

Time off for dependants

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Time off for Dependants Policy

1. ABOUT THIS POLICY

11 Employees have a statutory right to take a reasonable amount of time off work to deal with emergencies involving their dependants. This policy sets out UCFB's stance on permitting employees to take time off for this purpose whilst ensuring our operations are not unduly affected.

12 The term 'dependant' is prescribed in law and replicated in this policy. The policy also sets out areas of flexibility that we may adopt in order to support employees.

13 Employees will not be subject to detriment for taking time off for dependants in accordance with this policy. The law recognises that there may be occasions when you need to take time off work to deal with unexpected events involving one of your dependants.

14 This policy applies to time off to take action which is necessary because of an immediate or unexpected crisis. This policy does not apply where you need to take planned time off or provide longer-term care for a dependant. If this is the case, you should take advice from your line manager.

15 Whether action is considered necessary will depend on the circumstances, including nature of the problem, the closeness of the relationship between you and the dependant, and whether anyone else is available to assist. Action is unlikely to be considered necessary if you knew of a problem in advance but did not try to make alternative care arrangements.

16 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. ENTITLEMENT

21 You are entitled to take a reasonable (see below) amount of unpaid time off to take action in relation to unforeseen events involving a dependant, defined as follows:

- spouse/civil partner
- child
- parent
- person who lives in the same household but is not a tenant, lodger, boarder or employee
- those who reasonably rely on you for the provision of care or for assistance if they fall ill. This could be, for example, an elderly neighbour.

22 It is not possible to define what a reasonable amount of time is because this will depend on the specific circumstances in question. The same event may require varying amounts of time off for different people, or even the

same person if it happens more than once on different occasions.

23 The right to time off extends only to that needed to make arrangements in the event of an emergency. Therefore, it is anticipated that no more than one or two days will be appropriate on each occasion. Arrangements to cover any time off needed in excess of this as a result of an emergency will need to be discussed with your line manager.

3. EVENTS COVERED BY THIS POLICY

31 An unforeseen emergency, for the purposes of this policy, can cover various events in an employee's life, for example:

- to help when a dependant falls ill, gives birth or is injured or assaulted (including mental illness or injury)
- to make arrangements for the provision of care for a dependant who is ill or injured when a dependant dies
- to cope with the unexpected breakdown of arrangements for caring for a dependant and
- to deal with an incident involving a child of the employee which occurs unexpectedly during school hours or in circumstances where the school has responsibility for the child.

32 Time off for emergencies not involving a dependant e.g. a flood at home, is not covered by this policy.

4. PAY FOR TIME OFF

41 There is no legal obligation for UCFB to pay employees for time off for dependants, however, Line managers have the discretion to grant up to two days paid leave per instance (up to a maximum of 6 days in a 12 months rolling period).

42 Anything above this is at the discretion of the Head of Department for exceptional circumstances.

43 Some situations may require employees to be absent from work for longer, in this case the line manager will explore other solutions such as annual leave, flexible working, temporary reduction in contracted hours or unpaid leave.

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5. NOTIFICATION

51 As soon as is reasonably practicable, you must contact your line manager to inform him/her of your need to

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take time off for dependants. If you are in work at the time the need arises, you must make reasonable efforts to inform your line manager in person of the need to leave work. If your line manager cannot be located, you should contact your Head of Department. If you are out of work when the need to take time off arises, you should notify your line manager by telephone or, in exceptional circumstances where a telephone call is not appropriate, by email.

52 The reason for your absence/the need to leave and the expected duration must be provided. Failure to do this may result in disciplinary action being taken against you. Your line manager may ask you for evidence of the need to take time off