



PEASEDOWN ST. JOHN PARISH COUNCIL TIME OFF FOR DEPENDANTS POLICY

Written: February 2015 (based on the information from ACAS and the SLCC)

Adopted: Personnel Sub-Committee on 26th February 2015 / Ratified at Full Council on 17th March 2015 (C146)

Last Reviewed: Personnel Committee Min. PC067–25/02/2020 / Ratified at Full Council Min. C311-17/03/2020

Peasedown St. John Parish Council recognises that situations arise where employees need to take time off work to deal with an emergency involving someone who depends on them. Provided the reasons for such a request are genuine and the Council is informed as soon as possible, you will be allowed reasonable unpaid time off work to deal with such emergencies. This policy is compliant with the Employment Rights Act 1996.

DEPENDANTS

A 'dependant' is the employee's spouse or civil partner, child, parent or a person who lives in the same household as the employee but who is not his or her employee, tenant, lodger or boarder.

THE EMERGENCY

The right to time off only covers emergencies. If you know in advance that you're going to need time off, you may be able to arrange this with the Council by taking another form of leave, such as parental, maternity, adoption leave etc.

For these purposes, an emergency is an unexpected situation that arises where someone who depends on you:

- Is ill and needs your help
- Is involved in an accident or assaulted
- Needs you to arrange their longer-term care
- Needs you to deal with an unexpected disruption or breakdown in care, such as a child-minder or nurse failing to turn up
- Goes into labour

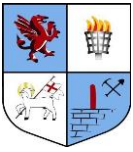
LENGTH OF TIME OFF

You can only take off as long as it takes to deal with the immediate emergency. For example, if a dependant is ill you can take enough time off to deal with their initial needs, such as taking them to the doctor and arranging their care. You cannot take time off work to provide that care yourself and will need to make alternative arrangements for their longer-term care. If you want to stay off work longer to care for them yourself, you will normally need to take this as part of your annual leave entitlement.

As a general benchmark, no more than a day should be necessary.

NOTICE

You must tell the Council as soon as possible why you are away from work and how long you expect to be off. In extreme cases of emergency where you cannot inform the Council of your absence



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

before your return to work, on your return, you should still inform the Clerk/members of the Clerk Liaison Panel why you were absent.

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The foregoing ***Time Off for Dependents Policy*** has been revised and amended to reflect the changes in the Council's working practices and the latest Government legislation. It was adopted by Peasedown St John Parish Council at a meeting held on 17th March 2020.

Signed:

Chair: Cllr Kathleen Thomas

Date: 18th March 2020

Signed:

Clerk & RFO: Tanya West

Date: 18th March 2020