

TIME OFF FOR DEPENDANTS POLICY AND PROCEDURE

1. Introduction

The right to time off for dependants was introduced by the Employment Relations Act 1999 and is contained within Section 57A of the Employment Rights Act 1996 and became effective from 15 December 1999.

2. Scope

This procedure covers all employees excluding staff on the complement of locally managed schools for whom a separate procedure applies.

3. Qualifying Criteria

Time off must be needed for a dependant. Dependant is defined as including

Spouse: Husband ,wife, civil partner

Child: This means a child of any age.

Parent: This includes step parents.

Someone who lives in the same household: this includes partners or elderly relatives living with the employee but does not include an employee, tenant, lodger or boarder.

There is no service requirement to qualify for time off.

4. What Is The Right?

The right is to reasonable **unpaid** time off during the employee's working hours in order to take action, which is necessary in a number of different circumstances as detailed below:

- To provide assistance on an occasion when 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 (illness or injury includes mental illness or injury).
- In consequence of the death of a dependant (*This right would cover, for example, making arrangements for, and attendance at funerals*).
- Because of the unexpected disruption or termination of arrangements for the care of a dependant. (*This would cover the employee providing assistance for him or herself or making other arrangements*)

- To deal with an incident, which involves a child of the employee and which, occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for him. *This would cover –
When the child is distressed for some reason
Where the child has committed a serious misdemeanour which could lead to expulsion*

*Note – The County Council has **paid** Compassionate Leave provisions, which may be granted on the death or serious illness of an immediate family member. These provisions are independent of and in addition to the Regulations concerning Time Off for Dependants.*

5. Applying For Time Off

The employee must contact the line manager or nominated officer as soon as possible, informing why he/she is absent/requires time off and how long he/she expects to be absent.

Employees taking time off for this purpose will be required to complete the Time Off for Dependants Application Form. However, there is no requirement to provide documentary evidence. The primary purpose of completing the Form is to authorise the subsequent deduction from pay for the period of unpaid leave.

Line managers should keep a record of any time off taken and forward a copy of the Form to their Business Support Unit on each occasion so that the necessary adjustment to pay can be made.

6. Abuse

Any abuse of the scheme will be dealt with under the Council's Disciplinary Procedure. Examples of abuse include:

- Taking leave for purposes other than for a dependant as detailed above.

7. Appeals

If an employee considers that they have had a legitimate request for time off turned down they can use the Grievance Procedure to resolve the matter.

8. How Much Time Off Is Reasonable

The manager should consider the following in deciding how much time off is reasonable:

- What are the practical things to be done? How long would this normally take?
- Are there any circumstances, which would justify more time for the particular employee? For example, does the dependant live at some distance and therefore is not practical for the employee to come back to work in between making arrangements?
- Are there any service needs that would affect the amount of time allowed to a particular employee at a particular time?
- The above three considerations should then be balanced in deciding what is reasonable.

9. Ensuring equality of treatment

This policy must be applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, belief or non

belief, age, sex, gender reassignment, sexual orientation, parental, marital or civil partnership status.

If you have any equality and diversity concerns in relation to the application of this Policy and procedure, please contact a member of the HR team who will, if necessary, ensure the Policy and procedure is reviewed accordingly.

If you require this publication in an alternative format please contact People Management on Ext 6100 or email PMBusinessSupportUnit@carmarthenshire.gov.uk

TIME OFF FOR DEPENDANTS - APPLICATION FORM

Name of employee: _____

Employee No: _____

Job Title: _____

Location: _____

Department: _____

Line Manager: _____

Home Address: _____

1. I wish to apply for **unpaid** time off under the above Procedure

From: _____

To: _____

For part time workers and in cases whereby a proportion of a day is taken, please also indicate the time taken in hours and minutes.

Hours: _____

Minutes: _____

2. I hereby confirm that I have read and understood the purposes for which time off is permitted under the Procedure (Please refer in particular to Section 3 of the Procedure)

(NB: A separate form must be completed to apply for time off from each job)

I understand that any false information I give on this form may result in disciplinary proceedings being taken against me.

Signed: _____

Date: _____

NB: Your line manager will be required to countersign this form. Leave can be taken prior to receipt of written authorisation. However, verbal permission should be sought as soon as reasonably practicable. A copy of this form, once countersigned, will be forwarded to the Absence Team so that the necessary deduction from pay can be actioned.

TO BE COMPLETED BY LINE MANAGER

I confirm that I have approved the above request for unpaid leave

Signed: _____

Name: _____

Job Title: _____

Date: _____