



DEPENDANT LEAVE POLICY

[applies to all Trust employees]

1. Introduction

Dependant Leave can be used in emergency situations to enable staff to take time off work to care for dependants. Dependant Leave is only granted for reasonable time off and is unpaid. There is no qualifying period of service with the Trust or any age limitation.

2. Scope

This policy applies to all employees of Birmingham City University Academies Trust (BCUAT), including employees working in academies operating as part of the Trust and all Head office employees.

3. Definition

A dependant is one of the following:

- i. a Spouse
- ii. a Child
- iii. a Parent
- iv. someone who lives in the same household (other than an employee, tenant, lodger or boarder)
- v. anyone who reasonably relies on the employee either for assistance or to make care arrangements in the event of illness or injury
- vi. partners or elderly relatives living with the employee

4. Entitlement

Staff are entitled to reasonable time off. The Trust regards reasonable time as being for no more than several days on any one occasion.

Owner of Policy	Human Resources
Legislation Status (Statutory / Non-Statutory)	Non-Statutory
Date Ratified and Version Number	29.11.2016 v2.0
Date to be reviewed	September 2017

In the event that Dependant Leave is requested more than three times in any one year, the Trust may require staff to use their annual leave entitlement for any further instances of such leave, or to provide evidence of the dependant relationship and the circumstances requiring Dependant Leave. The Trust will use its discretion in such instances, depending on the individual circumstances of each request for leave.

5. Procedure

Each member of staff must:

- i. Inform their manager of the requirement to take Dependant Leave as soon as is reasonably practicable. Verbal notification is sufficient in the first instance, but must then be confirmed in writing either prior to the leave being taken or immediately upon returning to work
- ii. Inform their manager how long they expect to be absent from work, unless this is impossible until the employee returns to work. Verbal notification is sufficient in the first instance, but must then be confirmed in writing either prior to the leave being taken or immediately upon returning to work
- iii. Line managers must record all instances of Dependant Leave and notify the HR Consultant

6. Declining Dependant Leave

Staff have the right to initiate the individual Grievance Procedure where Dependant Leave is refused. However, staff must first ensure that they have followed the correct procedures to request Dependant Leave and complied with the requirements of this Policy.