# Time off for Dependants Policy

***Note: Draft wording – will be added in usual template for full council approval***

## Purpose

Employees have a statutory right to take a reasonable amount of time off work to deal with emergencies involving their dependents. This policy sets out the Organisation's ~~Company's~~ stance on permitting employees to take time off for this purpose while ensuring the Organisation's ~~Company's~~ operations are not unduly affected.

The term "dependent" is prescribed in law and replicated in this policy. The policy also sets out areas of flexibility that the Organisation ~~Company~~ may adopt in order to support employees. Employees will not be subject to detriment for taking time off for dependants.

Employees who use time off for dependants for reasons other than that for which the statutory right is intended may be subject to disciplinary proceedings.

## Entitlement

You are entitled to take a reasonable (see below) amount of ~~[optional — 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.

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.

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.

~~[Optional] The Company recognises that people other than those listed above in relation to who the statutory right applies may depend on you for assistance. Requests for [delete as appropriate — unpaid] time off in relation to these people should be made to your line manager.~~

[Optional] A maximum of [insert number] days will be permitted where funeral arrangements are to be made. This time will be [delete as appropriate — paid/unpaid]?~~.~~

## Events covered by this policy

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

~~This template is provided as an example document by BrightHR and is accurate at the time of download from BrightBase. Before using the template, please ensure it reflects your business and is suitable for your situation. If you have any questions about the content of the template or how to use the template for your business, please contact BrightAdvice on 0844 728 0180 (Mon to Fri 9am – 5pm) quoting your BrightHR membership number.~~

- 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.

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

~~[Optional] **Pay for time off**~~
~~There is no legal obligation on the Company to pay employees for time off for dependants; however, a maximum of [insert number] days in a rolling 12 month period will be paid at full pay. [Delete as appropriate — Part days taken will be aggregated to reach a total of five days./Part days taken will be counted as a full day.]~~

## Notification

As soon as is reasonably practicable, you must contact your line manager to inform them of your need to 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 ~~[insert name/position]~~the Clerk. 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.

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.

Other policies
Employees should read our policy on Parental Bereavement Leave which also offers entitlements in respect of the death of a dependant.

Signed:

_____

Date:

_____

Policy review date:

_____

~~This template is provided as an example document by BrightHR and is accurate at the time of download from BrightBase. Before using the template, please ensure it reflects your business and is suitable for your situation. If you have any questions about the content of the template or how to use the template for your business, please contact BrightAdvice on 0844 728 0180 (Mon to Fri 9am – 5pm) quoting your BrightHR membership number.~~