

DEPENDANTS LEAVE AND PAY PROCEDURE

1. INTRODUCTION

The University recognises the importance of ensuring that our employees enjoy a healthy balance between their work and family life. We will support this by offering a range of family friendly rights to our employees, including the right to take time off to support a dependant where unforeseen circumstances arise.

The procedure has been developed in conjunction with, and agreed by, the recognised trade unions.

2. OBJECTIVES

The objectives of this procedure are to:

- Help employees to understand their entitlement to dependants leave and pay;
- Inform employees of their rights and responsibilities during dependants leave and when they return to work;
- Ensure that employees are treated fairly and consistently in relation to dependants leave.

3. ENTITLEMENTS

3.1 Dependants Leave

Dependants leave is intended to provide an immediate, short-term solution to deal with unforeseen circumstances in relation to dependants. A dependant is defined as:

- A spouse or civil partner
- A child
- A parent
- Someone who lives in the same household, such as a partner or elderly relative - this does not include a tenant, lodger or boarder
- Any person who reasonably relies on the individual for assistance, including as a primary carer or the only person who can help in an emergency.

Dependants leave allows individuals to take a reasonable amount of time off during working hours to take necessary action including:

- To provide assistance where a dependant falls ill, gives birth, or is injured or assaulted
- To make arrangements for the provision of care for a dependant who is ill or injured
- To deal with unexpected disruption or breakdown of care arrangements for a dependant i.e., a childminder falls ill or there is a school closure
- To deal with an unexpected incident involving a child during school hours

The right to dependants leave is applicable to unforeseen circumstances only. If an individual is aware in advance that they are going to require time off, another form of leave should be requested.

There is no entitlement to time off for other domestic emergencies such as a broken boiler or washing machine leak. Where it is necessary to seek time off in these circumstances, individuals must agree this with their line manager.

3.2 Dependants Leave Pay – Statutory Entitlements

Individuals are entitled to reasonable **unpaid** time off during working hours to deal with an emergency involving a dependant, regardless of their length of service. What is defined as reasonable will depend on their personal circumstances and the nature of the emergency, but leave should normally not exceed one or two days.

There is no limit on the number of times that individuals can take dependants leave.

3.3 Dependants Leave Pay – University Enhanced Entitlements

We recognise that unforeseen emergencies involving dependants can cause a great deal of anxiety. In recognition of this, the University will allow a maximum of 3 days of **paid** dependants leave per annum (pro-rata for part-time staff).

Where a dependant has been admitted to hospital, up to 5 days paid leave per annum will be granted (pro-rata for part-time staff).

Any additional dependants leave will be on an unpaid basis.

4. PROCEDURE

4.1 Notification

Individuals must notify their line manager as soon as possible when seeking to take dependants leave, advising them of:

- The reason for requiring time off; and
- How long they expect the absence to last.

4.2 Recording Dependants Leave

All dependants leave will be recorded in the University's employee database 'iTrent', to ensure appropriate and accurate records are kept.

Official Use

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