



**ELHAP – A SPECIAL NEEDS ADVENTURE PLAYGROUND**  
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## **DOMESTIC EMERGENCY LEAVE POLICY**

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1. Leave for a domestic emergency is designed to support staff where the emergencies are unrelated to children or dependents (please see related ELHAP employment policies).
  2. The ELHAP Manager and/or Line Managers have delegated authority to grant 1 day of paid leave per emergency recorded using the guidelines below. Any further leave should be taken as time in lieu or unpaid leave.
  3. It is expected that employee's should not normally require more than 3 separate (unrelated domestic emergencies) days of domestic emergency leave per year. A year is calculated as starting on the 1<sup>st</sup> April and ending on 31<sup>st</sup> March.
  4. Examples of an emergency include:
    - A road accident or other similar accident involving the employee
    - The breakdown or theft of the employee's car
    - A burglary at the employee's home or a violent crime or involving the employee
    - Fire or flooding at the employee's home.
- This list is not exhaustive.
5. In determining whether request for leave should be granted the following factors should be taken into consideration:
    - The nature and extent of the emergency
    - The availability of others to deal with the emergency
    - The likely impact of the emergency on the employee
  6. This leave is intended to cover genuine emergencies. If an employee knows in advance that they are going to need time off for a domestic issue (for example in the case of delivery of goods to the employee's home) they should ask for leave in the normal way.
  7. Any leave taken must be recorded on the employee's personnel file.

**Implemented by the ELHAP Board of Trustees**  
**3<sup>rd</sup> October 2005**