



Time Off For Dependants Policy

Date of Policy: May 2025

Review: May 2026

- 1.1 Emergency leave for dependants is reasonable time off to:
- deal with an emergency involving a dependant
 - make alternative arrangements for ongoing or long-term care for a dependant.

A dependant could be a spouse, partner, child, grandchild, parent, someone who depends on you for care, or someone who relies on you to arrange care.

- 1.2 This policy applies to all employees. This includes staff on full-time, part-time, temporary and fixed-term contracts. It doesn't apply to agency workers or to self-employed contractors.

- 1.3 This policy describes:
- who can take emergency leave for dependants
 - when you can take it
 - who to contact if you need to take it
 - how we collect and store personal data when managing emergency leave for dependants.

Please talk to your manager if you need to discuss arrangements not covered by this policy.

2 Who Can Take Emergency Leave For Dependants

All employees are entitled to time off to deal with an emergency involving a dependant.

When you can take emergency leave for dependants

Emergency leave for dependants covers an unplanned absence, so you can go to a dependant in an urgent or serious situation.

Examples of unplanned absences include:

- to help or care for a dependant who has fallen ill, gives birth, is injured or has been assaulted
- to arrange care for a dependant who is ill or injured
- to arrange emergency care for a dependant whose existing care is disrupted unexpectedly
- to deal with an unexpected incident involving your child
- to deal with the death of a dependant.

Emergency leave for dependants isn't intended to allow carers to look after dependants on an ongoing basis.

If you need to stay and care for a dependant on an ongoing basis, you can agree with your manager to take annual leave, or another type of leave (if relevant). For example, you may be able to take parental leave if the care is for your child.

If you don't have enough leave available, you may need to take unpaid leave instead.

Any leave will normally be unpaid, but we may choose to give paid leave in some circumstances.

3.1

Carer's leave

Carer's leave is available if you need to take time off to help someone who depends on you for long-term care. It's different to emergency dependants leave.

For more information, please see our carer's leave policy.

You can also [learn more about carer's leave on Acas's website](#)

4

Who to contact

If you need to take emergency dependants leave, contact your manager as soon as possible to explain:

- what's happened
- when you might be back at work.

If your manager is unavailable, you should contact another senior manager or director instead.

Data protection

When managing your leave for dependants, we process personal data collected under our data protection policy. We store data securely, and only staff who manage your leave and pay will have access to this information.

To find out more, please read our data protection policy.