

Emergency Time off for Dependents Policy

Policy Statement

All employees regardless of length of service are entitled to a short period of unpaid time off, during working hours, to make arrangements to deal with specific unexpected circumstances involving a dependant.

An employee and manager should explore other options to unpaid leave wherever possible, such as dynamic working, flexible working arrangements or other leave.

A reasonable amount of unpaid time off during working hours should be authorised depending upon the circumstances. It should be sufficient to deal with the immediate problem and to arrange alternative longer-term care, if necessary. In most cases, one or two days will be sufficient.

A dependant is defined as the employee's spouse, child, parent, or a person living with the employee in the same household for whom they have parental responsibility as a foster or kinship carer (but not as an employee, tenant, lodger, or boarder). A dependant may also refer to anyone who reasonably relies on the employee for help in an emergency.

If there are three or more instances of emergency time off in a twelve-month period a discussion must be held between the employee and line manager to discuss whether other options such as a flexible working arrangement may be beneficial.

Process

1. The employee must inform their line manager of the reason for their absence as soon as reasonably practicable including the expected length of time needed to resolve the issue.
2. The line manager should establish, through discussion with the employee, whether they wish to take the time off using annual leave or flexible working arrangements, as an alternative to unpaid time off.
3. Only unpaid time off for dependants must be recorded using SAP and stated as unpaid leave.
4. Payroll must be informed of any periods of unpaid time off to care for dependants, so that the appropriate pay is deducted. [\(link to Pension info\)](#)

Version	1
Date	
Relevant Legislation	Employment Rights Act 1996.

