

Dependant's Leave and Pay Policy

Purpose and Context

This policy describes the entitlement of employees to take leave as necessary to deal with urgent and serious problems involving dependants. It is designed to cover unplanned, emergency situations only. This policy does not apply to situations where a number of people are affected e.g. bad weather, traffic disruptions, industrial action etc.

Scope

This policy applies to all University employees, full and part-time, permanent and temporary.

1 Definition

- 1.1 Dependants' leave is leave requested to deal with unexpected or sudden problems involving dependants. The right to time off applies where it is necessary for an employee:
- to give assistance when a dependant is ill, is injured or gives birth;
 - to arrange for an ill or injured dependant to be cared for;
 - as a result of a dependant's death (in addition to any paid bereavement leave);
 - because a dependant's care arrangements have been unexpectedly disrupted or ended; or
 - to deal with an incident involving a child during school time.
- 1.2 A dependant is classed as a spouse, cohabite, child, parent or someone who reasonably relies on the employee for assistance if they fall ill, or are injured, or relies upon the employee for help, or in making arrangements in the provision of care.

2 Entitlement

- 2.1 The employee is entitled to a reasonable amount of time off. There is no time limit on dependants' leave since the amount of time required would depend on the nature of the emergency an employee is trying to respond to. However, the normal timespan is usually a few hours or a day.
- 2.2 The first day's (or part day) absence will be paid up to a maximum of six separate absences over a rolling twelve-month period. Any other dependants' leave will be unpaid.

3 Notification

- 3.1 Wherever possible, employees should request leave in advance from their line manager. However, given the purpose of this leave it is recognised that this will not always be possible. Where someone is requiring leave during the working day, e.g. to attend to a child following a school-based emergency, they must request leave from their immediate line manager notifying them of the reasons for leave and the likely duration of absence.
- 3.2 Where it is not possible to notify the manager in advance of taking leave, the employee must contact their manager on the first day of absence and notify them of the reason for the absence and the likely duration of any subsequent absence they are requesting.
- 3.3 Where requests for absence are refused the manager must provide the employee with a written record of the reasons for refusing leave. The employee has a right of appeal against any refusal to the next level of line management.
- 3.4 Upon return from leave a Dependants Leave form PL25, available from the [Human Resources website](#) should be completed and signed by the manager. The form should then be sent to the appropriate HR Officer, and a record will be kept on the individual's personal file.

4 Conditions of Service

- 4.1 Deductions will be based on the following calculations: 1/365th of annual salary per day of dependant's leave taken or 1/52nd of annual salary per week of dependant's leave. Any allowances being paid will also be zeroised.
- 4.2 Employees who are members of the West Yorkshire Pension Fund (WYPF) are required to pay pension contributions for the first 30 days of dependants' leave associated with the same reason for absence. It would be unlikely for dependants' leave for the same reason to exceed 30 but in the event of that happening the individual must choose whether to elect to pay contributions for the remaining period of leave. Where an individual elects, the University will continue to pay employer contributions for the same period of time as if normal earnings had been paid. Employee contributions for periods of unpaid leave will be deducted from normal earnings in the following weeks/month. Where an employee elects not to continue contributing to the WYPF, employer contributions will not be made and this period will not count towards the calculation of pension benefits.
- 4.3 For members of the Teachers' Pension Scheme the period of unpaid leave is not counted towards pensionable service. Employees cannot elect to pay contributions but may wish to consider purchasing additional pension within the Scheme.
- 4.4 All other conditions of employment, excluding remuneration, continue throughout periods of dependants' leave.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Related Policies/Procedures:	Annual Leave Bereavement Leave and Pay Flexitime – Support Staff Other Leave

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.1	November 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager