Grove
Learning Trust

Time Off for Dependants Policy

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Version – Final 01

Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold. We are all about **creating remarkable futures.** For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

Trust >> Connect >> Collaborate

Our policies underpin our vision and set out clearly our expectations of each other.

About this policy

The law recognises and Grove Learning Trust respect that there may be occasions when an employee will need to take time off work to deal with unexpected events involving a dependant or someone close to the employee. The purpose of this policy is to set out the circumstances in which the Trust will give employees unpaid time off work to deal with such situations.

1. An employee who takes time off in accordance with this policy will not be subjected to any detriment.

2. This policy does not form part of any contract of employment or other contracts to provide services, and it may be amended at any time.

Who does this policy apply to?

3. This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers, or interns.

Who is responsible for this policy?

4. Grove Learning Trust has overall responsibility for the effective operation of this policy. Suggestions for changes to this policy should be reported to the HR & People Lead.
5. Any questions about the day-to-day application of this policy should be referred to the Headteacher or the HR & People Lead in the first instance.
6. This policy is reviewed annually by the HR & People Lead

Related policies

7. This policy should be read where applicable in conjunction with the Trust's Leave and Absence Policy.

Reasonable unpaid time off

8. Employees have a right to take a reasonable amount of unpaid time off work when it is necessary to:

   (a). Provide assistance when a dependant falls ill, gives birth, is injured, or is subject to any other harm.

   (b). Make longer-term care arrangements for a dependant who is ill or injured;

   (c). Take any action required in consequence of the death of a dependant;

(d). Deal with the unexpected disruption, termination, or breakdown of arrangements for the care of a dependant such as a child-minder falling ill; and, or

(e). Deal with an unexpected incident involving your child while a school or another educational establishment who is responsible for them.

9. A dependant for the purposes of this policy is:

(a). The employee's spouse, civil partner, parent, or child;

(b). A person who lives in the same household, but who is not a tenant, lodger, boarder, or employee; or

(c). Anyone else who reasonably relies on the employee to provide assistance, make arrangements, or take action of the kind referred to above.

10. This policy applies to time off to take action which is necessary because of an immediate or unexpected crisis. This policy does not apply where the employee needs to take planned time off or provide longer-term care for a dependant. If this is the case, the employee should take advice from your Line Manager or the Human Resources Department. For example, where a dependant has a planned medical appointment and the date is known in advance, this would not normally be considered as an emergency. Where appointments have been made during working hours employees should raise this with their manager at the earliest possible opportunity.

11. Whether an action is considered necessary will depend on the circumstances, including the nature of the problem, the closeness of the relationship between the employee and the dependant, and whether anyone else is available to assist. Action is unlikely to be considered necessary if the employee knew of a problem in advance but did not try to make alternative care arrangements.

12. Reasonable time off in relation to a particular problem will not normally be more than one or two days. However, we will always consider each set of circumstances on a case by case basis.

Exercising the right to time off

13. The employee will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell your Line Manager or the Human Resources Department:

    (a). The reason for the absence; and

    (b). How long the employee expects to be away from the workplace?

14. If the employee fails to notify the Trust as set out above, they may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.

15. The Trust may in some cases ask an employee to provide evidence for your reasons for taking the time off, either in advance or on return to work. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.