



Warwickshire Pride

Registered Charity Number: 1162449

Time off for Dependents Policy

Purpose

Employees have a statutory right to take a reasonable amount of time off work to deal with emergencies involving their dependents. This policy sets out the Company's stance on permitting employees to take time off for this purpose while ensuring the Company's operations are not unduly affected. The term "dependent" is prescribed in law and replicated in this policy. The policy also sets out areas of flexibility that the Company may adopt in order to support employees. Employees will not be subject to detriment for taking time off for dependents.

Employees who use time off for dependents for reasons other than that for which the statutory right is intended may be subject to disciplinary proceedings.

Entitlement

You are entitled to take a reasonable (see below) amount of time off to take action in relation to unforeseen events involving a dependent, defined as follows:

- spouse/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 the provision of care or for assistance if they fall ill; this could be, for example, an elderly neighbour

It is not possible to define what a reasonable amount of time is because this will depend on the specific circumstances in question. The same event may require varying amounts of time off for different people, or even the same person if it happens more than once on different occasions.

The right to time off extends only to that needed to make arrangements in the event of an emergency. Therefore, it is anticipated that no more than one or two days will be appropriate on each occasion. Arrangements to cover any time off needed in excess of this as a result of an emergency will need to be discussed with your line manager.

Events Covered by this Policy

An unforeseen emergency, for the purposes of this policy, can cover various events in an employee's life, for example:

- to help when a dependent falls ill, gives birth or is injured or assaulted (including mental illness or injury)
- to make arrangements for the provision of care for a dependent who is ill or injured when a dependent dies
- to cope with the unexpected breakdown of arrangements for caring for a dependent
- 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

Time off for emergencies not involving a dependent, e.g. a flood at home, is not covered by this policy.

Pay for Time Off

There is no legal obligation to pay employees for time off for dependents.

Notification

As soon as is reasonably practicable, you must contact your line manager to inform them of your need to take time off for dependents. If you are in work at the time the need arises, you must make reasonable efforts to inform your line manager in person of the need to leave work. If your line manager cannot be located, you should contact [insert name/position]. If you are out of work when the need to take time off arises, you should notify your line manager by telephone or, in exceptional circumstances where a telephone call is not appropriate, by email.

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.

Other Policies

Employees should read our policy on Parental Bereavement Leave which also offers entitlements in respect of the death of a dependent.

Last reviewed: February 2026

Next review due: January 2027