**Time off for Dependants**

We operate the following policy about emergency situations involving dependants. It 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 the right to time off for dependants applies**

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

* to help 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 your child and occurs unexpectedly while your child is at school/another educational establishment.

A dependant is:

* a spouse;
* a civil partner;
* a child;
* a parent;
* a person who lives with you other than as your employee, tenant, lodger, or border;
* any other person who would reasonably rely on you for assistance if they fell ill or were 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 about 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.

**Procedure**

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 at work, you should immediately speak to your line manager about leaving work early. You should explain the following:

* the reason for the absence; and
* how long do 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 cannot contact the manager before taking time off for dependants, you should contact the manager as soon as possible. Please inform your 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. If you cannot make alternative arrangements, you must contact your line manager and explain why further absence is required.

**Other types of leave**

Time off under this policy is intended for you to deal with emergencies involving dependents. Once the immediate emergency has been resolved, you are expected to return to work or, if additional time off is necessary, request to take it as annual leave under our holiday policy.

We also have a separate policy on compassionate leave, which is for you to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

You are also entitled to unpaid parental leave, which is available here: <https://www.gov.uk/parental-leave>.

**Providing false information**

If you knowingly provide false information about taking time off for dependants, this may be treated as a resolution matter, potentially amounting to gross misconduct, rendering you liable to dismissal.

**Queries and complaints**

If you have a query about this policy or believe you have been unreasonably refused time off, you should first discuss the matter with your line manager. If the issue cannot be resolved this way, you may use the formal grievance procedure to resolve any dispute.