

Caring and Family Leave

Dependants Leave

You are entitled to take a reasonable amount of time off for dependants, in unforeseen, emergency situations, to help, take to appointments or make care arrangements when a dependant:

- Falls ill;
- Gives birth;
- Is injured or assaulted;
- Dies;
- Is involved in an incident during school hours or any instances where the school has responsibility for a child.

A dependant is classed as:

- Husband or wife or civil partner;
- Children;
- Parents;
- Someone who lives in the same household (other than an employee, tenant, lodger or a boarder);
- Anyone who reasonably relies on you either for assistance or to make care arrangements in the event of illness or injury;
- Partners or elderly relatives living with you.

Should you wish to request time please inform your manager as soon as reasonably practicable, advising of the time you expect to be absent (unless this is not practicable until they return to duty). In response to a request, we will confirm if:

The time off will be unpaid. In exceptional circumstances at the discretion of your manager with the approval from the divisional head, the first two weeks of time off may be paid.

For paid leave, your line manager may request that:

- The hours taken off are worked at a later date.
- You can/should work from home during the time off.
- You take holidays to cover any time taken off.