



# Emergency, Compassionate and Special Leave Policy

Approved: October 2016

Review: October 2019

## **1. Introduction**

Wales Weightlifting Federation (WW) recognises that there may be occasions where, for personal reasons, you need to leave the workplace or are unable to attend work. This policy sets out details of your statutory rights to take leave in order to care for a dependant and other circumstances where we will grant leave. It is expected that, in most cases, this would not exceed one day.

## **2. Statutory Dependants' Care Leave**

In the circumstances set out below, you are entitled by law to take a reasonable amount of **unpaid leave** during your working hours in order to take action which is necessary:-

- to provide assistance on an occasion when one of your dependants falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for one of your dependants who is ill or injured;
- in consequence of the death of one of your dependants;
- because of the unexpected disruption or termination of any arrangements for the care of one of your dependants; or
- to deal with an unexpected incident which involves your child during school hours.

In all of the above cases, "dependant" means your spouse, your civil partner, your partner, your child, your parent, or a person who lives in the same household as you, but not your employee, tenant, lodger or boarder. In the first, second and fourth cases, "dependant" also includes any person who reasonably relies on you for assistance.

## **3. Compassionate Leave**

If a bereavement occurs in an employee's immediate family (normally this would be parents, spouse, children and siblings), we will allow up to [5] days' **paid leave**, including the day of the funeral. Any additional compassionate leave or any requests for compassionate leave in other circumstances will be treated on a discretionary basis.

## **4. Doctor's, Dentist's and Hospital Appointments**

Wherever possible, doctors' and dentists' appointments should be made outside of working hours. Hospital and clinic appointments can be taken during the day and time off will be paid provided it is not for cosmetic or non-essential treatment.

## **5. Court or tribunal attendance**

If you are called upon to serve as a juror, become a member of a tribunal, or to appear in court and/or tribunal as a witness, you will be granted special leave for the whole period that you will be required to undertake such duty.

If you receive a Summons for Jury Service, you should inform your manager as soon as possible. Weightlifting Wales is obliged to release you from work for this period, unless there are specific reasons for you not being able to attend, which you would need to specify when you respond to the Jury Summons. You will need to provide a copy of the confirmation of jury service letter to your manager as soon as you receive it.

After you have responded to your Jury Summons and received confirmation from the court that they wish you to start jury service on a particular day, you should inform your manager so that work cover arrangements can be made.

#### **6. Attendance during poor weather conditions**

You should make every effort to get to work, even during adverse weather conditions. If you live over three miles from your workplace and are unable to get to work, you may be allowed special leave of up to one day's pay. The provision of such special leave will be at the discretion your Manager.

#### **7. Other Special Leave**

You may apply to your Manager for special leave without pay for other personal reasons not previously covered, e.g. voluntary public service, sabbaticals, etc. Please be aware that such leave can have a significant effect on your pension, annual leave entitlement, etc.

#### **8. Procedure**

Where possible, if you consider that you qualify for leave under this policy you should contact your Manager and discuss and agree the amount of leave required in advance of taking the leave. You must not leave work during the working day without first informing your Manager, unless this is not reasonably practicable (in which case you must leave a message for your Manager which you can be sure he or she will receive).

If you are unable to come in to work and need to take emergency leave you should notify your Manager by telephone on the first day of absence, within [1 hour] of the start of your working day or as soon as reasonably practicable. The amount of time off you can take will depend on all the circumstances.

In the event of you taking leave, we request that you keep your Manager fully informed of the situation, including the ongoing likely length of the absence, on a daily basis.

We reserve the right to ask you for evidence of the circumstances giving rise to your request for leave.

#### **9. Records**

Records of any leave taken by you under this policy will be kept by Weightlifting Wales in your personnel file.

## **10. Revision of Policy**

This policy is not intended to be contractually binding. Weightlifting Wales reserves the right to amend and/or withdraw this policy from time to time for any reason, including without limitation, to take account of changes in the law, best practice and/or operational requirements.