



Time off for Dependants

Introduction

The policy explains the right to take time off to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements.

Circumstances in which right to time off for dependants applies

Irrespective of your length of service, and whether you are part time or full time, you can take a reasonable amount of time off during working hours to take necessary action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- in consequence of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant; and
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment.

A dependant is:

- a spouse;
- a civil partner;
- a child;
- a parent;
- a person who lives with the you other than as your employee, tenant, lodger or boarder;
- any other person who would reasonably rely on you for assistance if they fell ill or was injured or assaulted, or who would rely on you to make arrangements for the provision of care in the event of illness or injury; or
- in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of care.

What you should do if you need time off for dependants

If you need to take time off for dependants, you should contact your line manager at the earliest opportunity. If you become aware of an emergency situation while at work, you should immediately speak to your line manager about leaving work early. You should explain:

- the reason for the absence; and

- how long you expect to be absent from work.

If your line manager is unavailable, you must speak to an equivalent or more senior manager.

If you are unable to contact the manager before taking time off for dependants, you should contact the manager as soon as possible.

You must inform the line manager as soon as possible of any change in the anticipated date of your return to work.

Pay

There is no statutory entitlement to receive pay while taking time off for dependants. Therefore, we do not pay you for any time off for dependants.

How much time off can be taken?

The right to time off for dependants will, in most cases, be one or two days. You must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If you are unable to make alternative arrangements, you must contact the line manager and explain why further absence is required.

Data protection

When you make a request to your line manager for time off for dependants, they should process any personal data collected in accordance with our data protection policy. In particular, line managers should record only the personal information required to deal with your request for time off for dependants and keep this information only for as long as necessary to deal with the request.

Key Legislation

- Employment Rights Act 1996
- Civil Partnership Act 2004
- Data Protection Act 2018
- General Data Protection Regulation (2016/679 EU)

Reviewed April 2020