



RIGHT TO TIME OFF TO CARE FOR DEPENDENTS POLICY

POLICY STATEMENT

In accordance with the Employee Relations Act 1999, employees are entitled to take reasonable unpaid time off during working hours in order to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements, in relation to dependants. This policy covers circumstances in which the employee may take time off to deal with unexpected or sudden emergencies.

Eligibility

All employees, regardless of length of service, have the right to a reasonable period of unpaid time off for the reasons given in the list below. (In most cases one or two days should be sufficient).

Definition of 'dependant'

A dependant in the circumstances outlined below is the employee's spouse, child, parent, or a person living in the same household as the employee (other than by reason of being his boarder, lodger, tenant, or employee). For the purposes of (a) and (b) in the reasons for leave section below, a dependant also includes any person who reasonably relies on the employee:

- (i) for assistance on an occasion when the person falls ill or is injured or assaulted; or
- (ii) for the provision of care in the event of illness or injury.

For the purposes of (d) below a dependant also includes any person who reasonably relies on the employee to make arrangements for the provision of care.

Reasons for leave

Employees may take reasonable unpaid leave from work in the following circumstances:

- (a) to provide assistance if a dependant falls ill, is injured or assaulted or gives birth;
- (b) to make arrangements for the provision of care for a dependant who is ill or is injured;

- (c) in consequence of the death of a dependant e.g. dealing with funeral arrangements;
- (d) because of the unexpected disruption or the termination of arrangements for the care of a dependant e.g. where a childminder or nurse unexpectedly become unavailable;
- (e) to deal with an incident involving the employee's child and which occurs unexpectedly at school.

Requests for Unpaid Leave

All requests for unpaid leave must be channelled through the employee's line Manager.

In general, one or two days should be sufficient in order to allow employees to deal with the emergency and where necessary make alternative arrangements.

The Company will not unreasonably refuse unpaid time off, but time taken must be for a valid reason as defined above.

Time off for the reasons outlined above will be unpaid, except in the case of bereavement/serious illness. Please refer to the compassionate leave section of the Special Leave Policy for details.

Notification

An employee must notify their manager of the reason for their absence and for how long they will be absent, as soon as reasonably practicable in the circumstances giving rise to the leave.

Where possible, the employee should obtain authorisation from their manager in advance of leaving work.

In the event that the immediate manager is not available to authorise their leave of absence, another senior member of staff should be advised. An employee should not leave the site without advising anyone of their intention to do so.

When it is not possible to obtain prior authorisation, the employee should notify the Company by telephone within one hour of their contractual starting time, or as soon as possible after that time.

Deduction from Salary

A deduction for the unpaid leave will normally be reflected in the month's salary when the absence occurs. Where this is not possible, the deduction will be reflected the following month. The Company will be authorised to make such deductions.

Disciplinary Policy

The Company reserves the right to ask employees for reasonable evidence of their need to take emergency leave. Where time off has been taken, and it is subsequently found that it is not for valid reasons, the Company may consider this to be a disciplinary matter.

Disclaimer

This Policy does not form any part of the employee's contract of employment and the Company may amend this Policy at any time.