

Caring for those who are Sick, and Dealing with Domestic Emergencies Policy Statement

Absence from work to attend to the sickness of a member of your immediate family (or equivalent) or to attend to a family or domestic emergency will normally be paid in the first instance to enable you to make the necessary arrangements for continued care or attention. Such paid leave will be limited to a period ranging from half a day to no more than two days. In certain exceptional circumstances your manager may grant a further limited period of paid leave. Additional approved leave will be unpaid or taken as annual leave.

It is important that these provisions are not abused and the department will monitor the frequency of leave requests.

This policy statement should be read in conjunction with the University ***Sickness, Maternity Leave and Leave for Other Reasons*** policy:

<http://www.admin.ox.ac.uk/ps/managers/hours/other.shtml>