

# Contingency Leave Policy

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## 1. Introduction

This policy is designed to support all employees having to deal with emergency or unexpected situations.

## 2. Definition

Contingency leave is a short period of leave granted to deal with an emergency situation which could not have been anticipated, and normally has to be taken with little or no notice.

## 3. Entitlement to paid contingency leave

A line manager may grant between one and five days paid contingency leave to a member of staff at any one time subject to a maximum of ten days in any one leave year.

If a line manager believes that more than five days contingency leave should be granted at any one time, or that further contingency leave above the maximum of ten days would be justified, this should be escalated to the People Hub.

Any time off allowed at the discretion of the line manager which amounts to less than one day, is in addition to the above entitlement.

Contingency leave is not appropriate where the situation could have been anticipated or planned for (e.g. routine medical or dental appointments, school holidays etc.).

Contingency leave should not continue for longer than the period of time necessary for the member of staff to assess the situation and make other arrangements where appropriate (e.g. request unpaid or annual leave, arrange alternative childcare etc.).

Given the nature of Associate Lecturer work, duties can often be rescheduled around emergency situations of brief duration (e.g. one to two days) without the need to request contingency leave. However it is recognised that in circumstances where all or some of the work, such as timetabled duties, is reallocated to another tutor at short notice, contingency leave may need to be approved.

In accordance with legislation, in certain circumstances employees are entitled to a period of unpaid leave (please refer to the Unpaid Leave Policy). This should be considered where paid contingency leave is not appropriate, or a limited period of paid contingency leave has been granted and a further period of leave (other than any agreed annual leave) is requested. There are separate arrangements for unpaid leave for Associate Lecturer staff, within the leave of absence clause in their Terms and Conditions of Service.

#### **4. Equality, diversity and inclusion**

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

#### **5. Useful references**

Contingency Leave Guidance  
Pandemic Contingency Leave Policy  
Pandemic Contingency Leave Guidance  
Annual Leave Policy  
Unpaid Leave Policy  
Terms and Conditions of Service for Associate Lecturers