



TIME OFF FOR DEPENDENTS POLICY & PROCEDURES

Hope's policy and procedures for Time off for dependants complies with relevant legislation, including the Employment Rights Act 1996 as amended by the Employment Relations Act 1999.

Outline of the Right

The right to time off for dependants allows 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 right does not include an entitlement to pay, but the guidelines for Compassionate Leave do make some provision for paid leave in certain circumstances. An employee who uses this right is protected against dismissal or victimisation.

Eligibility

Any Hope employee is eligible to time off for dependants, regardless of whether they work full or part-time. There is no qualifying period.

Definitions of a Dependent

- A dependant is the husband, wife, child or parent of the employee
- A dependant could also be someone who lives in the same house as the employee, such as a partner, elderly aunt or grandparent, but not a lodger, tenant or employee, such as a live-in au pair
- In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance

Circumstances under which an Employee may take time off

- If a dependant falls ill, or has been injured or assaulted
- When a dependant is having a baby
- To make longer term care arrangements for a dependant who is ill or injured
- To deal with the death of a dependant
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant
- To deal with an unexpected incident involving the employee's child during school hours

Amount of time off

The amount of time off will depend on the circumstances of the emergency. For most cases, one or two days should be sufficient to deal with the problem. If an employee knows in advance that the problem is going to arise, or needs a longer period of time off, Hope has other policies and guidelines intended to support employees with families and caring

responsibilities, which may be more appropriate to the situation. These include policies on Maternity, Paternity and Adoptive Leave, Parental Leave, Right to Request Flexible Working, Compassionate Leave and Career Breaks.

Informing Hope of the absence

Employees must contact their manager direct, as soon as is practicable, and inform them of their absence under this provision, and how long they expect to be away from work. If it is not possible to speak direct to their manager, the employee should follow the same procedures set up in their own work area for informing Hope about sickness absence. If this is not possible, the employee should contact the Human Resources Office.

Further Guidance

A short guide for employers and employees on the *Right to time off for dependants* can be found on the DTI's website at <http://www.dti.gov.uk/er/timeoff.htm>