**Time off for Dependants Policy**

November 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to time off for dependants. This policy sets out the statutory rights and responsibilities of employees who wish to take time off for dependants.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

# Time off for Dependants

All employees (irrespective of length of service, and whether they are part time or full time) are entitled to take a reasonable amount of time off during working hours to take necessary action:

* to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
* to make arrangements for the provision of care for an ill or injured dependant;
* because of the unexpected disruption or termination of arrangements for the care of a dependant;
* to deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment.

A dependant is:

* a spouse;
* a civil partner;
* a child;
* a parent;
* a person who lives with the employee other than as his/her employee, tenant, lodger or boarder;
* any other person who would reasonably rely on the employee for assistance if he/she fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or
* in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the employee to make arrangements for the provision of care.

# Procedure

A colleague who needs to take time off for dependants should contact their line manager at the earliest opportunity. If the colleague becomes aware of an emergency situation while at work, they should immediately speak to their line manager about leaving work early.

The employee should explain:

* the reason for the absence; and
* how long they expect to be absent from work

If the employee’s line manager is unavailable, the employee must speak to an equivalent or more senior manager. Employees are not permitted to leave work without notifying management.

# Length of Time and Payment

The leave is intended to provide time to manage an immediate situation and make arrangements for ongoing care, and therefore will, in most cases, be one or two days. The colleague must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs.

If the employee is unable to make alternative arrangements, they must contact their line manager and explain why further absence is required. If further time off no longer qualifies as time off for dependants, it is at the absolute discretion of the Company whether or not to grant discretionary unpaid leave at short notice. Alternatively, the colleague may request to take annual leave, which will be considered as per a usual annual leave request.

Failure to return from a period of time off for dependants may be treated as a disciplinary matter.

Taking time off for dependants is unpaid leave.

# Providing False Information

If a colleague provides false information, this may be treated as a disciplinary matter, which could potentially amount to gross misconduct, rendering the colleague liable to summary dismissal.