



Jesus College Oxford

TIME OFF FOR DEPENDANTS POLICY

I. INTRODUCTION

- 1.1. Employees have a statutory right to take a reasonable amount of time off work to deal with emergencies involving their dependants from day one of their employment. This policy sets out the College's stance on employees taking time off for this purpose whilst ensuring the College's operations are not unduly affected. The term 'dependant' is prescribed in law and replicated in this policy. The policy also sets out areas of flexibility that the College may adopt in order to support employees. Employees will not be subject to detriment for taking time off for dependants.

2. ENTITLEMENT

- 2.1. You are entitled to take a reasonable (see below) amount of unpaid time off to take action in relation to unforeseen events involving a dependant. A dependant is defined as a:
- spouse or civil partner
 - child
 - parent
 - person who lives in the same household but is not a tenant, lodger, boarder or employee
 - those who reasonably rely on you for assistance if they fall ill or are injured or assaulted or to make care arrangements in the event of illness or injury. This could be, for example, an elderly neighbour.
- 2.2 The right to time off extends only to that needed to make arrangements in the event of an emergency. What is a reasonable amount of time will depend on the specific circumstances in question; however, it is anticipated that no more than one or two days will be appropriate on each occasion.
- 2.3 Arrangements to cover any time off needed in excess of this as a result of an emergency will need to be discussed and agreed with your line manager. This may include, for example, a period of annual leave, taking any banked time off in lieu, unpaid leave, a temporary period of home working or flexible working, or parental leave.
- 2.4 The College recognises that people other than those listed above in relation to whom the statutory right applies may depend on you for assistance. Requests for unpaid time off in relation to these people should be made to your line manager.
- 2.5 A maximum of 3 days will be permitted where funeral arrangements are to be made. This time will be paid and is separate to Compassionate Leave. Exceptional circumstances should be discussed with your line manager, or the Academic Director for Fellows and academic employees.



3. EVENTS COVERED BY THIS POLICY

- 3.1. An unforeseen emergency, for the purposes of this policy, can cover various events in an employee's life, for example:
- to help when a dependant falls ill, gives birth (i.e. if a dependant goes into labour unexpectedly and they rely on you to take them to hospital) or is injured or assaulted (including mental illness or injury)
 - to make arrangements for the provision of care for a dependant who is ill or injured
 - when a dependant dies
 - to cope with the unexpected breakdown of arrangements for caring for a dependant, (such as a nursing home or nursery closing unexpectedly or a childminder or carer not turning up), and
 - to deal with an incident involving a child of the employee which occurs unexpectedly during school hours or in circumstances where the school has responsibility for the child, (for example, if the child is injured on a school trip or suspended from school).
- 3.2. You are not covered by this policy if you need time off for emergencies not involving a dependant e.g. a flood at home, or you need time off for situations you knew about beforehand e.g. taking your child to hospital for an appointment (although you may be entitled to parental leave instead). If you need time off in these circumstances you should speak to your line manager who will seek to agree alternative arrangements for time off with you.
- 3.3. Employees who use time off for dependants for reasons other than that for which the statutory right is intended or who take an unreasonable amount of time off for dependants, may be subject to disciplinary proceedings.

4. PAY FOR TIME OFF

- 4.1. There is no legal obligation on the College to pay employees for time off for dependants; however, a maximum of 5 days in a rolling 12-month period will be paid at full pay. Part days taken will be aggregated to reach a total of five days.
- 4.2. Communication with your line manager is essential throughout the process. To qualify for paid leave, an appropriate explanation of the time off required should be provided to your line manager.

5. NOTIFICATION

- 5.1. As soon as is reasonably practicable, you must contact your line manager, or the academic Director for Fellows and academic employees) to inform them of your need to take time off for dependants. If you are in work at the time the need arises, you must make reasonable efforts to inform them in person of the need to leave work. If your line manager / the Academic Director cannot be located, you should contact their nominated deputy, your Supervisor, or another appropriate College Officer. If you are out of work when the need to take time off arises, you should notify your line manager / the Academic Director by telephone or, in exceptional circumstances where a telephone call is not appropriate, by email.
- 5.2. The reason for your absence/the need to leave and the expected duration must be provided. Failure to do this may result in disciplinary action being taken against you. Your line manager may ask you for evidence of the need to take time off.
- 5.3. If notification is not made as required then the absence may not be categorised as time off for dependants and consequently, where appropriate, disciplinary proceedings may be instigated against you.



6. OTHER POLICIES

- 6.1. Employees' entitlement to time off on the loss of a child are set out in our policy on Parental Bereavement Leave, including details of eligibility, pay during time off and other support available. This can be found within the Parental & Family Leave Policies and Procedures.
- 6.2. Employees who wish to make a request for parental leave to care for a child should read our Parental & Family Leave Policies & Procedures.

