

CHR006 Dependents Leave Policy

Dependents Leave Policy

Time off for dependents

The organisation operates the following policy in relation to emergency situations involving dependants. It explains the right to take time off to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements.

Circumstances in which right to time off for dependants applies

All employees (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/other educational establishment.

A dependant is:

- a spouse;
- a civil partner;
- a child;
- a parent;
- a person who lives with the employee other than as their employee, tenant, lodger or boarder;
- any other person who would reasonably rely on the employee for assistance if they fell ill or was injured or assaulted, or who would rely on the employee 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 the employee to make arrangements for the provision of care.

Dependents leave should be for genuine emergencies and unforeseen matters. Employees should therefore utilise annual leave, parental leave or carers leave for any planned absence as dependants leave is not intended for such purposes.

Procedure

An employee who needs to take time off for dependants should contact the IMS Manager at the earliest opportunity. If the employee becomes aware of an emergency situation while at work, they should immediately speak to his/her line manager or the IMS Manager about leaving work early. The employee should explain:

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

If the employee is unable to contact the IMS Manager before taking time off for dependants, they should make contact as soon as possible.

The employee must inform the IMS Manager as soon as possible of any change in the anticipated date of their return to work.

The IMS Manager will keep a record of the request.

Pay

There is no statutory entitlement to receive pay while taking time off for dependants. Therefore, the organisation does not pay employees for any time off for dependants.

How much time off can be taken?

The right to time off for dependants will, in most cases, be up to one or two days. The employee must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs.

If the employee is unable to make alternative arrangements, they must contact the IMS Manager and explain why further absence is required. If further time off no longer qualifies as time off for dependants, it is at the absolute discretion of the organisation whether or not to grant annual leave/discretionary unpaid leave at short notice.

Failure to return from a period of time off for dependants may be treated as a disciplinary matter. Employees who need to care for a dependant in circumstances falling outside the right to take time off for dependants should discuss this with the IMS Manager.

Providing false information

If an employee knowingly provides false information in relation to taking time off for dependants, this may be treated as a disciplinary matter, which could potentially amount to gross misconduct, rendering the employee liable to summary dismissal.

If an employee believes that they are not being treated fairly in relation to the right to take dependents leave, the matter should be dealt with through the grievance procedure.

Review

This procedure will be periodically reviewed and made available to all staff (on the Works Canteen Noticeboard and via the QR code link displayed in the Canteen). Any amendment to it will be notified to employees by memo / noticeboards.