**St Gabriel’s Pimlico – The Parish House Trust**

Registered Charity Number: 1114216

**Emergency Absence Policy**

## **Purpose and scope**

All employees with dependants can take reasonable unpaid time off to deal with unforeseen emergencies. This is unlikely to amount to more than a day or two a year.

This policy tells you about your rights if you need to miss work because there is an emergency with a dependant. It also lets you know what you need to tell us.

Emergency leave provides carers with time off to make alternative arrangements for the care of dependants. Emergency leave is not intended to allow carers to look after dependants on an ongoing basis. **Please talk to your manager or the Chair of the Managing Trustee if you need to discuss arrangements that are not covered by this policy.**

## **Taking emergency leave**

Dependants include parents, husband, wife, partner, civil partner, and children. It may include someone living as part of the family where you are the main carer. It may also be someone who depends on you for care (for example an elderly neighbour) or a person who relies on you to arrange care where this has been disrupted.

Emergency leave covers an unplanned absence, so you can go to a dependant where there is an urgent or serious situation. It is impossible to provide a complete list of circumstances but here are the most common reasons:

1. to assist a dependant who has fallen ill, gives birth, is injured or assaulted
2. to make arrangements for the provision of care for a dependant who is ill or injured
3. as a result of the death of a dependant
4. because of the unexpected disruption or termination of arrangements for the care of a dependant
5. to deal with an incident which involves a child of the employee and which occurs unexpectedly when the child is at school

Contact your manager or the Chair of the Managing Trustee as soon as possible to explain what has happened and when you might be back at work. If your manager/the Chair is unavailable you must contact another member of the Managing Trustee instead.

If you need to stay and care for a dependant on an ongoing basis you can agree with your manager to take annual leave. If you have insufficient annual leave you may need to take unpaid leave. You may be able to take parental leave where the care is for your child.

## **Data protection**

##

If you make a request to your manager for emergency/dependants leave, your manager will collect and retain information in line with the data protection policy. See our guidance [on data protection](https://beta.ncvo.org.uk/digital-technology/data-protection-and-cybersecurity/gdpr-data-protection-law-brexit-and-how-keep-top-your-responsibilities/understanding-data-protection/).

Agreed 27th September 2022

Signed Owen C G Higgs

This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.