Title of Policy:	**Time off for Dependants**
Section:	**Human Resources**

Purpose

To explain and confirm the commitment of Carers Choices to giving careful consideration to requests for absence to deal with genuine emergencies affecting dependants.

Statement

The purpose of this policy is to ensure that employees who are genuinely in need of unpaid time off in order to deal with an emergency are treated fairly and consistently while minimising the impact on the business.

Procedure and Guidance

You are entitled to take a reasonable amount of unpaid time off during working hours to deal with particular situations affecting your dependants. The amount of time off will depend on the nature of the incident and your individual circumstances. You will not be subjected to any detriment as a result of taking time off in accordance with this policy. This policy explains what is meant by a dependant, describes the circumstances in which unpaid time off can be granted and sets out the notification procedures.

Definition of dependant

A dependant is:

- a spouse
- a civil partner

- a child
- a parent
- a person who lives in the same household as you other than as your tenant, lodger, boarder or employee
- any person who would reasonably rely on you for assistance or who would rely on you to make arrangements for the provision of care in the event of illness or injury
- any other person who may rely on you for the provision of care or arrangements for the provision of care

Carers Choices may consent to requests for unpaid time off in an emergency to allow you to assist someone who is close to you but does not meet the statutory definition of dependant.

Entitlement to time off

Reasonable time off will be granted in the following circumstances:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted.
- to make arrangements for the care of a sick or injured dependant or to make arrangements to deal with an unexpected disruption to their care provision.
- in consequence of the death of a dependant.
- to deal with an unexpected incident involving your child during school hours or during the hours of another educational establishment.

The right is only to deal with emergencies and to put care arrangements in place – for example, arranging to employ a temporary carer or arranging for the dependant to stay with relatives. You would not be entitled to time off under this policy for the ongoing care of the dependant.

What is considered reasonable will depend on individual circumstances. As a general guide, it is anticipated that in most cases it will only be necessary to take a few hours off. In exceptional circumstances a day or two may be necessary.

Procedure

You must inform your manager as soon as practicable of your unavailability for work, the reason for it and how long you expect to be away from work.

You do not have to do this in writing, but you will need to provide sufficient information for your manager to determine your entitlement to time off under this policy.

You may be required to provide evidence of your need to take time off under this provision.

If you fail to inform Carers Choices as soon as is reasonably practicable that you need time off, or if you abuse the rights under this provision, you may be subject to disciplinary proceedings.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Well-Led • Governance, management and sustainability	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 18: Staffing	

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden