

Time Off for Dependants Leave is intended to provide an immediate, limited period time off, for employees to deal with unexpected or emergencies involving a dependant or to make necessary arrangements for longer term care for a dependant.

A dependant is a spouse, partner, parent, child or any other person who lives in the same household as the staff member, but is not a lodger or boarder, or may be any other person who relies wholly on the staff member for care.

All Bridge staff have a statutory right to take a reasonable amount of unpaid time off to provide assistance or take appropriate action to deal with an emergency. However, the Bridge are committed to ensuring that employees may take one day's paid leave in order to resolve the situation and make arrangements for longer term care or provision. Usually no more than 2 days can be taken together and no more than 4 paid days can be taken over the course of an academic year.

**Example 1:** Margaret's daughter wakes up with a fever and is unable to attend nursery. Margaret has to alert the nursery and look after her child. This day is paid. Margaret decides to make arrangements for her mother to look after her child the following day, in case she is not better. If she is unable to find support Margaret is able to take another day's leave, except this second day of leave is unpaid. In more extreme cases, with approval from her line manager/trustees, Margaret might be allowed to take further reasonable unpaid time off from work.

**Example 2:** Paul's wife has a bad fall on the way to work and calls him in a lot of pain. Paul has to take her to the hospital and assist in transporting her back home later in the day. Paul continues to care for her throughout the remainder of the afternoon and makes arrangements for her care the following day.

Dependant Leave is only available in situations requiring sudden and unforeseen crisis management (e.g., if your child or another dependant falls ill, time off can be taken to deal with the immediate crisis, and to make arrangements for longer term care, but not to provide continuing care). Once four paid days have been used in an academic year, each subsequent occurrence is covered by an employee's statutory right to a 'reasonable' amount of unpaid leave (again, usually no more than 2 days).

## ***Procedure***

You should tell your line manager, as soon as practicable, the reason for your absence and how long you expect to be away from work. A record will be kept of your absence when you are back at work.