



Time off for Dependants Policy and Procedure

Introduction

West Oxfordshire District Council (WODC) prides itself on being an employer of choice. With an incredibly varied role in delivering the very best for our residents, communities and businesses, our employees are committed and really make a difference. In return we seek to support and empower our employees, to give their best.

This policy takes the following approach to emergency situations involving employees' dependants. The policy explains the right to take time off to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements.

Circumstances in which Right to Time off for Dependants Applies

Irrespective of your length of service, and whether you are part time or full time, you can take a reasonable amount of time off during working hours to take necessary action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for an ill or injured dependant
- in consequence of the death of a dependant
- because of the unexpected disruption or termination of arrangements for the care of a dependant; and
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/school/another educational establishment.

A dependant is:

- a spouse
- a civil partner
- a child
- a parent
- a person who lives with you other than as your employee, tenant, lodger or boarder
- any other person who would reasonably rely on you for assistance if they fell ill or was injured or assaulted, or who would rely on you to make arrangements for the provision of care in the event of illness or injury or
- in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of care.

What you should do if you need Time off for Dependants

If you need to take time off for dependants, you should contact your line manager at the earliest opportunity. If you become aware of an emergency situation while at work, you should immediately speak to your line manager about leaving work early.

You should explain:

- the reason for the absence and
- how long you expect to be absent from work.

If your line manager is unavailable, you must speak to an equivalent or more senior manager.

If you are unable to contact with a line manager or suitable alternative person before taking time off for dependants, you should contact your line manager as soon as possible.

You must inform your line manager as soon as possible of any change in the anticipated date of your return to work.

Pay

There is no statutory entitlement to receive pay while taking time off for dependants. Therefore, we do not pay you for any time off for dependants.

How much Time off can be Taken?

The right to time off for dependants will, in most cases, be one or two days. You must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If you are unable to make alternative arrangements, you must contact your line manager and explain why further absence is required.

Other Types of Leave

Time off under this policy is intended to be for you to deal with emergency situations involving dependants. Once the immediate emergency has been taken care of, you are expected to return to work or, if further time off is necessary, request to take it as annual leave under our holiday policy.

We have a separate policy on compassionate leave, which is to help you to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

Should you find yourself dealing with the loss of a child, you should refer to the Parental Bereavement Leave Policy.

| | |
|-----------------------------|--|
| Version Control: | |
| Document Name: | Time off for Dependants Policy and Procedure |
| Version: | 1.0 |
| Responsible Officer: | |
| Approved by: | |
| Date First Approved: | |
| Next Review Date | |
| Retention Period: | |