

Time off for Dependants Leave Policy and Guidelines

School based employees

Where a Headteacher is referred to this includes anyone with managerial or Headteacher responsibilities

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1. Introduction

All employees have a right to unpaid time off work to deal with emergencies involving a 'dependant' and to make any arrangements that are needed. This document explains who is eligible and how to request leave.

2. Definitions

A dependant can be a husband, wife, partner, child, parent, or anyone living in your household as a member of your family. A dependant may also be anyone who reasonably relies on you for help in an emergency.

An emergency could be any unexpected or sudden problem involving someone who depends on you for help or care.

Examples of time off for dependants leave

- To make arrangements for the care of a dependant who has fallen ill or been injured in an accident or assaulted.
- To deal with the breakdown of care arrangements for a dependant e.g. where a childminder or nurse fails to turn up.
- To deal with an incident involving the employee's child during school hours, for example, where a child has been excluded, had an accident or become ill.
- To provide support for a dependant who is giving birth.

3. Entitlement

- All employees, regardless of length of service, are entitled to request dependant leave.
- The leave period requested must relate to a dependant as per the definition above.
- The Headteacher should consider whether other types of leave are more appropriate

4. Allowance

Employees are allowed 'reasonable' time off to deal with an emergency and make any arrangements that are needed. There is no set amount of time allowed to deal with an unexpected event involving a dependant - it will vary depending on what the event. The employee may just need a couple of hours to make arrangements but in some circumstances more than that. For most cases we would expect that up to one / two days should be sufficient to deal with the problem.



- The amount of time off is to be 'reasonable' in all circumstances and consideration will be given to circumstance at the time of request
- There is no limit to the number of times you can take time off for dependents, provided it's for real emergencies.
- The Headteacher will ensure that the rationale behind the decision granting time off for dependents is fair and consistent
- Reasonable Time off for dependents under the legislation would normally be unpaid. Other arrangements must also be considered such as flexible working (where possible) and paid leave.
- The Headteacher will keep a record of all leave.
- If you need to take more time off work than say up to 2 days then you should discuss this with your Headteacher and discuss other options such as flexible working, unpaid leave, compassionate leave, parental leave, extended leave.

4.1 Teachers only

Teacher's terms and conditions stipulate that the total amount of leave (additional leave taken for family and personal reasons) that **may** be granted at the discretion of the Headteacher is up to a maximum of 12 working days or 24 half days in any 12 month period, dependant on circumstances all or part of this time off may be paid. In addition to this, if a dependant is ill then subject to circumstances and number of days requested, dependants leave would normally be paid.

4.2 Non-teaching staff

Employees are entitled to unpaid leave however the Headteachers can use their discretion and apply the principles above to all school based employees when making a decision in respect of unpaid, paid, flexible working.

5. Requesting Dependant Leave

- You must contact your Headteacher as soon as is possible to advise them of the situation.
- You must complete the **Parental and Dependant Leave Request Form**. Due to the fact that this is to cover emergencies it is not expected that this form will be completed prior to the leave.



6. Misuse of Dependant Leave

Where a Headteacher has reached agreement with you and there is failure to return to work on the agreed date, this will be recorded as unauthorised absence and may result in disciplinary action.

7. Appeal process

Should your request for leave of absence not be authorised then you may seek approval from the Assistant Director of Learning and Skills or their nominated representative who will be the final authority in respect of decisions made under the leave of absence provisions. Approval for leave of absence is not a power delegated to the Governing Body under Local Management of Schools.

If you require further advice on these procedures please ring HR Business Support internally on 860 5020 or externally on 01484 2255020

