

## **Emergency Leave for the Care of Dependants Policy**

### **Introduction**

It is the policy of Grafton Childcare to ensure that as far as possible our employees are able to combine their career and family responsibilities. This policy is compliant with the Employment Rights Act 1996 and Employment Relations Act 1999.

### **Provision**

#### **The Right to Time Off**

All staff are entitled to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements. The right subsists from the commencement of employment. The circumstances under which time off can be taken under this right are listed below.

#### **Circumstances for taking Time Off**

The right enables employees to take action which is necessary:

1. If a dependant falls ill, or has been injured or assaulted;
2. When a dependant is having a baby;
3. To make longer term care arrangements for a dependant who is ill or injured;
4. To deal with the death of a dependant;
5. To deal with an unexpected disruption or breakdown of care arrangements for a dependant;
6. To deal with an unexpected incident involving the employee's child during school hours.

The employee should notify the Manager, Mrs Tupman, as soon as is practicable, the reason for the absence and how long he/she expects to be away from work.

#### **Meaning of "Dependant"**

A "dependant" can include the following:

1. Husband, wife or partner of the employee;
2. Child or parent of the employee;
3. Someone who reasonably relies on the employee for assistance;
4. Someone who lives in the same household as a member of the family.

It does not include tenants or boarders, or someone who lives in the household as an employee.

#### **Advance Notice and Extended Leave**

The right to Time Off for Dependants is intended to cover genuine emergencies. There is consequently no limit on the number of times an employee can be absent from work under this right. This policy will help to ensure that Grafton Childcare provides its workers with their statutory right to time off in an emergency, however it must be noted that the right only applies to dependants and does not therefore apply to matters such as problems with pets or property.

If the employee is aware of the need to take time off in advance or needs to take a longer period of time off, he/she should consider taking Annual Leave or Parental Leave.

If it is not possible to arrange time to arrange Emergency Care of Dependants outside working hours, reasonable time off will be given if booked formally in advance by using one of Grafton Childcare's, 'Employee Time Off Request Booking Slips'.

Any time off should have the prior written approval where practical of the Manager, Mrs Denise Tupman. The Manager may, at her discretion, ask the employee to produce an appointment card or other evidence to support their request for Emergency Leave for the Care of Dependants.

### **The Employee's Rights**

The employee will not be entitled to receive pay whilst exercising his/her right.

The employee's contract of employment subsists throughout his/her time off under this policy and he/she will continue to benefit from his/her terms and conditions of employment except for the right to remuneration, including the accrual of annual leave.

The whole period of absence whilst exercising this right counts for seniority and pension purposes.

The employee will be entitled to return to the job in which he/she was employed before his/her absence on terms and conditions not less favourable than those which would have applied if he/she had not been absent.

### **Misuse of the Right to Time Off**

Any employee found to be abusing the right to time off will be dealt with under the Company's Disciplinary Policy and Procedures.

### **Relationship with Other Policies**

Along with this Emergency Leave Policy, the Company operates the following policies which may better provide for your needs:

Time Off for Medical and Dental Appointments Policy

Compassionate Leave Policy

Sickness Policy

Maternity Policy

Flexible Working Policy

Grievance Rules and Procedures

### **Refusal and Complaints**

Any employee who believes that he/she has been refused leave under this policy unfairly or unreasonably, or feels they have been penalised or suffered detriment as a result of taking leave should discuss the matter with Manager. If the matter cannot be resolved the employee should follow the usual grievance procedure.