



Dependants Leave Policy

1. INTRODUCTION

- 1.1 NHS employees are often faced with responsibilities for taking care of family members or dependants who are sick, disabled or elderly, and it is recognised that it can be difficult to balance working life with these responsibilities.
- 1.2 From 15th December 1999, under the Employment Rights Act, all employees have the right to take a reasonable period of time off work to deal with an emergency involving a dependant, and not to be dismissed or victimised for doing so. This right enables employees to deal with an unexpected or sudden problem and make necessary long-term arrangements.

A dependant is defined as a partner, child or parent of the employee, or someone who lives with the employee as part of their family; e.g. an elderly aunt or grandparent who lives in the same household.

2. SCOPE

- 2.1 This policy applies to all employees regardless of grade, length of service and hours worked.

3. PRINCIPLES

- 3.1 Good practice indicates that NHS employers should be compassionate to employees at such times and ensure this and other Family Friendly Policies are in place to support employees.
- 3.2 The principles behind this policy are to allow for a flexible approach to be taken to help employees respond to sudden and immediate needs to provide care. This could be in the cases of a sick child, elderly relative or dependant. This policy can be applied when, for example, normal carer arrangements have broken down, thus leaving the employee without proper care arrangements. Other examples could include allowing time for the employee to make longer term care arrangements or for a hospital appointment for the recipient of care.

4. LENGTH OF DEPENDANTS LEAVE

- 4.1 Full time employees will however be entitled to up to five consecutive working days paid leave in each circumstance where an employee faces an unexpected crisis as detailed above. In cases of exceptional difficulty the leave can be extended by a further five days, which need not be consecutive. The relevant Director or Associate Director of Nursing

will be required to authorize any extended periods of dependants leave, whether paid or unpaid. Annual leave can also be utilised at this point. (See Management Guidelines)

- 4.2** Part time employee should similarly be give time off at the time it is urgently needed, and if, for example, an employee working two days per week can reasonably deal with the crisis in the space of a calendar week, then only two days leave from work should be given. It would certainly not be reasonable to give a part time employee working one day per week, five days Dependants' Leave equating to five working weeks. The overriding principle is to give sufficient time off to deal with the problem.
- 4.3** If an employee is facing longer-term difficulties, the line manager may consider other options to enable the member of staff meet their domestic and work responsibilities. This may include a longer period of unpaid leave, reduced working hours or a different shift pattern. Discussion with the local Human Resource Department will normally take place, prior to any decision being reached.

5. PROCEDURE

- 5.1** It is accepted that advanced notice will be unlikely, due to the nature of the situation. In order to ensure that the granting of Dependants Leave is fair to all employees in all parts of the organisation, the following procedure should be followed: -
 - 5.1.1** The employee should make a request for Dependants Leave to their appropriate line manager/team leader or, if unavailable, duty line manager/team leader. The 'Approved Leave Pro Forma' see Appendix A should then be completed. If the employee is not at work at the time of request, the team leader or line manager will complete and obtain the employee's signature retrospectively. In cases where unpaid leave has been granted, the employee's signature will normally be required prior to granting any such leave.
 - 5.1.2** The line manager must ascertain the full circumstances relating to the request and determine the amount of leave to grant in accordance with the following guidance. The employee should be advised in writing, using the Approved Authorised Leave Form, of the duration of the leave granted and details as to whether it is paid or unpaid. The line manager must obtain authorization from the relevant Associate Director of Nursing or Director where further periods of extended leave is being sought, whether paid or unpaid.
 - 5.1.3** Line managers should record the granting of Dependants Leave using the Approved Authorised Leave Pro Forma, obtaining any further authorization from the relevant Director or Associate Director of Nursing, and email a copy immediately to Central Resource Team (CRT) and the Human Resources Department. In turn, the Human Resources Department will update the Personnel Management Information System (CIPHR). Any periods of unpaid leave granted will require payroll notification: for front line staff this will be completed by the Service Support Team and for non front line staff by the Human Resource Department. See Appendix B for 'Request for Authorised Leave – Process Flow'.

5.1.4 Once the employee has signed off the Approved Authorised Leave Pro Forma, which in certain circumstances may be retrospective of the leave taken, Part B should then be sent to the Human Resource Department.

5.1.5 The employee should keep in contact with their line manager throughout the Dependants Leave period.

6. REVIEW

The Policy will be reviewed on a 2 year basis by the Partnership Forum.

APPROVED AUTHORISED LEAVE

Part A: To Be Completed By Team Leaders / Line Managers

Where an employee is requesting any form of leave other than annual leave, please complete Part A indicating the category of leave authorised and email to Central Resource Team.

The Team Leader/Line Manager should then complete Part B of the form and submit all details (Parts A & B) to the Human Resources Department for information to be stored against the individual's personal record and Cipher update.

Name Of Employee			
Location			Employee Payroll Number:
	Dates Approved	From	To Paid/Unpaid*
Half Shift	Dates Approved	From	To Paid/Unpaid*
Total Hours Approved (Front Line)		Total days Approved (Non frontline)	

* Delete As Appropriate

CATEGORY OF LEAVE

Category of Authorised Leave Approved	Please indicate
Parental Leave	
Compassionate Leave/ Bereavement Leave	
Dependants Leave	
Facilities Time: TU Duties H & S Representatives	
Special Leave: Domestic Situation Jury Service Civic and Public Duties Voluntary Emergency Services Reserve Services	

Part B: To Be Completed By Team Leaders / Line Managers for HR info only

Comments: <i>(please give as much detail regarding the reason for request)</i>	
Authorising Team Leader / Line Manager:	
Signature:	Date
Authorising ADON/Director in cases where extended periods of leave is requested, whether paid or unpaid:	
Signature:	Date

Part C: To Be Completed By Employee.

I have noted the approved dates of my leave and agree with any unpaid leave (If applicable)	
Signature:	Date:
To Be Returned To Human Resources Department	