

# Emergency Time Off for Dependants Policy

## Contents

1. Introduction.....	1
2. Who is Covered by This Policy?.....	1
3. Who is a Dependant?.....	1
4. What Types of Emergencies Are Covered?.....	1
5. How Much Time Off Is Available?.....	2
6. Requesting and Recording Leave.....	2
7. Returning to Work After Leave.....	2
8. Further Information and Support.....	3
9. Policy Review .....	3

**Policy Owner:** Human Resources

**Last Review Date:** December 2023

**Version:** 1.1

## 1. Introduction

At Strathclyde, we understand that sometimes there are unplanned and unexpected emergencies involving your dependants. We want to support you if this happens, so we'll always try to be flexible and give you a reasonable amount of time off to deal with the emergency and where required, make longer term care arrangements.

In this policy you'll find information on the types of emergencies that are covered, how to request time off, what to do if you need longer term changes to your working arrangements, and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is Covered by This Policy?

This policy applies to all employees of the University.

## 3. Who is a Dependant?

A dependant may be your partner, child, parent, or someone who lives in the same household as you. In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance.

And remember, if you've formally registered as a carer for someone who is ill, elderly, or disabled, you may be able to take paid leave under our [Carers' Leave Policy](#).

## 4. What Types of Emergencies Are Covered?

Family emergencies covered under this policy generally include the illness and/ or the breakdown of care arrangements of a dependant. Some examples include:

- Illness of a child or adult dependant where you must provide care for them.
- Illness of a child or adult dependant requiring hospital treatment.
- Breakdown of usual care arrangements for a child or an adult dependant.
- Other family emergencies such as being called to a child's school on an urgent matter.

We also understand that there may be other emergencies involving a dependant not listed above.

## 5. How Much Time Off Is Available?

We know every situation is different, so we'll always try to be flexible, but usually you'll just need one or two days off. This is to allow you to deal with the immediate emergency such as sorting out alternative childcare. Your manager will agree with you what is reasonable in the circumstances.

Emergency time off for dependants is unpaid, however, we want to limit the effect on your pay where we can, like agreeing with you to make up the time, or to work from home, where this is possible.

If you think you might need more than one or two days, please talk to your manager about the situation so they can support you. For example, other options include taking [annual leave](#) or [ordinary parental leave](#).

Emergency dependant leave is for unexpected emergencies and not for things you know about beforehand such as school holidays, or for long term arrangements. We trust that you'll only ask for emergency dependant leave when you really need it, and if you need this leave regularly, we may talk to you about alternative arrangements, such as adjusting your pattern of work by making a [flexible working request](#) or buying [additional annual leave](#).

## 6. Requesting and Recording Leave

Please let your manager know as soon as possible if you experience an emergency involving a dependant and need time off.

If you agree with your manager to make up the time, or to work from home (where this is possible), then the time off will be paid. Otherwise, the time off will be unpaid.

Managers should contact [Human Resources](#) to process any unpaid leave.

## 7. Returning to Work After Leave

We understand that sometimes things can't always be dealt with within one or two days. If you think you need more time off, talk to your manager about the options available to you.

For example, you can discuss and agree with your manager ways to work in a more agile way to suit your individual needs (for example, flexibility with start and finish times, lunch breaks and so on). This approach is useful if you think you only need this flexibility on an irregular or occasional basis. More information can be found in our [Agile Working Toolkit](#) (staff login required).

Alternatively, if you think you need something more formal, such as longer-term changes to your working arrangements, under our [Flexible Working Policy](#) we may be able to agree a contractual change to your working hours, pattern, or location to help you better balance your work and caring responsibilities.

Also, if you think you'll need to provide substantial unpaid care for someone who is ill, elderly, or disabled, you may be eligible for [Carers' Leave](#).

## 8. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact Human Resources. Further information and support can also be found on our [Wellbeing Hub](#).

If you're a manager, please read the accompanying [Manager FAQs](#) (staff login required). Advice is also available from Human Resources.

And remember, our free and independent Employee Assistance Programme (EAP) provider, can also offer confidential support. Visit our [Wellbeing Hub](#) for more information.

## 9. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our [Policy Review Schedule](#) (staff login required) on our People Hub.