Contingency Leave Guidance

1. Introduction

This document consists of guidance to assist managers in implementing the Contingency Leave Policy.

2. Guidance

When deciding how much paid contingency leave to grant, the line manager should take into account the employee's contractual hours and pro-rata it accordingly.

The following is offered as further guidance for specific situations, to aid interpretation and to help ensure consistency across The University.

Bereavement

Individual circumstances will of course vary, and decisions on the amount of contingency leave are at the manager's discretion. Bereavement may be of a 'close' relative/partner (this includes same sex and transgender partners) or close friend who is not necessarily a blood relation or a next of kin. Individuals who are coping with the affects of bereavement will need sympathetic understanding and support, and other provisions such as annual leave, unpaid leave or sick leave may be appropriate.

Sickness of a dependant or family member

It is normally considered reasonable to expect employees to use annual leave to care for dependants or family members suffering from common illnesses. However, at the line manager's discretion, up to one day of contingency leave may be granted to assess the situation and make arrangements where appropriate.

Emergency situations

Up to one day of contingency leave will normally be granted for accidents or a sudden serious illness of a family member or a serious domestic crisis, in order to assess the situation and make necessary arrangements. Additional time may be granted where appropriate, at the line manager's discretion.

3. Keeping records

Contingency leave will be recorded on the system. The People Hub will escalate any request for contingency leave that exceeds 5 days at any one time, or where it is considered that more than the maximum of 10 days in any one year may be justified.

4. Useful references

Contingency Leave Policy
Unpaid Leave Policy
Pandemic Contingency Leave Policy
Pandemic Contingency Leave Guidance