

## **Time Off for Dependants Policy**

### **Introduction**

This document sets out our current Time Off for Dependants Policy which is intended to reflect the statutory provisions and provides guidelines only. If there is any conflict between this Policy and the statutory provisions, the latter will prevail.

This policy applies to employees only and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment and may be amended at any time.

These notes are for guidance purposes only. They include a summary of complex law which may change from time to time. These notes may not be applicable to all personal circumstances. Guidance notes are also not a substitute for individual advice and we are able to assist with individual queries.

You may be entitled to take a reasonable amount of unpaid time off work to take action that is necessary to provide help to your dependants. Should this be necessary, you should discuss your situation with your Manager, and, if appropriate, they will agree the necessary time off.

If you have any concerns or queries concerning time off work to care for dependants, please contact your Manager.

Please note that you have not entitlement to be paid in respect of time taken off work to deal with unexpected events regarding dependents.

### **Eligibility**

Irrespective of length of service, you are entitled to take a reasonable amount of time off when necessary in the following situations:

- a) To provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted.
- b) To make arrangements for the provision of care for a dependant who is ill or injured.
- c) In consequence of the death of a dependant. Please also refer to our Compassionate Leave Policy (and our Parental Bereavement Leave and Pay Policy if applicable).
- d) Because of the unexpected disruption or termination of arrangements for the care of a dependant.
- e) To deal with an incident which involves your child and occurring unexpectedly in a period during which an educational establishment that the child attends is responsible for them.

### **What is a 'Dependant'?**

A 'dependant' is defined as an employee's spouse, civil partner, child, parent or a person who lives in the same household as the employee (except as their employee, tenant, lodger or boarder). However, for the purposes of the first, second and fourth circumstances set out under Eligibility a), b) and d), 'dependent' will also include any person who reasonably relies upon you to make such arrangements for the provision of such care.

### **Notification Requirements**

You are not entitled to time off work unless you inform your Manager of the reason for your absence as soon as is reasonably practicable. You must also (except where you cannot notify the Manager until after you have returned to work) give an indication of how long you expect to be absent.

This Policy is intended to cover unforeseen matters. If you know in advance that you are going to need to take time off work, you should take this time as part of your annual leave entitlement in the normal way. Alternatively, if the reason you need to take leave relates to your child, you may be entitled to take parental leave.

If we consider that you are abusing the right to take time off work to care for dependants, or if you fail to comply with the notification requirements, disciplinary action will be taken against you.

### **Duration**

There are no prescribed limits on the duration of Time off Work for Dependants, since this will vary with the differing circumstances of an emergency. For most cases, however, one or two days should be sufficient to deal with the problem. For example, if a child falls ill, the leave should be enough to help you cope with the crisis – to deal with the immediate care of the child, visiting the Doctor, if necessary, and to make longer term care arrangements. The right does not permit you to take time off to care for the child yourself for the duration of the illness.

### **Returning to Work**

On you return to work, you should complete a HRF6 Time Off for Dependants Self-Certification Form regarding your absence and have this countersigned by your manager.

