

## Time Off for Dependants Policy

Name of Policy	TIME OFF FOR DEPENDANTS POLICY
Policy Level	Trust
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Signature	
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The law recognises and the Trust respects that there will be occasions when employees will need to take time off work to deal with unexpected events involving one of their dependants.

This policy applies to employees of the Trust only. It does not form part of any employee's contract of employment and is not intended to have contractual effect. The Trust reserves the right to vary and amend this policy and any procedure under it at any time.

All employees have the right to take a reasonable amount of unpaid time off work to deal with certain situations affecting their dependants and the Trust is committed to a programme of action to make this policy effective and to bring it to the attention of all employees. No employee who takes time off in accordance with this policy will be subjected to any detriment.

### **Schedule of Responsibilities**

The CEO of Learning Today leading Tomorrow Trust (LT2) takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Headteachers of LT2 schools and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Teachers and other supervisory roles will, where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy.

All employees are required to cooperate fully and positively with the requirements of this Policy and to undertake any training recommended by their line manager.

The Trust's HR Advisers, are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies. The Trust's HR Providers may be requested to provide data for regular Trust Board HR reports where appropriate, providing confidential reports as required by the CEO and LT2 Trust Board on individual cases.

The following persons will generally be responsible for managing employees under this policy:

The Academy Headteacher (for Academy based teaching and educational or non-educational support staff) and the Chief Executive Officer (for Academy Headteachers and centrally appointed teaching and support staff) (the "Line Manager").

## Leave for Dependants

All employees have a right to take a reasonable amount of unpaid time off work when it is necessary to:

- provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
- make longer-term care arrangements for a dependant who is ill or injured;
- take action required in consequence of the death of a dependant;
- deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- deal with an unexpected incident involving their child during school hours (or those of another educational establishment).

A **dependant** for the purposes of this policy is:

- an employee's spouse, civil partner, parent or child;
- a person who lives in the same household as the employee but who is not their tenant, lodger, boarder or employee;
- anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in this Policy.

Employees are only entitled to take time off under this policy to provide personal care for a dependant where there is an immediate crisis.

If you know well in advance that you wish to take time off to care for a dependant yourself, rather than arrange for someone else to do so, this policy will not apply. You should take advice from your Line Manager/ if you need to take time off work in these circumstances.

For the right to time off under this policy to arise, it must be necessary for you to take action in relation to a dependant. Whether action is necessary will depend on the nature of the problem, the closeness of the relationship between you, and whether someone else is available to assist. Action is unlikely to be considered necessary if you knew in advance that a problem might arise but didn't make alternative arrangements for a dependant's care.

Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, we will always consider each set of circumstances on their facts.

## Exercising the right to time off

You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell your Line Manager/:

- the reason for your absence; and
- how long you expect to be away from work.

If you fail to notify us as required above, you may be subject to disciplinary proceedings under the Trust's Disciplinary Policy and Procedure for taking unauthorised time off.

Where it is possible to do so in advance or when you return to work after taking time off under this policy, we might ask you to provide evidence for your reasons for taking the time off. Suspected abuse of this policy will be dealt with as a disciplinary issue under the Trust's Disciplinary Policy and Procedure.

In addition to the statutory right to time off for dependants, additional leave with or without pay may be granted in special circumstances at the discretion of the Trust. The Trust shall give particular consideration to granting reasonable paid time off for dependants.

Such additional leave (and whether this is paid or unpaid) will be granted at your Line Manager's absolute discretion depending on the individual circumstances of the case.