



HUMBERSIDE FIRE AND RESCUE SERVICE

People and Development

Domestic Emergencies Policy

Owner	Executive Director of People & Development
Responsible Person	Head of Human Resources
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What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

CONTENTS

1. **Introduction**
 - **Core Code of Ethics**
 - **National Guidance**
2. **Equality and Inclusion**
3. **Aim and Objectives**
4. **Associated Documents**
 - **Equality Impact Assessment**
 - **Legal References**
 - **Equality Act 2010**
 - **National Guidance**
5. **Time Off For A Domestic Emergency**
6. **Requesting Time Off For a Domestic Emergency**
7. **Other Types of Leave**
8. **Providing False Information**

1. INTRODUCTION

This policy sets out Humberside Fire & Rescue Services' (HFRS) approach to time off to deal with domestic emergencies.

The policy does not form part of an individual's contract of employment and the Service reserves the right to amend it at any time.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY & INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

There is no statutory right for an individual to be granted time off work to deal with a domestic emergency, nor to be paid if such time off is granted. However, the Service recognises that employees may from time to time encounter an unforeseen emergency at home and need time off to deal with it. The Service is a caring and supportive employer and will make every effort to provide this type of leave.

However, beyond the parameters of this policy, individuals are also afforded flexibility to explore other options for time off in accordance with their duty systems, such as flexi-time, duty exchanges, leave exchanges, etc.

This policy applies to individuals employed by HFRS. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- [Carer's Leave Policy](#)
- [Compassionate Leave Policy](#)
- [Parental Bereavement Leave Policy](#)

- [Time Off for Dependants Policy](#)
- Legal References
 - [Equality Act 2010](#)
- National Guidance

There is no specific National Guidance relevant to this policy.

5. TIME OFF FOR A DOMESTIC EMERGENCY

The Service will grant one day (or a single shift i.e. either a day or a night) of unpaid leave in any 12-month period to take necessary action to deal with a domestic emergency at home. The Service considers a domestic emergency to be one of the following:

- Flood
- Fire
- Burglary

This right does not apply to planned events such as domestic repairs, refurbishment, building or trades work, installation of appliances, or home deliveries.

6. REQUESTING TIME OFF FOR A DOMESTIC EMERGENCY

If an individual needs to take time off for a domestic emergency, they should contact their line manager at the earliest opportunity. If an individual becomes aware of an emergency situation whilst at work, they should immediately discuss with their line manager the possibility of leaving work early. The following information must be shared:

- The reason for the absence
- How long the absence from work is expected to last

If an individual's line manager is unavailable, they must speak with their senior manager or the Duty FDS Officer.

An individual must inform their line manager as soon as possible of any change in the anticipated date of their return to work.

7. OTHER TYPES OF LEAVE

Time off under this policy is intended to be for dealing with domestic emergencies. Once the immediate emergency has been taken care of, an individual is expected to return to work or, if further time off is necessary, the time should be requested as annual leave.

The Service has separate policies for other types of leave, and should an individual be unsure as the type of leave they require, they should contact their line manager or HR in the first instance.

8. PROVIDING FALSE INFORMATION

If an employee knowingly provides false information in relation to taking time off for a

domestic emergency, this may be treated as a disciplinary matter and progressed accordingly.

**If you require further guidance / information relating to this document, please
contact Human Resources**