



Time off for dependants leave policy

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This professional associations/trade unions have been consulted on this document and HFL Education recommends it for adoption.

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1. Scope

This policy applies to all employees. It has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

2. Introduction

We recognise that there will be occasions where you are faced with emergency situations involving dependants where they may need to take time off work.

This policy explains the right to take time off work to manage unexpected or sudden problems, and of taking a reasonable amount of time for issues relating to a dependant and in order to make any necessary longer-term arrangements.

3. Eligibility

A dependant is defined as:

- a spouse
- a civil partner
- a child
- a parent
- a person who lives with you other than as their 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.

4. Circumstances in which right to time off for dependants applies

You (irrespective of length of service, and whether they are part time or full time) are entitled to 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
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/ another educational establishment.

5. Procedure

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

- the reason for the absence; and
- how long you expect to be absent from work.

If the Headteacher is unavailable, you must speak to the Deputy Head.

If you are not at work and are unable to contact your line manager/Headteacher before taking time off for dependants, you should contact them as soon as possible and ensure a message is left on the school answerphone/office so that colleagues may be aware at the earliest

opportunity that you will not be in work.

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

6. Pay

There is no statutory entitlement to receive pay while taking time off for dependants.

7. 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 your line manager/Headteacher and explain why further absence is required.

8. Other types of leave

Time off under this policy is intended to be for you to deal with emergency situations involving dependants. Once the immediate emergency has been taken care of, you are expected to return to work or, if further time off is necessary, request to take it as another form of leave. Authorisation of further leave is at our discretion.