



## ATLAS Multi Academy Trust

### Time Off Work For Dependants Procedure

Trust Sub-Committee: Standards Committee

Co-ordinator: Mrs M Quinn

Last Reviewed: Spring 2024

Next Review: Spring 2026

St Albans Girls' School. Beech Hyde Primary School and Nursery. The Adeyfield Academy

Signed by:  
Margaret Chapman  
*Executive Head Teacher*

Signed by:  
Rachael Kenningham  
*Chair of ATLAS Board of Directors*

#### 1. RATIONALE

- 1.1** The Trust recognises that there will be occasions where you are faced with emergency situations involving dependants where they may need to take time off work. This policy explains the right to take time off to manage unexpected or sudden problems and take a reasonable amount of time for issues relating to a dependant and in order to make any necessary longer-term arrangements.

#### 2. ELIGIBILITY

- 2.1** This applies to all employees of the Trust.  
A dependant is defined as:
- a spouse
  - a civil partner
  - a child
  - a parent
  - a person who lives with the employee other than as their employee, tenant, lodger or boarder
  - any other person who would reasonably rely on the employee for assistance if they fell ill or was injured or assaulted, or who would rely on you to make arrangements for the provision of care in the event of illness or injury or
  - in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of care.

### 3. CIRCUMSTANCES IN WHICH RIGHT TO TIME OFF FOR DEPENDANTS APPLIES

- 3.1** You (irrespective of length of service, and whether part time or full time) are entitled to take a reasonable amount of time off during working hours to take necessary action:
- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted
  - to make arrangements for the provision of care for an ill or injured dependant
  - in consequence of the death of a dependant
  - because of the unexpected disruption or termination of arrangements for the care of a dependant
  - to deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment.

### 4. PROCEDURE

**4.1** If you need to take time off for dependants you should contact your line manager/Headteacher/Principal at the earliest opportunity. If you become aware of an emergency situation while at work, you should immediately speak to an appropriate person about leaving work early.

You should explain:

- the reason for the absence; and
- how long they expect to be absent from work.

If you are not at work and are unable to contact your line manager/Headteacher/Principal before taking time off for dependants, you should contact them as soon as possible and ensure a message is left on the school answerphone/office so that colleagues may be aware at the earliest opportunity that you will not be in work.

You must inform the line manager/Headteacher/Principal as soon as possible of any change in the anticipated date of their return to work.

### 5. PAY

**5.1** There is no statutory entitlement to receive pay while taking time off for dependants.

### 6. NON-TEACHING STAFF

**6.1** Emergency paid leave of up to 5 days per year can be granted to allow for the care of sick children and for carers leave for schools who have adopted the HCC 2012 terms and conditions collective agreement.

### 7. HOW MUCH TIME CAN BE TAKEN OFF?

**7.1** The right to time off for dependants will, in most cases, be one or two days. You must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If you are unable to make alternative arrangements, you must contact your line manager/Headteacher/Principal and explain why further absence is required.

### 8. OTHER TYPES OF LEAVE

**8.1** Time off under this policy is intended to be for you to deal with emergency situations involving dependants. Once the immediate emergency has been taken care of, you are

	expected to return to work or, if further time off is necessary, request to take it as another form of leave. Authorisation of further leave is at the Trust's discretion.
<b>4. MONITORING</b>	
<b>4.1</b>	ATLAS Trust monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.