

DEPENDANTS' LEAVE

Section B – Non Contractual Policy

Dependants' Leave

Dependants' leave allows employees to take time off work unpaid to deal with an emergency which involves someone who is dependent on them.

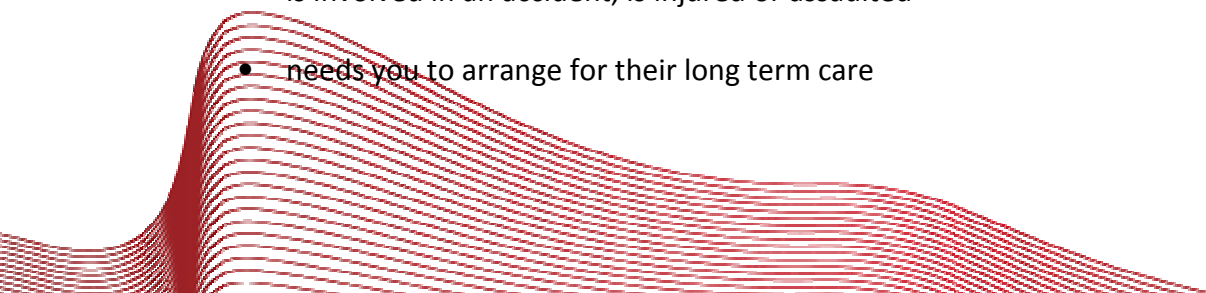
You are entitled to take reasonable time off to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements. What is reasonable will depend on your individual circumstances.

Eligibility

A dependant is one of the following:

- your husband, wife, civil partner or partner;
- your child;
- your parent;
- someone who lives in your household a person other than as your employee, tenant, lodger or boarder;
- someone who reasonably relies on you for assistance in circumstances where they become ill, injured or assaulted;
- someone who reasonably relies on you to make arrangements for the provision of their care in circumstances where they become ill or injured.

An emergency is when a dependant:

- is ill and needs your help
 - is involved in an accident, is injured or assaulted
 - needs you to arrange for their long term care
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- needs you to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse failing to turn up
- goes into labour
- child needs your help during school hours
- dies and you need to deal with his/her death

Please note that the right to take dependants' leave only covers the above emergencies.

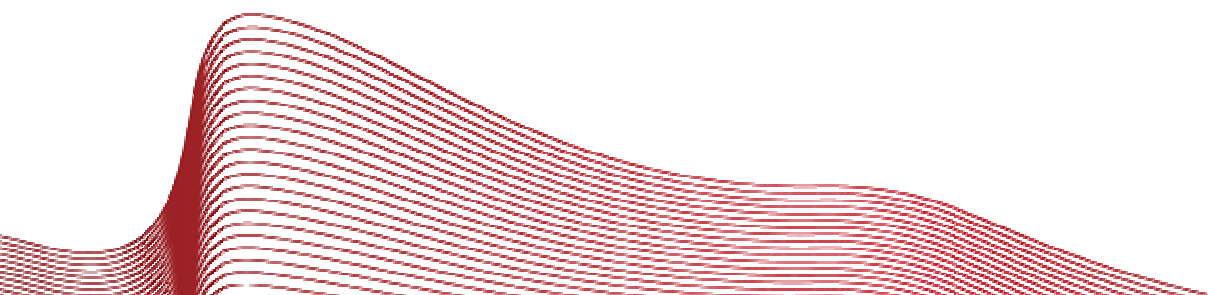
If a situation arises that does not qualify as an emergency or does not involve a dependant as described above, you may be entitled to parental leave (see Parental Leave policy).

Alternatively, you may request to take holiday in accordance with our Holiday Policy (see our Holiday Policy)

Dependants' leave is designed to cover immediate unforeseen emergencies only and in most situations, will cover an absolute maximum of one or two day period.

Once a situation becomes manageable, it will no longer be viewed as an emergency and your right to take dependants' leave will cease.

For example, if your son broke his arm whilst at school, you would be entitled to enough dependants' leave to visit the hospital upon being informed that he had broken his arm and enough time to visit the hospital to ensure he was alright and make whatever arrangements are necessary for his care. However, you would not be entitled to two weeks' dependant's leave to look after your son, as the immediate emergency no longer exists.



Procedure

As dependants' leave is designed to deal with unforeseen family emergencies, we recognise that it is often not possible to give a lot of advance notice of your wish to take dependants' leave.

Accordingly, when an emergency arises, you are simply required to inform your Manager as soon as possible why you are away from work and how long you expect to be off work.

It is your responsibility to ensure that your Manager is aware of the reasons for your absence. If you cannot contact your Manager directly, make sure you leave a clear message that will get passed on to him/her together with a telephone number that your Manager can contact you on. Sending a text message to your Manager's mobile phone is not acceptable.

Please note that we may at any time request evidence of your eligibility for dependants' leave.

Abusing the policy Abuse of this policy will not be tolerated. Claiming dependants' leave dishonestly is viewed as an extremely serious disciplinary offence, which may lead to your dismissal.

Policy Owner: Group HR
Review Date: 01 August 2019

