



CORPORATE

EMERGENCY TIME OFF for DEPENDENTS POLICY

Policy Date : 2000

Human Resources
Policy & Strategy Team
Personnel & Performance Directorate

If you require further help in the interpretation of this policy you can contact the HR Helpdesk at hrsshelp@devon.gov.uk or Schools Personnel Helpdesk at hrealaid@devon.gov.uk

**If this document has been printed please note that it may not be the most up-to-date version.
For current guidance please refer to The Source. Version date: 05.05.2007**

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1.0 Introduction

1.1. This policy applies to all Devon County Council employees, subject to eligibility.

2.0 Policy

2.1 The County Council supports the statutory right to take a reasonable period of unpaid time off during working hours to deal with an emergency involving a dependant, subject to compliance with the requirements below.

3.0 Principles

3.1. Devon County Council is committed to equality in its policy. The conditions for qualification under this policy will not disadvantage any employee on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity or sexual orientation.

4.0 Eligibility and entitlement

4.1 All employees have the right to take a reasonable period of unpaid time off during working hours to deal with an emergency involving a dependant.

4.2 A dependant is a spouse, partner (including same sex and/or civil partner), child or parent, or someone who lives with the employee as part of his or her family, i.e. not someone who lives in the house as an employee, tenant, lodger or boarder. In the case of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

4.3 Employees are permitted to take time off to deal with an unexpected or sudden problem and make any necessary longer term arrangements in the following circumstances:

- to provide assistance 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
- when a dependant dies, e.g. to make funeral arrangements
- where arrangements for the care of a dependant have been unexpectedly disrupted or terminated, e.g. the childminder fails to turn up
- to deal with an incident which involves a child of the employee and which occurs unexpectedly at a time when the child is in the care of an educational establishment which they attend, e.g. the child has been involved in a fight or is being suspended.

4.4 Time off is provided to cover unforeseen circumstances. If employees know in advance that time off will be needed, they may be able to take this as part of their annual leave entitlement or use another type of leave provided under the conditions of service, e.g. Parental Leave or Compassionate Leave.

4.5 There is no set limit to the amount of time off which can be taken. In most cases the amount of leave will be one or two days at the most, but this will depend on individual circumstances. It should be remembered that these provisions relate only to an emergency involving a dependant, although an employee may be able to take a longer period of leave under other arrangements. For example, if a child falls ill, the leave should be enough to help the employee cope with the crisis – to deal with the immediate care of the child, visit the doctor if necessary and to make longer term care arrangements. It does not mean that the employee may take 2 weeks leave to look after a sick child.

5.0 Notification

5.1 Employees will not be permitted to take time off under these provisions unless they inform their line manager of the reason for their absence as soon as reasonably practicable and tell their manager how long they expect to be away from work. There may be times when an employee returns to work before it is possible to contact his or her line manager, but he or she should still tell his or her manager the reason for the absence as soon as he or she returns to work.

6.0 Recording

6.1 A report of absence form (CTP1) should be completed for each instance of emergency time off for dependants care. Reasons for absence should be indicated by using the 'leave without pay' category and 'emergency dependants' should be written clearly in the box.

POLICY HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
05.05.2007	Policy re-formatted into new shell policy document	P&S		