

## Time Off for Dependants Policy and Procedure

The purpose of this policy is to ensure that employees who are genuinely in need of unpaid time off in order to deal with an emergency are treated fairly and consistently while minimising the impact on the business.

You are entitled to take a reasonable amount of unpaid time off during working hours to deal with particular situations affecting your dependants. The amount of time off will depend on the nature of the incident and your individual circumstances.

This policy explains what is meant by dependant and in which circumstances unpaid time off can be granted and sets out the notification procedures.

A dependant is:

- A spouse.
- A civil partner.
- A child.
- A parent.
- A person who lives in the same household as you other than as your tenant, lodger, boarder or employee.
- Any person who would reasonably rely on you for assistance or who would rely on you to make arrangements for the provision of care in the event of illness or injury.
- Any other person who may rely on you for the provision of care or arrangements for the provision of care.

Reasonable time off will be granted in the following circumstances:

- To provide assistance when a dependant falls ill, gives birth or is injured or assaulted.
- To make arrangements for the care of a sick or injured dependant or to make arrangements to deal with an unexpected disruption to their care provision.
- In consequence of the death of a dependant.
- To deal with an unexpected incident involving your child during school hours or those of another educational establishment.

The right is only to deal with emergencies and to put care arrangements in place - for example, arranging to employ a temporary carer or arranging for the dependant to stay with relatives. You would not be entitled to time off under this policy for the ongoing care of the dependent.

You are required to submit your request for time off in writing to both your Line Manager and the Human Resources department, and you will need to give the Company sufficient information for it to be determined that your time off falls under the Time Off for Dependents provision.

You may be required to provide evidence to the Company of your need to take time off under this provision.

If you fail to inform the Company as soon as is reasonably practicable that you need time off, or if you abuse the rights under this provision, you may be subject to disciplinary proceedings, up to and including dismissal without notice.

### Policy Review

This policy was last reviewed and agreed by the board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori



Mick Tabori - CEO  
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