

# **Q+A Emergency leave and other short absence leave**

## **What is emergency leave and other short absence leave?**

There are situations when an employee needs to take time off suddenly and unexpectedly, for example when his or her child falls ill or the water mains at home springs a leak. In cases like this, employees may take emergency leave.

## **When are you entitled to emergency leave?**

If you are an employee and you need to take time off work immediately due to unforeseen personal circumstances, you may take emergency leave and other short-term absence leave.

Situations in which you can take emergency leave:

- you need to make arrangements because of a death in the family;
- you quickly need to find a babysitter or arrange care for an ill family member;
- you have to find a plumber because your water mains have burst;
- your partner is giving birth (other short-term absence leave);
- you have to register the birth of your child (other short-term absence leave).

## **For how long can you take emergency leave?**

The period of leave should be reasonable, so it depends on why it is needed. In some cases a few hours will be enough, in other cases you might need a few days.

### **Exception**

If your child, partner or parent who is living with you suddenly becomes ill and you unexpectedly need to take time off, you can take the first day as emergency leave. The second day you will have to take a different kind of leave, short-term compassionate leave. You can take this leave if you are the only one able to care for the patient at that time.

## **How do you apply for emergency leave?**

If you are unable to come to work because of an emergency, you must contact your employer as soon as possible. You should tell your employer how much time you think you will need. Only in exceptional cases can you delay informing your employer until afterwards.

## **How will emergency leave affect your income?**

Your employer will continue to pay your salary. It may be that other arrangements have been made in the collective labour agreement (CAO) or by the Works Council or employee representative body. Ask your employer about this.

## **How will emergency leave affect your holiday entitlement?**

Your employer may ask you to take your emergency leave from your holiday entitlement, but your explicit agreement is needed for this.

It may be that arrangements have been made in the collective labour agreement (CAO) or by the Works Council or employee representative body for your holiday entitlement to be used to compensate leave. But such agreements can only be made about any extra holiday entitlement you have. You are *always* entitled to holidays of four times the number of days you work per week.

## **Can your employer refuse to grant emergency leave?**

Your employer is not allowed to refuse you a reasonable request for emergency leave.

### **Information**

Your employer can ask you afterwards to prove that taking emergency leave was necessary.

## **More information**

If you cannot find an answer to your question on this website, you can ask the Postbus 51 Information Service by calling free number 0800 8051. The service is available on working days from 08.00 to 20.00 hrs. If you are calling from abroad, the number is +31 77 4656767 and the regular rate will apply. Your question will usually be answered immediately, though sometimes you will be referred to another government or non-government agency.