



The Athelstan Trust

Domestic Incident Leave Policy

Domestic incident leave policy

- 1 **Purpose:** This policy is intended to provide guidance on your statutory entitlement to domestic incident leave.
- 2 **Entitlement:** You are entitled **to unpaid** leave from work where this is necessary to cover emergencies or unforeseen situations. The Trust recognises the following as constituting a situation entitling you to a period of leave:
 - 2.1 the sudden injury or illness of a dependant, or where a dependant is assaulted;
 - 2.2 when a dependant gives birth;
 - 2.3 the unexpected cancellation of childcare arrangements;
 - 2.4 the death of a dependant necessitating arrangements for and attendance at the funeral;
 - 2.5 the unexpected breakdown in care arrangements for a dependant;
 - 2.6 the birth of a child for whom you have parental responsibility.
- 3 **Other reasons:** Any request for leave for a reason not included in the paragraph above will be considered by the Academy
- 4 **Notice:** Whenever practicable, you will be required to request the leave of absence from your Head of Department or line manager giving at least one day's notice. Where this is not possible, you (or someone else on your behalf) should contact your Head of Department or line manager as soon as practically possible giving the reason for the absence and its likely duration.
- 5 **Notification:** Where the absence lasts for more than one day, you are expected to notify the Academy before 7.00 am on each working day until your return to work.
- 6 **Duration of absence:** Other than in the most exceptional circumstances, the Academy would not expect the absence to last more than one or two working days.
- 7 **Abuse of entitlement:** The Academy may require explanation and evidence justifying your request for leave. Unauthorised absence or abuse of this policy may constitute gross misconduct and disciplinary action may be taken against you.