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Owner	CfBT Schools Trust	Consultation outcome	Agreed with all recognised trade unions
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This policy applies to the whole of CfBT Schools Trust (CST), including all schools.

Policy: Family Friendly & Leave of Absence Policy 6: Time off for Dependants

Introduction and purpose

Employees have a statutory right to time off during working hours to deal with unforeseen matters and emergencies involving dependants. The leave is intended to provide you with time to make alternative arrangements and return to work.

Scope

This policy applies to all staff employed by CST, including directly employed central team staff, the Education Executive team (EET) (this term includes the CEO and Education Directors), Headteachers, teachers, NQTs and school support staff.

For the purposes of this policy the term 'Headteachers' includes Headteachers and Principals. In this policy, the term 'teacher' refers to classroom teachers, middle and senior leaders.

Accessibility

A copy of this policy and a copy of all relevant documents will be made available for all staff. The policy is also available in hard-copy on request and can be made available in large print or other accessible formats if required.

Eligibility for Time off for Dependants

There is no qualifying period for time off for dependants. You are entitled to leave from day one of employment.

Definition of Dependant

A dependant is someone who depends on you for care. This could be a parent, spouse, partner, child or someone else who depends on you, such as an elderly neighbour.

Entitlement to Time off for Dependants

There is no set limit to the amount of leave that can be taken in a year. You have the right to take a reasonable amount of time off. It is expected that on each occasion one or two days will be sufficient to deal with most emergencies.

Examples of situations when leave can be taken are:

- To deal with a breakdown in the care arrangements for a dependant
- To organise longer term care for a child or elderly person
- When a dependant falls ill, is injured or taken to hospital

Examples of situations that do not fall under this policy are;

- Domestic emergencies such as boiler breakdown, flooding etc.
- Care for pets or other animals
- Situations known about in advance, such as medical appointments

Pay arrangements

There is no right to be paid when taking time off for dependants. However, we will provide a maximum of two days paid leave for emergency time off for dependants in each academic year. Any leave in excess of two days will be unpaid.

In exceptional circumstances, the Headteacher or EET may use their discretion to grant additional paid time off. In some circumstances, it may be appropriate to grant leave under the Discretionary Leave of Absence policy.

Notification of absence

All employees are required to follow the reporting procedure below:

- If the emergency prevents you from reporting for duty, you shall personally notify your place of work as soon as possible by telephone on the FIRST DAY OF ABSENCE. (School staff must follow the absence reporting procedures for their location.)
- If you do not report for work and have not explained the reason for absence then the HR Manager or the Line Manager will try to contact you by telephone, text or email. This must not be treated as a substitute for reporting emergency time off for dependants.
- If the emergency happens during the working day, you should notify the relevant people by following the normal procedures in your location.

Contract

All terms and conditions of employment will be maintained throughout time off for dependants, with the exception of pay. You have the right not to be dismissed or subjected to any detriment by reason of taking the leave.

Pay progression

You will not be denied pay progression as a result of absence due to leave granted under this policy.

Pensions

Some pension schemes permit contributions by the member to cover periods of unpaid leave. You are advised to contact the scheme administrators for further details.