

Time Off for Dependants Policy

This policy is for ILF Scotland staff only

The law recognises and we respect that there will be occasions when you will need to take time off work to deal with unexpected events involving one of your dependants or someone close to you.

This Time Off for Dependants Policy gives all employees the right to take a reasonable amount of paid time off work to deal with certain situations affecting their dependants.

No-one who takes time off in accordance with this policy will be subjected to any detriment.

This policy does not apply to agency workers, consultants or self-employed contractors.

For the right to time off under this policy to arise, it must be necessary for you to take action in relation to a dependant. Whether action is necessary will depend on the nature of the problem, the closeness of the relationship between you, and whether someone else is available to assist. Action is unlikely to be considered necessary if you knew in advance that a problem might arise but didn't make alternative arrangements for a dependant's care.

Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, we will always consider each set of circumstances on their facts.

Special Carers Leave

The statutory right to time off for dependants is to a reasonable amount of time off - normally a day or two but this will depend on individual circumstances.

Special Leave with pay is available to employees who have regular and substantial caring responsibilities for someone with a long-term illness, frailty or disability. (Statutory entitlement is to a reasonable amount of unpaid leave.) Special leave may be granted to allow staff to:

- organise homecare or help in the home
- organise special equipment or adaptations to the home
- deal with other agencies (for example GPs, social workers, health visitors)
- organise respite or short-term care
- accompany to medical appointments

Domestic Emergency or Crisis

The most common domestic emergencies for which special leave with pay may be granted on a short-term basis are:

- domestic crises such as the serious illness or death of a spouse, partner (including same sex partner), close relative or other dependant (note: special leave in such circumstances will be

granted not only where the deceased or ill person is a close relative or dependant but may also be granted in other cases, for example where an established relationship existed or exists between the applicant and the other person involved)

- care of a child or children during short periods of illness
- unexpected disruption or breakdown of care arrangements for a dependant
- unexpected incident involving a dependant child during school hours
- short-term care at home of a partner (including same sex partner), close relative or other dependant
- damage or disruption to property

Exercising the Right to Time Off

You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell your line manager:

- the reason for your absence
- how long you expect to be away from work

If you fail to notify us as required in this policy, you may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.

Where it is possible to do so in advance or when you return to work after taking time off under this policy, we might ask you to provide evidence for your reasons for taking the time off. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.

ILF Scotland offer staff:

- up to 15 days or 111 hours (pro-rated) paid time off in any 12-month rolling period
- up to a further five days or 35 hours (pro-rated) unpaid time off in any 12-month rolling period
- For every one day's Annual Leave taken to act as a special carer (see above) this will be matched by ILF Scotland up to a maximum of five extra days or 35 hours (pro-rated) paid leave in any 12-month rolling period. More may be agreed in exceptional cases.

Records

We will process your data in relation to this policy for legitimate business purposes. We will also retain records of any correspondence, reports, meetings, hearings and associated documentation in relation to this policy. Such records will be retained in accordance with our Retention Schedule.



Title: Time Off for Dependants Policy

Owner: HR

Version: 6

Created: 16 January 2016

Last Amendment Date: March 2024

Last Review Date: March 2024

Next Review Date: March 2026