

Scope: All Staff	Effective Date: 1 April 2023	Responsible Dept: HROD	Equality Impact Assessment: Completed
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**YORK
ST JOHN
UNIVERSITY**

Dependants Leave Policy

1. Introduction

This policy describes the entitlement of employees to take up to five days paid dependant care leave (pro rata for part time staff) to deal with urgent and serious problems involving dependants. It is intended to deal with unexpected or emergencies involving a dependant or to make the necessary arrangements for long term care for a dependant.

The leave is only available in situations requiring sudden and unforeseen crisis management (e.g. if your child or another dependant falls ill, time off can be taken to deal with the immediate crisis, and to make arrangements for longer term care).

In addition to the five days (pro rata) paid leave per calendar year, employees are entitled to unpaid reasonable time off to deal with emergency situations that arise.

2. Scope

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

3. Definition

Dependants leave is leave requested to deal with urgent problems involving dependants. The right to time off applies where it is necessary:

- 1) to give assistance when a dependant is ill, is injured or gives birth,
- 2) to arrange for an ill or injured dependant to be cared for,
- 3) as a result of a dependant's death (in addition to any paid bereavement leave),
- 4) because a dependant's care arrangements have been unexpectedly disrupted or ended,
- 5) to deal with an incident involving a child during school time.

A dependant is a spouse or civil partner, parent, child, someone who lives in the household as part of the family, or someone who "reasonably relies" on the employee for assistance in making care arrangements if they fall ill or are injured.

Time off for emergencies not involving a dependant e.g., a flood at home, is not covered by this policy; or time off for situations you knew 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.

4. Entitlement

Paid time off is limited to five days per year.

It is not possible to define what is a reasonable amount of time for additional unpaid leave days because this will depend on the specific circumstances in question.

The right to time off only extends to making arrangements in the event of an emergency. It is anticipated that one or more days will be appropriate on each occasion. Arrangements to cover time off will depend on the circumstances of each case.

In addition to the five days paid leave per calendar year, employees are entitled to unpaid reasonable time off to deal with emergency situations that arise. The unpaid leave is only available in certain situations requiring sudden and unforeseen crisis, not for planned events.

5. Notification

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.

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.

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.

Upon return from leave the monitoring form Request for Dependants Leave should be completed and signed by the manager and then forwarded to HROD@yorksj.ac.uk. The manager should also make a record of the leave in One Uni.

6. Conditions of Service

Pay

Normal remuneration and deductions will continue if the employee is taking up to five days paid Dependants Leave per calendar year (this is pro rata for part time staff).

If additional unpaid leave is taken, deductions will be based on the hours that you would normally have worked for the duration of the leave.

Local Government Pension Scheme

If taking paid Dependants Leave all normal Pension Contributions will continue.

If taking unpaid Dependants Leave you may opt to make an Additional Pension Contribution (APC) to cover any lost pension during a period of dependant leave. This will be a Shared Cost Additional Pension Contribution (SCAPC) if you opt to do this within 30 days of returning to work. This means that YSJ will share the cost of buying this lost

pension. You have the option to pay additional contributions in a one-off lump sum or through regular payments in your wages. Further information is available on the LGPS website www.nypf.org.uk.

Teachers' Pension Scheme

If taking paid Dependants Leave all normal Pension Contributions will continue.

If taking unpaid Dependants Leave an unpaid period of leave will be classed as days excluded; however, you can make up any shortfall in service by purchasing additional pension in multiples of £250 of annual pension. Information is available on the Teachers' Pension website at www.teacherspensions.co.uk.

Other

All other conditions of employment, continue throughout periods of dependants' leave.