

	RUGELEY TOWN COUNCIL MANUAL	
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Time Off for Dependants Policy

Date Created	Date Adopted	Date last Reviewed	Next Review Date
July 2018	September 2018	September 2018	September 2020

Time Off for Dependents Policy

Rugeley Town Council

Time Off for Dependents

The Council recognises that situations arise where you need to take time off work to deal with an emergency involving someone who depends on you. Provided the reasons for such a request are genuine and you inform the Council as soon as possible that you need this time off, you will be allowed reasonable **unpaid** time off work to deal with such emergencies.

Dependants

Your husband, wife or partner, child or parent or someone living with you as part of your family can all be considered as depending on you. Others who rely solely on you for help in an emergency may also qualify. For further details as to who counts as depending on you and guidance on individual circumstances, please speak to the Town Clerk.

The Emergency

The right to time off only covers emergencies. If you know in advance that you're going to need time off, you may be able to arrange this with the Council by taking another form of leave, such as Parental, Maternity, Paternity or Adoption Leave.

For these purposes, an emergency is an unexpected situation that arises where someone who depends on you:

- Is ill and needs your help;
- Is involved in an accident or assaulted;
- Needs you to arrange their longer term care;
- Needs you to deal with an unexpected disruption or breakdown in care, such as a childminder, or nurse failing to turn up;
- Goes into labour.

You can also take time off if a dependent dies and you need to make funeral arrangements or attend the funeral.

Length of Time Off

You can only take off as long as it takes to deal with the immediate emergency. For example, if a dependent is ill you can take enough time off to deal with their initial needs, such as taking them to the doctor and arranging their care. You cannot take time off work to provide that care yourself and will need to make alternative arrangements for their longer term care. If you want to stay off work longer to care for them yourself you will normally need to take this as part of your Annual Leave Entitlement.

As a general benchmark, no more than a day should be necessary.

Notice

You must tell the Town Clerk /Council as soon as possible why you are away from work and how long you expect to be off. In extreme cases of emergency where you cannot inform the Town Clerk/Council of your absence before your return to work, on your return you should still inform the Town Clerk why you were absent.