



Dependant Leave Policy

This policy applies to all companies within the Relyon Group.

The Employment Rights Act 1996 provides employees with an additional right to reasonable time off to deal with unexpected or emergency situations concerning a dependant and to enable them to make provision for longer term care if necessary.

There is no statutory requirement for the Company to pay for this leave and the amount of leave taken must be reasonable given the circumstances.

What is covered?

An employee is only entitled to reasonable time off under this policy;

- To provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted,
- To make arrangements for the provision of care for a dependant who is ill or injured,
- In consequence of the death of a dependant,
- Because of the unexpected disruption or termination of arrangements for the care of a dependant, or
- To deal with an unforeseen incident which involves a dependant during the hours which the dependant's school are responsible for them.

Who Counts as a Dependant?

Under this policy a dependant may be;

- A spouse or civil partner
- A child
- A parent
- Any person who lives in the same household as the employee, who is not their employee, tenant, lodger or boarder.

A dependant can also include any person who relies on the employee for assistance on an occasion when they fall ill, are injured or assaulted. Or in this instance any person who relies on the employee to make longer term care arrangements when they fall ill or are injured.

Reasonable Time Off

The right only covers reasonable time off and while the individual circumstances will dictate what is reasonable this is not expected to cover extended periods of absence. The normal period is expected to be a few hours or a day.

The time taken is to deal with the initial care of the dependant, not to care for them throughout the duration of the illness.

The amount of leave should be the reasonable length of time it would take to deal with the initial circumstance and to arrange care to deal with any continuing issue.

If the Company receives continued requests in relation to specific dependant it may be that the employee has to address longer term care arrangements.

Booking Time Off in Advance

Leave under this right is designed to deal with the unexpected or the unforeseen, if an employee is aware in advance they need time for a specific reason then it should normally be taken as holiday leave or under another Company policy.

Notice

An employee should notify their line manager, as soon as reasonably practicable of the reason for their absence and the length of time they believe they will be absent for. The Company recognises that due to the nature of the leave the notice period may be short.

Notice need not be in writing but should the Employee fail to provide any reason for the absence or likely length of absence the Company may refuse the leave.

There may be exceptional circumstances where the Employee returns to work before it was possible to contact their line manager, here the Employee should report to their line manager upon return to explain the absence.

Disciplinary and Grievance

Should an Employee be found to be abusing the right to time off it will be dealt with in accordance with the disciplinary procedure.

Should an employee believe they have been unreasonably refused time off, or treated detrimentally for taking it, they should follow the grievance procedure.

