



Emergency Leave Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure statement

The purpose of this leave is to deal with events that are 'unexpected', 'sudden', are not known of in advance and can be suitably classified as an 'emergency'.

North Yorkshire Police recognises that all staff regardless of whether they are responsible for the care of dependents occasionally need time away from work to deal with emergencies. Therefore, North Yorkshire Police will not limit access to this leave solely to staff who care for dependents.

To be clear, Police Staff and Officers eligible for Emergency Leave must be able to demonstrate that the leave requested is appropriate because; it is to deal with the immediate crisis and / or for making longer term arrangements to deal with the emergency. It is not for undertaking the care arrangements in the medium or longer term.

Procedures:

Annual Leave Procedure
Additional Leave of Absence Procedure
Compassionate Leave Procedure
Parental Leave Procedure

Other Documents:

Annex T to Regulation 33 of the Police Regulations 2003

Process

POLICE STAFF

Police Staff, regardless of their length of service, are entitled to take a reasonable amount of time off during working hours to deal with a home or family emergency.

The first instance of this leave entitlement in any one financial year will be at full pay and is in addition to annual and other leave entitlements. Subsequent occasions of Emergency Leave in any one financial year [i.e. April – March inclusive] will be unpaid.

Alternative paid leave options will remain open to Police Staff such as Annual Leave, RDIL and TOIL.

POLICE OFFICERS

Where Police Officers are intending to take Emergency Leave for purposes which fulfil criteria within Annex T or the Police Regulations 2003, then this will be at full pay.

However, where Police Officers are intending to take North Yorkshire Police Emergency Leave for purposes which are outside the criteria described within Annex T or the Police Regulations 2003, then this will be unpaid. Alternative paid leave options will remain open to Police Officers such as Annual Leave, RDIL and TOIL.

PROCEDURE

Where emergency leave is being requested on a frequent basis and typically for the same or similar reasons each time, line managers in conjunction with People Services may need to determine whether Emergency Leave continues to be the most appropriate means of accommodating the absence.

The individual must tell their Line Manager as soon as is practically possible why they are away from work and how long they expect to be off.

The individual and the Line Manager must ensure that ORIGIN is updated (including reason for request).

Any additional time permitted is at the discretion of the individual's line manager. Time off exceeding one or two days should normally be taken as another form of leave (See Parental Leave Procedures, Annual Leave Procedures, and Compassionate Leave Procedures).

Responsibilities

Managers – Line managers will consider requests for emergency leave fairly, appropriately and in line with this procedure. They will confirm details to the appropriate Duties team. They will liaise with HR, where necessary, to determine whether or not emergency leave is appropriate.

Police Officers & Staff Members – Must abide by this procedure in requesting time off on compassionate grounds.

People Services – Must ensure that this procedure is being adhered to and will provide advice as necessary on its interpretation and implementation.

People Services Advisors – Will provide support to managers, where necessary, to determine whether or not emergency leave is appropriate.

Definition of Special Terms

TOIL – Time Off In Lieu

RDIL – Rest Day In Lieu