



# Dependant Leave

## HR&D

In line with our commitment to providing an inclusive and supportive working environment, and in accordance with the Employment Relations Act 1999, staff of Cranfield University have the right to take a reasonable amount of unpaid leave to deal with specific circumstances involving a 'dependant'.

### What is a 'dependant'?

A 'dependant' is defined as a member of staff's parent, spouse/partner, child, or someone who lives as part of the family. For example, an elderly aunt or grandparent who lives in the household for whom the member of staff is the main carer. It does not include tenants or boarders living in the family home or someone who lives in the household as a member of staff.

In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the member of staff for assistance. This may be where the member of staff is the primary carer or is the only person who can help in an emergency.

### Under what circumstances can a member of staff take time off?

A member of staff has the right to unpaid time off to deal with an unexpected or sudden problem and make any necessary longer-term arrangements:

- to help when a dependant falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than injured physically;
- when a partner is giving birth;
- to make longer term care arrangements for a dependant who is ill or injured;
- to deal with the death of a dependant; for example, to make funeral arrangements or to attend a funeral;
- to cope when the arrangements for caring a dependant unexpectedly breaks down; for example, when the childminder or nurse does not turn up;
- to deal with an unexpected incident involving a dependent child during school hours, or on a school trip; for example, if the child has been involved in a fight or is distressed.

### How much time off is allowed?

Under the Act there is no set limit to the amount of time off which can be taken but government guidance suggests that in most cases, the amount of leave will be one or two days at the most, but this will depend on individual circumstances. For example, if a child falls ill, the leave should be enough to help the member of staff cope with the crisis and deal with the immediate care of the child; visiting the doctor and making longer term care arrangements. It does not mean that the member of staff may take two weeks leave to look after a sick child.

## **Is there a qualifying period of employment?**

There is no qualifying period of employment for this entitlement. Staff are entitled to 'dependant' leave immediately but must satisfy the conditions set out in this policy.

## **Is 'dependant leave' paid?**

The member of staff will remain employed while on dependent leave but will not be paid.

## **How much notice is required?**

Staff need to notify the University as soon as possible about their absence, the reason for it and how long they expect to be away from work. Any requests should be formally submitted through the member of staffs Agresso Web Services account. Reasonable evidence of the incident should be submitted separately e.g. proof that a relative is ill.

The Manager should consider the submitted request and approve or reject via the Agresso Web Services mechanism (see process below).

## **Compassionate Leave**

Paid Compassionate Leave will be granted in cases of bereavement or severe illness in the immediate family (i.e. parent, spouse/partner, child or sibling) and exceptionally, in other circumstances. Such leave is entirely at the recommendation of the PVC School/Director of Service, based on each individual case. All applications for compassionate leave must be submitted for approval to a Human Resources Business Partner.

## **Parental Bereavement Leave**

We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that a member of staff can ever face. Please refer to our separate [Parental Bereavement Leave](#) policy for details, which is available from your HR Business Partner team, or the intranet.

## **Approval process via Agresso Web Services**

All requests for Dependants/Carers Leave must be submitted via Agresso Web Services. Staff will be required to complete and submit their request online through the absence module, providing details of the requested start and end date of the leave (reasonable evidence outside of the system will be required as outlined in the policy). The reason for the absence must be selected as DEPEND (Dependants and Carers).

Following submission of the online request, an automatic e-mail alert will be sent to the line manager who will consider the request, in line with the policy. Once the request has been considered in full, the line manager will approve or reject the request via Agresso Web Services. An automatic e-mail will be generated to the member of staff advising of the decision. It is recommended that where requests are rejected, the line manager discusses the reasons for the rejection with the individual.

All information received in relation to this policy will be stored and processed in line with applicable data protection legislation. To learn more about how we handle your data please review our [Privacy Notice](#).

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#### Document Review

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V8	Rebranding applied	Head of HR Compliance, Policy & Data	24 May 2017
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