



Time Off for Dependants Policy

Policy Code:	HR15
Policy Start Date:	March 2014
Policy Review Date:	March 2017

Please read this policy in conjunction with the policies listed below:

- HR8 Equal Opportunities and Diversity Policy
- HR10 Redundancy Policy
- HR11 Pay Policy
- HR12 Staff Disciplinary Policy
- HR13 Special Leave Policy
- HR14 Paternity Policy
- HR18 Staff Sickness and Absence Policy
- HR19 Maternity Policy
- HR21 Adoption Policy
- HR25 Flexible Working Policy



1 Policy Statement

- 1.1 The law recognises and the Trust respects that there will be occasions when employees will need to take time off work to deal with unexpected events involving one of their dependants.
- 1.2 This policy gives all Trust employees the right to take a reasonable amount of unpaid time off work to deal with certain situations affecting their dependants. The Trust is committed to a programme of action to make this policy effective and to bring it to the attention of all employees.
- 1.3 No-one who takes time off in accordance with this policy will be subjected to any detriment.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended by the Trust at any time.
- 1.5 This policy does not apply to agency workers, consultants or self-employed contractors.

2 Roles, Responsibilities and Implementation

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Pay, Performance and HR Committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of Human Resources.
- 2.2 The Head of the Academy/Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3 The Right to Reasonable Unpaid Time Off

- 3.1 A **dependant** for the purposes of this policy is:
 - (a) an employee's spouse, civil partner, parent or child;
 - (b) a person who lives in the same household as the employee, but who is not their tenant, lodger, boarder or employee; or



- (c) anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in paragraph 3.2.
 - 3.2 All Trust employees have a right to take a reasonable amount of unpaid time off work when it is necessary to:
 - (a) provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
 - (b) make longer-term care arrangements for a dependant who is ill or injured;
 - (c) take action required in consequence of the death of a dependant;
 - (d) deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant;
 - (e) deal with an unexpected incident involving their child during school hours (or those of another educational establishment).
 - 3.3 Employees are only entitled to take time off under this policy to provide personal care for a dependant where there is an immediate crisis. If an employee knows well in advance that they wish to take time off to care for a dependant themselves, rather than arrange for someone else to do so, this policy will not apply. Employees should take advice from the Human Resources Department if they need to take time off work in these circumstances.
 - 3.4 For the right to time off under this policy to arise, it must be necessary for an employee to take action in relation to a dependant. Whether action is necessary will depend on the nature of the problem, the closeness of the relationship between the dependant and employee, and whether someone else is available to assist. Action is unlikely to be considered necessary if the employee knew in advance that a problem might arise but didn't make alternative arrangements for a dependant's care.
 - 3.5 Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, the Trust will always consider each set of circumstances on its own merits.
- 4 Exercising the Right to Time Off**
- 4.1 Employees will only be entitled to time off under this policy if, as soon as is reasonably practicable, they inform Their Line Manager/Head of the Academy



or the Human Resources Department of:

- (a) the reason for their absence; and
- (b) how long they expect to be away from work.

4.2 If an employee fails to notify the Trust as required by paragraph 4.1, they may be subject to disciplinary proceedings under the Trust's Disciplinary Policy for taking unauthorised time off.

4.3 Where it is possible to do so in advance or when the employee returns to work after taking time off under this policy, the Trust might ask the employee to provide evidence for their reasons for taking the time off. Suspected abuse of this policy will be dealt with as a disciplinary issue under the Trust's Disciplinary Procedure.

5 Enhanced Scheme

5.1 The Trust will pay employees who take dependant leave for one day only, based on annual salary, in any academic year. Dependant leave in excess of one day is unpaid.

6 Procedures

This procedure may only be amended or withdrawn by The Priory Federation.



The Priory Federation of Academies Time Off for Dependants Policy

This Policy has been approved by the Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.