

Time Off for Dependants Policy

Policy Code:	HR15
Policy Start Date:	July 2026
Policy Review Date:	July 2029

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

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

1 Policy Statement

- 1.1 The law recognises and the Priory Federation of Academies Trust (the Trust) respects that there will be occasions when member of staffs will need to take time off work to deal with unexpected events involving one of their dependants.
- 1.2 This policy gives all Trust member of staffs 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 member of staffs.
- 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 member of staff'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.
- 1.6 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire ITT.

2 Roles, Responsibilities and Implementation

- 2.1 The People, Performance and Operations Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of HR.
- 2.2 This policy is approved by the People, Performance and Operations Committee before being ratified at the next available Trust Board meeting. Approval and ratification is minuted, with records kept by the Clerk to Trustees.
- 2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure that staff are aware of how they can take time off, where applicable, to provide support or emergency care for dependants.

4 Reasonable Unpaid Time Off

- 4.1 A dependant for the purposes of this policy is:
- a) a member of staff's spouse, civil partner, parent or child;
 - b) a person who lives in the same household as the member of staff, but who is not their tenant, lodger, boarder or employee; or
 - c) anyone else who reasonably relies on the member of staff to provide assistance, make arrangements or take action of the kind referred to in paragraph 4.2.
- 4.2 All Trust members of staff 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; and/or
 - e) deal with an unexpected incident involving their child during school hours (or those of another educational establishment).
- 4.3 Members of staff are only entitled to take time off under this policy to take action which is necessary because of an immediate or unexpected crisis. If a member of staff 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, or where they need to provide long term care for the dependant, this policy will not apply. Members of staff should take advice from the HR Department if they need to take time off work in these circumstances.
- 4.4 Whether action is necessary will depend on the nature of the problem, the closeness of the relationship between the dependant and member of staff, and whether someone else is available to assist. Action is unlikely to be considered necessary if the member of staff knew in advance that a problem might arise but did not try to make alternative arrangements for a dependant's

care.

- 4.5 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 their own merits.

5 Exercising the Right to Time Off

- 5.1 Members of staff 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 HR Department of:

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

- 5.2 If a member of staff fails to notify the Trust as required by paragraph 5.1, they may be subject to disciplinary proceedings under HR12 Staff Disciplinary Policy for taking unauthorised time off.

- 5.3 Where it is possible to do so in advance or when the member of staff returns to work after taking time off under this policy, the Trust might ask the member of staff 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 HR12 Staff Disciplinary Policy.

6 Enhanced Pay Scheme

- 6.1 The Trust will pay a member of staff for one day's dependants leave in any academic year, based on their annual salary. Dependant leave in excess of one day will be unpaid.

7 Policy Change

- 7.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.