

# Time off for Domestic Emergencies

We recognise that colleagues will from time-to-time experience emergencies at home, such as flood, fire, or burglary. This policy, which applies to all colleagues, is intended to allow those who have a genuine domestic emergency to take a reasonable amount of time off work to deal with the emergency.

The policy does not apply to planned events such as domestic repairs, refurbishment, building or trades work, instillation of appliances or home deliveries.

## Procedure

If you need to take time off for a domestic emergency, you should contact your line manager at the earliest opportunity. If you become aware of an emergency whilst at work, you should immediately speak to your line manager about leaving work early. You should explain:

- The reason for the absence; and
- How long you expect to be absent from work.

If your line manager is unavailable, you must speak to an equivalent or more senior manager.

If you are unable to contact your manager before taking time off to deal with an emergency, you should contact your manager as soon as possible.

You must inform your line manager as soon as possible of any change in the expected date of your return to work.

## Pay

It is Amtico's policy to pay colleagues their normal rate of basic pay when they are absent from work as a direct result of a genuine domestic emergency although this is subject to the discretion of your line manager. Further, pay will be maintained only if:

- You notify your line manager of the emergency in line with the procedure set out above; and
- The amount of time off work taken is only that necessary to resolve the immediate emergency (which in most cases will be no more than one day).

## Excessive time off under this policy

If a colleague takes frequent or regular time off on account of domestic emergencies, the colleagues' line manager has the discretion to require the colleague to provide evidence of the emergency and either:

- Make up for the time by working extra time on another occasion; or
- Take time off as annual leave or use credit time under the Holiday Policy
- Take time off unpaid

## Other types of leave

Time off under this policy is intended to be for the colleague to deal with domestic emergencies. Once the immediate emergency has been taken care of, the colleague is expected to return to work of, if further time off is necessary, request to take it as annual leave under the Holiday Policy or as unpaid leave.

Amtico operates a separate policy on time off for dependants. Colleagues should apply for leave under this policy to take time off to manage unexpected or sudden problems relating to a dependant (for example their child) and make any necessary longer-term arrangements.

Amtico also has a separate policy on compassionate leave, which is to help colleagues to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal

relationship problems and a parental bereavement leave policy for colleagues who have lost a child under 18.

### **Queries and complaints**

Any colleague who has a query on this policy, or who believes that they have been unreasonably refused time off, should in the first instance discuss the matter with their line manager, if the issue cannot be resolved in this way the colleague may use the grievance procedure to resolve any dispute.