

DEPENDENTS' LEAVE POLICY

All employees, regardless of length of service, have the statutory right to take a reasonable period of time off work to deal with an emergency involving a dependent. The right does not include a statutory right to be paid for this period.

A dependent is defined as the partner, child or parent of the employee, or someone who lives with the employee as part of their family; this could include a relative or a friend living as part of the household. It does not include tenants or boarders living in the home.

Circumstances whereby an employee can take time off to deal with an unexpected or sudden problem and make any necessary longer-term arrangements include:

- A dependent falling ill or being involved in an accident or assaulted, including where the person is hurt or distressed rather than injured physically.
- Longer term care arrangements having to be made for a dependent who is ill or injured.
- Dealing with the death of a dependent, for example having to make funeral arrangements or attend a funeral (NB: the Foundation's policy on Compassionate Leave which allows for consideration to be given to absence from work, with or without pay, to deal with any hardship or difficulty – which might include bereavement or illness – is in addition to statutory dependents' leave).
- Dealing with an unexpected disruption or breakdown in core arrangements for a dependent, for example if the childminder fails to turn up.
- Dealing with an incident involving the employee's child during school hours.

The Foundation recognises that balancing work and family life can be challenging and has therefore drawn up a policy on Dependents' Leave that allows for a reasonable number of days to be taken as paid leave, as follows:

- Staff are entitled to a reasonable period off work to deal with emergencies involving a dependent, who could include a partner, child, parent or someone who lives with the employee as part of their family.
- Parents and adoptive parents are entitled to up to eight days paid leave over a twelve-month period to care for children in an emergency situation; to be taken, preferably, in blocks of no more than 2 to 3 days at a time.
- All staff are entitled to up to four days paid emergency leave over a twelve-month period to care for a dependent other than a child.
- Further unpaid leave will be by negotiation.
- Staff must inform their line managers as soon as possible about their absence, the reason for it and how long they expect to be away from work.
- This right is intended to cover unforeseen matters. If staff know in advance that they are going to need time off, arrangements should be made to take this time as part of their annual leave entitlement.