

## Emergency Dependants Leave Policy and Procedure

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## 1. Policy

- 1.1 The aim of the University's Emergency Dependant's Leave Policy is to provide an immediate, limited period of paid time off, for employees to deal with unexpected emergencies involving a dependant or to make necessary arrangements for longer term care for a dependant.
- 1.2 It is only available in situations requiring sudden and unforeseen crisis management e.g. if your child or another dependant falls ill, time off can be taken to deal with the immediate crisis, and to make arrangements for longer term care, but not to provide continuing care.

## 2. Scope of the Procedure

- 2.1 This procedure applies to all staff on a permanent or fixed term contract, regardless of their length of service.
- 2.2 The definition of a dependant is a spouse, partner, parent, child or any other person who lives in the same household as the staff member as part of his/her family. This does not include a person lodging or boarding with the staff member. A dependant may also be someone who reasonably relies on the staff member for assistance, including where the staff member is the primary carer or is the only person who can help in an emergency.

## 3. Entitlement

- 3.1 Staff members have a statutory right to take a reasonable amount of unpaid time off work to provide assistance, or take appropriate action to deal with an emergency concerning a dependant. What is deemed reasonable will depend on the circumstances and nature of the emergency, but should not normally exceed one or two days.
- 3.2 There is no limit on the number of times a staff member can take dependants leave.
- 3.3 The University will pay staff up to five days dependant leave in a 12 month period. Any additional dependant's leave during the 12 month period will be unpaid.
- 3.4 Emergency dependants leave allows staff members to take a reasonable amount of time off during working hours to deal with the following situations;
  - if a dependant falls ill, is injured, assaulted or gives birth;
  - to deal with the unexpected disruption or breakdown of care arrangements for a dependant i.e. a childminder falls ill or nursing home or school closure;
  - to deal with an unexpected incident involving a child during school hours
- 3.5 Emergency Dependants leave cannot be used to provide long-term care and alternative forms of leave should be used for this i.e. unpaid or annual leave.

## 4. Procedure

- 4.1 Staff should inform their line manager on the first day of absence, or as soon as reasonably practicable, the reason for their absence and how long they expect to be away from work.
- 4.2 Where possible, the Emergency Dependants Leave Form should be completed prior to the absence. However, the University accepts that due to the nature of the leave this might not always be possible and in such cases the form should be completed on the staff members return to work.

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