



Time off for Dependants Policy

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The Sovereign Trust is a Multi Academy Trust registered in England No. 09666511. Registered Office: Manor Academy, Manor Avenue, Sale M33 5JX



Document Control

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Version History

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Version	Date	Amendments	Author	Status
0.1 to 0.4	Oct 2021 to Oct 2022	Initial Draft – Reviewed by the HR Team & the Trust Board. Consultation Process – Draft shared with the working group consisting of Senior Leaders, HR, and the Trade Unions.	Lisa-Marie McGrath	Consulted & reviewed, and implemented agreed points
1.0	01/12/2022	Final Draft – Approved by the CEO and The Trust Board	Lisa-Marie McGrath	Approved
2.0	01/02/2024	N/A	Lisa-Marie Flynn	Approved
3.0	01/02/2025	N/A	Lisa-Marie Flynn	Approved

Time off for Dependants Policy

1. ABOUT THIS POLICY

- 1.1 The law recognises, and we respect, that there may be occasions when you will need to take time off work to deal with unexpected events involving one of your dependents.
- 1.2 This time off for dependants policy gives all employees the right to take a reasonable amount of unpaid time off work to deal with certain situations affecting their dependants.
- 1.3 No one who takes time off in accordance with this policy will be subjected to any detriment.
- 1.4 This policy applies to all employees. However, it does not apply to agency workers, consultants, or self-employed contractors.

2. PERSONNEL RESPONSIBLE FOR IMPLEMENTING THE POLICY

- 2.1 Our board of directors (the board) is responsible for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. However, the Trust's HR Manager has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review.
- 2.2 Managers have a specific responsibility to ensure this policy's fair application, and all staff members are responsible for supporting colleagues and ensuring its success.

3. ENTITLEMENT

- 3.1 The Trust allows for up to 5 days in a rolling 12 months of paid Emergency Time Off for Dependants. Beyond the 5 days paid provision, employees are entitled to unpaid Emergency Time Off for Dependants.

4. REASONABLE UNPAID TIME OFF

- 4.1 You 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 is 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 (such as a child-minder falling ill); and/or
 - deal with an unexpected incident involving your child while a school or another educational establishment is responsible for them.

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

- your spouse, civil partner, parent, or child;
- a person who lives in the same household as you but who is not your tenant, lodger, boarder or employee; or
- anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to in paragraph 4.1.

4.3 This policy applies to time off to take action, which is necessary because of an immediate or unexpected crisis. This policy does not apply where you need to take planned time off or provide longer-term care for a dependant. If this is the case, you should take advice from your Line Manager/SLT.

4.4 Whether an action is considered necessary will depend on the circumstances, including the nature of the problem, the closeness of the relationship between you and the dependant, and whether anyone else is available to assist. For example, action is unlikely to be considered necessary if you knew of a problem in advance but did not try to make alternative care arrangements.

4.5 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.

5. EXERCISING THE RIGHT TO TIME OFF

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

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

5.2 If you fail to notify us as stated above, you may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.

We may, in some cases, ask you to provide evidence for your reasons for taking time off, either in advance or on your return to work. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.

