less than three years and will at all times be read and applied subject to the general law. All reviews will be undertaken in consultation with the recognised campus Trade Unions and any changes agreed with them, prior to approval from the University Council. This policy has been equality impact assessed prior to its implementation.