



## Emergency Family Leave (incorporating force majeure)

### Introduction

- There are a number of sample policies provided to act as a reference point for 30% Club members when forming their Diversity & Inclusion policies.
- These policies have been provided by some of our member companies.
- Within the policy bank, we have divided these policies into similar themes.
- This section includes 1 sample policy on implementing supports for IVF

### Context for considering a family leave policy

Requests for emergency family leave are a feature in every organisation. The most prevalent reasons are urgent caring requirements involving stepping in or in extreme cases hospital admission; Creche issues where a child is unwell and can't be admitted, or childminding issues arising at short notice. In such cases it is not possible to plan in advance within the requirements set out under force majeure protections. In some cases it might be possible for your employee to avail of unplanned annual leave, but where this is not possible it is often the case where an employee will register as sick, when typically that's not the case. This impacts on sick leave statistics and separately can also reinforce the view of the competing demands for employees who also act as carers. One way to consider an alternative is to introduce an emergency family leave policy which in effect allows for force majeure leave but with less restrictive qualifying reasons.

### Top things to consider if developing an emergency family leave policy

1. Be specific about either the circumstances that the leave covers – or the fact that a request should fall within certain boundaries
2. Make sure you include the same annual limits including in the force majeure requirements, and state that this leave is within the force majeure application



## Emergency Family Leave – Sample 1

---

### Introduction

The purpose of this policy is to support you in times of family crisis.

---

### Scope

Short term leave is available in urgent situations, where you need time off to care for a close family member. It is available to all all staff.

---

### Policy Statement

We recognise that urgent/emergency situations can arise and you may need unplanned time off to support a family member in a time of crisis. Emergency family leave is a paid period of leave which allows for 3 days off in any 12 month period and is subject to a max of 5 days leave in any 36 month period.

---

### Standards

- Leave cannot be planned or booked in advance, it is limited to times of crisis, such as sudden illness.
  - Leave can only be taken in respect to a close family member or dependant.
  - You can take up to 3 paid days within any 12 month period, subject to a max of 5 paid days in 36 month period.
  - Applications will be managed locally and be treated in complete confidence.
  - When on leave you will be treated as still working so salary and benefits will remain unaffected.
  - Any part day taken would be counted as a full day for the purposes of calculating full entitlement.
- 

### Guidelines



This document has been prepared as a suggested aid for any organisation on their Diversity journey. It has been developed by 30% Club members as a suggestion rather than as formal advice. We hope you will find it useful on your journey

- You arrange the leave through your People Leader,
- Record the days taken through the time and attendance systems as “urgent family leave”.
- If a longer period of leave is required, then this should be supported through our Flexible Working policy (Reduced hours, Career break, Special Absence Break).