



## *TIME OFF FOR DEPENDANTS POLICY*

### *WHAT IS TIME OFF FOR DEPENDANTS*

This is a right allowing employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements. The emergency must involve an employee's dependant.

### *WHO CAN TAKE TIME OFF FOR DEPENDANTS*

There is no qualifying period in order to take time off in an emergency. You are entitled to this from day one of starting your job.

### *WHO COUNTS AS A DEPENDANT*

A dependant is a husband, wife, child or parent of the employee. It also includes someone who lives in the same household as you. This could be your partner, elderly aunt or grandparent. It does not include tenants or boarders.

In the cases of illness or injury, or where care arrangements break down, a dependant may be someone who reasonably relies on you for assistance. This may be where you are the primary carer or the only person who can help in an emergency.

### *WHEN CAN YOU TAKE TIME OFF*

This right enables you to take time off when it is necessary to deal with an unexpected or sudden problem and make any necessary longer term arrangements.

### *HOW MUCH TIME CAN YOU TAKE OFF*

You are entitled to a reasonable amount of time off in the circumstances. This will vary according to the situation. For most cases one or two days will be sufficient to deal with the problem. For example, if a child falls ill with chickenpox, the leave should be enough to help you cope with the crisis – to deal with the immediate care of the child, visiting the doctor and to make longer-term arrangements. You will not be entitled to take two weeks off to look after the sick child, but you may be able to make alternative arrangements with your manager to take annual leave (with their approval).

This right is intended to cover genuine emergencies only.



**TIME OFF FOR DEPENDANTS POLICY**

*TELLING YOUR MANAGER*

You must tell your manager or supervisor, as soon as is practicable, the reason for your absence and how long you expect to be away from work.

*WHAT YOU MUST DO ON YOUR RETURN TO WORK.*

On your return to work you must complete a statement of absence form noting the dates you were absence from work and the reason.

*ABUSE OF THIS RIGHT*

If your manager has reason to believe that you are abusing the right to time off for dependants, an investigation will take place under the disciplinary rules and procedures. Any abuse of this right may lead ultimately to dismissal.

Please note that Time Off for Dependants is not paid. The time will be deducted from your monthly salary/wages. This will normally be in the month in which the time off is taken unless it is after the 15<sup>th</sup> day of the month, in which case the money will be deducted in the following month.

.....

If you have any questions regarding the above please speak to your manager or contact the Personnel Department on 0207 887 7075/4.