

## Time off for Family and Dependants Policy

### Your rights

As an employee you're allowed time off to deal with an emergency involving a dependant.

A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care.

You're allowed a reasonable amount of time off to deal with the emergency, but there's no set amount of time as it depends on the situation.

For Example

If your child falls ill you could take time off to go to the doctor and make care arrangements. We may then ask you to take annual leave or parental leave if you want to look after your child for longer.

You must tell us as soon as possible how much time you'll need so it can be agreed.

### Limits on time off

There are no limits on how many times you can take time off for dependants. However, we may want to talk to you if we think time off is affecting your work.

### Pay

We may pay you for time off to look after dependants, but we don't have to.

Exceptions

You can't have time off if you knew about a situation beforehand. For example you wouldn't be covered if you wanted to take your child to hospital for an appointment. We may give you parental leave instead.

### Compassionate leave

If you aren't given time off for dependants, we may allow you 'compassionate leave' - this can be paid or unpaid leave for emergency situations.

What's an emergency?

You could get time off when a dependant is involved in the following emergencies.

Illness, injury or assault

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This includes mental or physical illnesses that don't have to be life-threatening or need full-time care. It could be an existing condition that has worsened.

For example, if a dependant is mugged without being physically hurt, you could take time off to comfort or help them.

You can also take time off to arrange longer term care for a dependant.

### Having a baby

You could take time off if a dependant goes into labour unexpectedly and they rely on you to take them to the hospital. You can't take time off for dependants after the birth to care for the child, unless it's an emergency.

However, if you're the child's parent you could be entitled to paternity or parental leave.

### Disruption of care arrangements

You could get time off if:

a child minder or carer doesn't turn up to look after a dependant

a nursing home or nursery closes unexpectedly

If your child is involved in an incident during school time

You could get time off if your child has been:

involved in a fight

injured on a school trip

suspended from school

### Taking time off

Tell us as soon as possible if you need time off. If it's an emergency, you may not be able to do this before you leave work but you should let us know as soon as possible.

You don't have to do this in writing or give written proof.

We will not treat you unfairly for taking time off, for example refusing you training or promotion, dismiss you or choose you for redundancy because you asked for time off for a dependant or refuse you reasonable time off.

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