

S

Emergency Leave Policy for Dependants

A

1. Introduction

- 1.1 It is the policy of <<Company Name>> that as far as possible our employees are able to combine their professional responsibilities [and appreciate that employees may experience difficulties in this regard during the coronavirus outbreak].
- 1.2 This policy explains the arrangements to manage unexpected problems relating to a dependant on longer-term plans.

M

2. Provision

- 2.1 The Right to Time Off Work
All staff are entitled to take a certain amount of time off work to deal with certain unexpected or emergency circumstances to make any necessary longer-term arrangements. The right to time off work is subject to the continuation of employment. The circumstances under which this right can be exercised are listed under sub-clause 2.2 of this policy.

- 2.2 Circumstances for taking time off work
The right enables employees to take time off work if it is necessary:
 - 2.2.1 If a dependant has died or is seriously ill or assaulted;
 - 2.2.2 When a dependant is seriously ill or injured;
 - 2.2.3 To make longer-term arrangements for a dependant who is ill or injured;
 - 2.2.4 To deal with the death of a dependant;
 - 2.2.5 To deal with arrangements for the care of a dependant, including a breakdown of care arrangements;
 - 2.2.6 To deal with arrangements for the care of a dependant, including giving the employee's child during school hours.

- 2.3 The employee should notify their manager/HR Officer >>, as soon as is practicable, the reason for the absence and how long he/she expects to be away from work. There may be circumstances where an employee returns to work before it is possible to contact his/her manager/HR Officer >>, in which case the

P

L

S

employee must contact the Manager/HR Officer >> upon return to work.

3. **Meaning of “Dependant”**

A “dependant” can include the

3.1 Husband, wife or partner

3.2 Child or parent of the employee

3.3 Someone who reasonably relies on the employee for assistance; or

3.4 Someone who lives in the same household as a member of the family.

It does not include tenants or boarders who do not live in the household as an employee.

4. **Advance Notice and Extended**

4.1 The right to Time Off for Emergencies is to cover genuine emergencies. There is consequently times an employee can be absent from work under this right.

4.2 If the employee is away off in advance or needs to take a longer period of time off taking annual leave or Parental Leave.

5. **The Employee’s Rights**

5.1 The employee <<will/v will receive pay whilst exercising his/her right.

5.2 The employee’s contract throughout his/her time off under this policy and he/she from his/her terms and conditions of employment [except for annual leave], including the accrual of annual leave.

5.3 The whole period of absence his right counts for seniority and pension purposes.

5.4 The employee will be employed in which he/she was employed before his/her absence not less favourable than those which would have applied if he/she had not taken the leave.

6. **Misuse of the Right to Time Off**

Any employee found to be abusing the right will be dealt with under the Company’s << e.g. Disciplinary Procedure.

A

M

P

L

E

S

7. **Relationship with Other Policies**

Time off under this policy is intended for situations involving dependant care. An employee may apply for leave if more leave is required:

<< policy name >>

<< policy name >>

<< policy name >>

Employee to deal with emergency situations. If an emergency has been addressed, the employee may apply for leave in the event that more leave is required.

A

8. **Refusal and Complaints**

Any employee who believes that their leave has been refused unreasonably, or feels they have been treated unfairly, should discuss the matter with their manager. If the matter cannot be resolved the employee should follow the grievance procedure.

Any employee who believes that their leave under this policy unfairly or unreasonably, or feels they have been treated unfairly, should discuss the matter with their manager/HR Officer>>. If the matter cannot be resolved the employee should follow the grievance procedure.

M

9. **Data Protection**

Personal data collected in connection with this policy will be processed in line with the Data Protection Policy.

Personal data collected in connection with this policy will be processed in line with the Data Protection Policy.

This policy has been approved & authorised by:

Name: <<Insert Full Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature:

HR Services Manager>>

P

L

E