

Time Off For Dependants

Entitlement.

- Managers may agree to employees having time off, during working hours, to care for a dependant - particularly in unforeseen emergencies.
- Examples may include situations where:
 - a dependant falls ill, is injured, or assaulted; or
 - there is an unexpected disruption, or termination, of their care arrangements; or
 - there is an unexpected incident involving the employee's child whilst at nursery or school
- Before agreeing to the leave, managers must discuss the circumstances with the employee, to determine what's 'reasonable' and 'necessary'.
- The employee may then be allowed up to one day's paid leave.
- Any further leave will be unpaid, and shouldn't normally last more than two to three days in total.
- This type of leave should only be granted for unforeseen emergencies. Managers have the right to refuse requests, if the same employee makes them on a regular basis.

Qualification.

A dependant is defined as:

- a wife, husband;
- a civil partner;
- a child;
- a parent;
- someone who lives in the same household as you; or
- anyone else who reasonably relies on you for help and support.

Notification.

- Employees should tell their managers as soon as possible, explain the circumstances, and discuss how much time off they're likely to need.