

Time off for Dependents Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
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1 Introduction

1.1 This policy sets out the rights of employees to statutory time off work to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements.

1.2 'Dependant' in this policy, means:

1.2.1 your spouse, civil partner, child or parent;

1.2.2 any person who lives in the same household as you (other than lodger, tenant or employee);

1.2.3 any other person who would reasonably rely on you if they fall ill or are injured or assaulted, or who would rely on you to make arrangements for provision of care in the event of illness or injury;

1.2.4 in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of care.

2 Scope

2.1 This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3 Entitlement to time off for dependants

3.1 You have a statutory right to a reasonable amount of time off during working hours to take necessary action:

3.1.1 to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;

3.1.2 to make arrangements for the provision of care for an ill or injured dependant;

3.1.3 in consequence of the death of a dependant;

3.1.4 because of unexpected disruption or termination of arrangements for the care of a dependant;

3.1.5 to deal with an incident that involves their child and occurs unexpectedly while the child is at school or another educational establishment.

4 Requesting time off for dependants

4.1 If you need to take time off for dependants, you should contact your Line Manager at the earliest opportunity.

4.2 If you become aware of an emergency situation while at work, you should immediately speak to your Line Manager about leaving work early. You should explain:

4.2.1 the reason for the absence; and

4.2.2 how long you expect to be absent from work.

4.3 If your Line Manager is unavailable, you must speak to a senior manager. If you are unable to make contact before taking time off for dependants, you should do this as soon as possible afterwards.

5 Pay during time off for dependants

5.1 You are not entitled to be paid your salary while you are taking time off for dependants.

6 How much time off can be taken?

- 6.1 The right to time off for dependants will, in most cases, be one or two days. You must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs.
- 6.2 If you are unable to make alternative arrangements, you must contact your Line Manager and explain why further absence is required.

7 Other types of leave

- 7.1 Time off under this policy is intended to be for you to deal with emergency situations involving dependants.
- 7.2 Once the immediate emergency has been taken care of, you are expected to return to work or, if further time off is necessary, request to take it as annual leave.
- 7.3 We also provide guidance on an employee's statutory right to carer's leave to provide or arrange care for a dependant with a long-term care need, and other support that we offer to combine work with care. The statutory right to carer's leave is intended to be for planned and foreseen caring commitments.
- 7.4 Further guidance can be obtained from your Line Manager in regard to time off for domestic emergencies to manage unexpected or sudden problems relating to emergencies at home, such as a flood, fire or burglary.
- 7.5 We have a separate Compassionate Leave Policy, which is to help you to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

8 Data protection

- 8.1 When dealing with time off for dependants, we will process any personal data collected in accordance with our Data Protection Policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

9 Review

- 9.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

10 Definitions

- 10.1 The Foundry ("we", "us", "our")
- 10.2 The Employee ("you")

Document control box

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