

## 7. Emergency leave

### Level 1 - employee's responsibility

An emergency of a personal or domestic nature such as a break in at home, illness of a family member or disruption to current childcare arrangements.

#### ***Mobile/Flexible Workers***

Employees with the facility to work flexible will be granted reasonable time to work at home to deal with a level 1 emergency.

#### ***Static/Desk Bound Employees***

Employees who are unable to work flexibly will be granted reasonable time off without pay.

Reasonable time is usually classed as a maximum of 2 days.

### Level 2 - neither the employer nor the employee's responsibility

This would apply in cases where the emergency is neither the responsibility of the council or the employee and may include extreme weather conditions (snow, flooding etc.), fuel crises or foot and mouth disease.

Employees are expected to make every reasonable effort to reach their usual place of work and continue to work as normal provided they can do so safely without putting themselves and others at risk. Where the employees is unable to attend work or has left work early the following will apply:

#### ***Mobile/Flexible Employees***

Employees with the facility to work flexibly will be expected to work at a different location or at home and will not be reimbursed for any lost time.

#### ***Static/Desk Bound Employees***

Employees who are unable to work flexibly will be granted the following:

#### The 1<sup>st</sup> day of absence

Where an employee is unable to attend work, they will be granted a half day off (or equivalent for part time staff) with pay and the remaining half day to be taken as unpaid, flexi or annual leave (this applies when a full day or shift is lost).

Where the emergency occurs part way through a working day, the employee will be granted half of the remaining working time for the day, for example.

A full time employee has worked 3 hours:

7.24 (standard day) - 3.00 hours = 4.24 hours remaining.  $\frac{1}{2}$  of 4.24 is 2 hours 12 minutes.

The employee will be granted 2 hours 12 minutes paid leave and the remaining 2 hours 12 minutes will have to be taken as flexi, unpaid leave or be made up at a later date.

Employees, who have presented themselves at their normal place of work and that location remains open, but they are unable to carry out their duties due to health & safety reasons, will have their time made up to a normal working day.

### The 2<sup>nd</sup> and subsequent days of absence

The second and subsequent days of absence will have to be taken as annual, flexi or unpaid leave. Employees who have sufficient flexi credit may take flexi leave to make up the remaining working time regardless of whether they have already taken flexi leave during the 6 week period.

### Level 3 - employer's responsibility

This will apply where the emergency is solely the responsibility of the council for example, office heating system breaks down.

### Mobile/Flexible Employees

Employees with the facility to work flexibly will be expected to either work at a different location or at home and will not be reimbursed for any lost time.

### Static/Desk Bound Employees

The employee will be granted the time off with pay. Where the emergency occurs part way through the working day, the employee's time will be made up to a normal working day.

N.B. Where the facilities required to work flexibly are not available e.g. car access, mobile/flexible employees will be granted time off as per a static/desk bound employee. This does not include situations where the employee has left their equipment at work.

## **7. Emergency leave**

### Level 1 - employee's responsibility

~~When the emergency is of a personal or domestic nature, the employee will be granted reasonable time off **without pay** to deal with it. Such examples would include a break in at home, illness of a family member or disruption to current childcare arrangements. Reasonable time off is usually classed as a maximum of 2 days.~~

### Level 2 - neither the employer nor the employee's responsibility

#### The 1<sup>st</sup> day of absence

~~When the emergency is neither the responsibility of the council or the employee, the employee will be granted a half day off (or equivalent for part time staff) with pay and the remaining half day to be taken as unpaid, flexi or annual leave (this applies when a full day or shift is lost). Such examples may include extreme weather conditions (snow, flooding etc.), fuel crises or foot and mouth disease. Where the emergency occurs part way through a working day, the employee will be granted half of the remaining working time for the day, for example.~~

~~A full time employee has worked 3 hours:~~

~~7.24 (standard day) - 3.00 hours = 4.24 hours remaining. 1/2 of 4.24 is 2 hours 12 minutes.~~

~~The employee will be granted 2 hours 12 minutes paid leave and the remaining 2 hours 12 minutes will have to be taken as flexi, unpaid leave or be made up at a later date.~~

### **The 2<sup>nd</sup> and subsequent days of absence**

~~The second and subsequent days of absence will have to be taken as annual, flexi or unpaid leave. Employees who have sufficient flexi credit may take flexi leave to make up the remaining working time regardless of whether they have already taken flexi leave during the 6 week period.~~

### **Level 3 – employer's responsibility**

~~Where the emergency is solely the responsibility of the council for example, office heating system breaks down, the employee will be granted the time off with pay. Where the emergency occurs part way through the working day, the employee's time will be made up to a normal working day.~~