

Dependants Leave Policy and Procedure

1. Purpose

All employees with dependants have the right to take a short amount of unpaid time off, during working hours, in order to deal with sudden or unexpected problems and to make any necessary longer-term arrangements.

Employees should note that this right is intended to cover unforeseen family emergencies. If employees know in advance that they are going to need time off, then a different form of leave must be arranged, for example Parental Leave or Annual Leave.

2. Scope

This policy applies to employees of Shetland UHI but will be superseded by any national agreements in relation to Dependants Leave in the future, which are not fully defined at this time.

3. Policy

Dependants are defined as spouse, child, parent or person living in an employee's household. It does not include tenants or boarders living in the family home. In cases 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.

The following are examples of domestic incidents covered by this policy, however, please note this list is not exhaustive:

- If a dependant falls ill or has been involved in an accident or assault:
- To make longer term care arrangements for a dependant who is ill or injured:
- To deal with an unexpected disruption or breakdown in care arrangements for a dependant:
- To deal with an incident involving the employee's child during school hours.

Whilst each case will be considered individually, the amount of leave allowed will normally not exceed 2 days, as the intention of this leave is to provide the employee with suitable time to deal with the immediate crisis and put in place longer term arrangements.

4. Notification

Employees must inform their Line Manager about their absence, the reason for it and how long they expect to be off work by 8.30 am on the first day of absence, unless exceptional circumstances make such notice impossible. Failure to notify your Line Manager without good reason, could result in disciplinary action being taken. An agreement will be reached regarding how much time the employee will be allowed to take under this provision.

5. Linked Policies

- Bereavement and Compassionate Leave Policy
- Carer's Leave

6. Relevant Legislation

- Employment Rights Act 1996 as amended
- Employment Rights Act 2004
- Data Protection Act 1998 as amended;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Equality Act 2010

Reviewed	By	Approved
17/01/2024	HR and OD Lead (new policy)	
01/02/2024	SMT	
	LNCC	15/04/2024
	HR&R	07/02/2024