

Domestic Incident Leave Policy and Procedure	
Date approved by Trustees	December 2012
Date for next review	April 2021
Compliance lead	Director of People, Employee Engagement and PSTE
Agreed Policy file name	Domestic Incident Leave Policy and Procedure
Agreed policy location:	RMT Website RMT Information area\Policies and Procedures (internal access only)

1 Introduction

- 1.1 This Domestic Incident Leave sets out procedures for requesting emergency leave of absence at short notice.
- 1.2 The Trust recognises that members of staff may sometimes need leave from work to cover genuine emergencies and unforeseen situations irrespective of length of service.
- 1.3 The Trust wishes to ensure that the reasons for domestic incident leave are understood in each case, investigated where necessary and that, where needed, measures are taken to assist those who need the domestic incident leave to return to work as soon as possible. Therefore, to achieve these aims it is essential that the Trust has clear policies and procedures which include arrangements for monitoring and ensuring the effective day to day management of emergency leave requests.
- 1.5 This Domestic Incident Leave Policy and Procedure may be reviewed at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter. The Trust may vary the procedure set out in this policy and procedure, including any time limits, as appropriate in any case.

2. Domestic Incident Leave Policy and Procedure

2.1 Entitlement emergency leave for domestic emergencies:

- 2.2.1 You are entitled to up to three days paid leave from work to cover other domestic emergencies in any 12-month rolling period irrespective of your length of service. The Trust is also aware that such a request may develop into a request for an extended period of time off work which may be granted at the discretion of the Trust (paid or unpaid). The Trust recognises the following as constituting a domestic emergency, however, is not exhaustive:.

- Burst pipes or water leak
- Severe damage to property due to severe weather conditions
- Burglaries, or crimes committed against you

- Inability to get to work due to disruption in transport systems

2.1.2 This policy does not include routine or non-urgent domestic occurrences such as moving house, appliance inspections or repairs etc.

3 Other Reasons

3.1 Any request for leave either paid or unpaid for a reason not included in the paragraphs above will be considered by the Trust, however, a consideration of unpaid or paid leave does not necessarily imply that it will be accepted.

4 Making a request/Notice

4.1 Whenever practicable, you will be required to request the leave of absence from your line manager at least 1 day's notice. Where this is not possible, you (or someone else on your behalf) should contact your line manager as soon as practically possible.

4.2 Employees should explain the nature of the domestic emergency and, if necessary, the reason why they are required to attend to the emergency. The employee should also explain how much time off they believe is required to deal with the immediate emergency situation.

4.3 The employee's line manager may not grant the request if they do not consider the reason for the request is classed as a domestic emergency. The request may need to be dealt with under another policy, for instance time off for dependants.

4.4 Line managers must notify the Department of Human Resources of the employee's absence and whether the leave is paid or unpaid and obtain an Absence Form which the line manager must complete, sign and have signed by the employee on their return.

4.5 On the employee's return to work they must sign the Absence Form providing full details of the emergency and return this to the Department of Human Resources.

5 Time off Work/Duration of Absence

5.1 The Trust will only grant the amount of time off that is necessary for the emergency to be dealt with. The employee's line manager will confirm to the employee the amount of time off work that has been granted, together with the expected time that the employee is expected to return to work.

5.2 If the employee is unable to conclude the emergency situation within that time, they should notify their line manager immediately. Failure to return to work at the agreed time/date may lead to disciplinary action being taken and in serious cases this could result in dismissal.

6 Requests for extended periods of time off

6.1 After the approval of a request for a short period of time off work to deal with a domestic emergency, the situation may develop into a requirement for an extended period of time off work. Ordinarily, a request for extended time off from work (more than one day) would not be approved unless a short term request has

been made first. This is at the discretion of the line manager, based on the circumstances of the request.

- 6.2 The employee should immediately discuss the ongoing situation with their line manager and they may make a request for an extended period of time off from work.
- 6.3 Extended periods of time off are granted at the Trust's discretion. The extended time off permitted under this policy may be taken from the employee's holiday entitlement (where authorised by the line manager dispensing with the usual notice periods) or be covered off by time off in lieu or be granted as unpaid time off. If unpaid, the Line Manager may agree for the employee to make up the time as appropriate.

7. Appeals

- 7.1 Where requests for time off to deal with domestic emergencies or extended periods of time off are refused by the line manager, the employee may ask to discuss the matter with *their line manager or a member of the Department of Human Resources* in order for the decision to be reviewed. If the employee remains dissatisfied, they may submit a grievance under the Trust's Grievance Procedure.

8 Abuse of entitlement

- 8.1 The Trust may require explanation and evidence justifying your request for leave. Unauthorised absence or abuse of this policy may constitute gross misconduct and disciplinary action may be taken against you, under the Trust's Disciplinary and Dismissal Procedure.
- 8.2 This Domestic Incident Leave Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.