

## Dependants Leave Policy and Procedure

Time Off for Dependants Leave is intended to provide an immediate, limited period of unpaid time off, for employees to deal with unexpected or emergencies involving a dependant or to make necessary arrangements for longer term care for a dependant.

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).

### Entitlement

1. Staff members have a statutory right to take unpaid time off to provide assistance or take appropriate action to deal with an emergency concerning a dependant.
2. A dependant is a spouse, partner, parent, child or any other person who lives in the same household as the staff member, but is not a lodger or boarder, or may be any other person who relies on the staff member for care.
3. Examples of when a staff member may take time off in an emergency include a dependant being taken suddenly ill or existing arrangements for the care of a dependant being unexpectedly disrupted.
4. A reasonable amount of time off work can be taken under this category of leave, of an amount sufficient for the staff member to deal with the emergency (e.g. to arrange for care for the dependant - normally not more than one or two days). Time off for dependants cannot be used to provide long-term care.

### Procedure

You should tell your manager, as soon as practicable, the reason for your absence and how long you expect to be away from work. Where possible, you should complete a Dependants Leave Form prior to your absence. Where you are unable to complete a Dependants Leave Form prior to taking leave, you should make every effort to contact your manager on the first day of absence or as soon as practicable thereafter and tell him or her the reason for your absence and how long you expect to be away from work. You are required to complete a Time Off for Dependants Leave Form on your return to work.

Document title	<b>Dependants leave policy and procedure</b>
Version	Final
Person responsible	Rachel Libby-Chiaa
Author	Tanya Allen
Document date	15/05/09
Last amended	04/11/10
Effective from	11/02/11
Review date	2016
Impact Assessment date	28 May 2009
History (where discussed / who circulated to / committees considered)	HR Legal & Compliance Sub Committee UCU/UNISON Planning Resources Committee Finance & Staffing Board of Governors