

Time off for Dependants

Amtico operates the following policy in relation to emergency situations involving dependants. It explains the right to take time off to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements.

Circumstances in which right to time off for dependants applies

All colleagues (irrespective of length of service, and whether they are part time or full time) are entitled to take a reasonable amount of time off during working hours to take necessary action:

- to provide assistance when a dependant falls ill, gives birth, or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- in consequence of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/ or another educational establishment.

A dependant is:

- a spouse;
- a civil partner;
- a child;
- a parent;
- a person who lives with the colleague other than another colleague, tenant, lodger, or boarder;
- any other person who would reasonably rely on the employee for assistance if they fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or
- in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the employee to make arrangements for the provision of care.

Procedure

If you need to take time off for dependants, you should contact your line manager at the earliest opportunity. If you become aware of an emergency while at work, you should immediately speak to your line manager about leaving work early. You should explain:

- the reason for the absence; and
- how long you expect to be absent from work.

If your line manager is unavailable, you must speak to an equivalent or more senior manager.

If you are unable to contact the manager before taking time off for dependants, you should contact the manager as soon as possible.

You must inform the line manager as soon as possible of any change in the expected date of your return to work.

How much time can be taken off?

The right time off for dependants will, in most cases, be one or two days. You must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If you are unable to make alternative arrangements, you must contact your line manager and explain why further absence is required.

If further time off no longer qualifies as time off for dependants, it is at the absolute discretion of Amtico whether to grant annual leave/discretionary unpaid leave at short notice.

Amtico also has a separate policy on compassionate leave which is to help colleagues to come to terms with the death of a loved one a serious illness of injury involving a loved one, or serious personal relationship problems, as well as a parental bereavement leave policy for parents who have lost a child under the age of 18.

If you need to care for a dependant in circumstances falling outside the right to take time off for dependants, you should refer to Amtico's policy on flexible working.

Queries and complaints

Any colleague who has a query on this policy, or who believes that they have been unreasonably refused time off, should in the first instance discuss the matter with their line manager, if the issue cannot be resolved in this way the colleague may use the grievance procedure to resolve any dispute.