

Time off for Dependents Policy

For the purposes of this policy, a carer is an employee with caring responsibilities that have a substantial impact on their working lives. They provide unpaid help, care and support of disabled, elderly or sick relatives, partners or friends who are unable to care for themselves.

A dependant is a person for whom you have responsibility, or who may reasonably rely on you in the event of illness or injury. This may be your husband, wife, civil partner, partner, child or parent and also extends to someone who normally lives in the same household as you, e.g. an elderly aunt. However the organisation is also happy to consider requests where the dependant does not always live with you but this does not include tenants or boarders or a live-in employee. If you need time off to care for a dependent, we would really like you to talk to us.

Both the employer and the employee are encouraged to adopt a flexible approach to working arrangements to ensure that both employee and business needs are met. You are therefore expected to explore other options to taking time off or covering time off, for example, you might want to consider a temporary change to your hours of work.

In the event that extended time off is needed, you may be required to use alternative leave provisions for this e.g., Holiday, parental leave etc.

You should make a request for leave for care of dependants, to your line manager. You should apply as far in advance as possible, but a minimum notice of five working days is preferred.

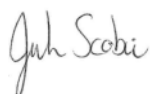
Emergency time off for dependents

You are entitled to take reasonable unpaid time off work to deal with an emergency involving a dependant.

Time off is provided to deal with the emergency and make alternative care arrangements.

In the event that you need to take Time off for Dependents, you should notify your Line Manager as soon as reasonably possible, and ideally within 30 minutes of leaving work/your usual start time. You should also indicate how long you expect to be absent and maintain appropriate contact with your Line Manager during any period of time off. You should then report to your Line Manager immediately upon your return to work.

We recognise that the nature of the circumstances described above make it difficult for the employee to give notice of their intention to take leave under this provision. However the employee must inform their line manager as soon as possible of the reason for their absence, and how long they expect to be absent.

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie
Financial Director
23rd August 2024