

TIME OFF FOR DEPENDANTS POLICY

1. Time off for Dependants

1.1 You are entitled to take a reasonable amount of time off during working hours in order to take action which is necessary:

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

1.1.2 to make arrangements for the provision of care for a dependant who is ill or injured;

1.1.3 in consequence of the death of a dependant;

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

1.1.5 to deal with an incident which involved your child and which occurs unexpectedly during a period in which an educational establishment is responsible for the child.

2. Dependants

2.1 'Dependants' include:

2.1.1 your spouse;

2.1.2 your child;

2.1.3 your parent;

2.1.4 a person who lives in the same household as you (otherwise than by reason of being your employee, tenant or lodger);

2.1.5 in the case of 1.1.1 and 1.1.2 above, any person who reasonably relies on you for assistance on an occasion when that person falls ill or is injured or assaulted, or to make arrangements for the provision of care in the event of illness or injury; and

2.1.6 in the case of 1.1.4 above any person who reasonably relies on you to make arrangements for the provision of care.

2.2 You are not entitled to pay while taking time off for dependants.

2.3 You are entitled to take a reasonable amount of time off to deal with the immediate crisis. For most situations one or two days should be sufficient to deal with the problem.

2.4 You should tell us as soon as practicable the reason for your absence and how long you expect to be away. If you fail to notify us as required you may be subject to disciplinary proceedings under the Company's Disciplinary Procedure for unauthorised absence.

2.5 We might ask you to provide evidence for your reason for taking the time off under this policy, if possible in advance or upon your return to work. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.