

# ELATT STAFF HANDBOOK

## POLICIES, RULES AND PROCEDURES

### TIME OFF FOR DEPENDANTS

Issue Date: 01.09.18

#### PURPOSE

Under the Employment Relations Act 1999 is the provision for time off for dependants. The following information is given for guidance purposes only. This policy does include rights beyond those provided by statute.

The Company expects full commitment from its employees but equally recognises that, at times, personal considerations may need to take precedence.

It is the intention of ELATT to help alleviate any anxiety caused by unforeseen problems where the nature of the circumstances requires the employee to be present. The absence of employees however affects the efficiency of the organisation's business and employees are expected to keep requests for time off for dependants to a minimum and use it to cover only the 'unforeseen emergencies' with which it is designed to assist. This leave is not provided to be used for longer term care arrangements or absence.

#### TIME OFF FOR DEPENDANTS

Under statute unpaid leave of a 'reasonable' duration will be permitted to allow employees time off to deal with certain unexpected or sudden emergencies which involve a dependant of the employee. As an enhancement to the statutory provisions, ELATT provide a maximum of five days per annum paid leave in circumstances that fall within this definition and where the following also apply.

A 'dependant' is defined as a spouse, co-habitee, child, parent, or in some cases a person who relies on the employee to make care arrangements. To qualify for this leave, an Absence Record Form must be completed and authorised by your Manager. A lodger, tenant or boarder is not classed as a dependant.

#### Circumstances that qualify:

- To help when a dependant is ill, gives birth or is injured or assaulted.
- To arrange for an ill or injured dependant to be cared for.
- If a dependant's care arrangements are unexpectedly changed.
- A child being involved in a serious incident at school.
- To deal with the death of a dependant.
- This list is not exhaustive. The right enables employees to take action, which is necessary to deal with any unexpected or sudden emergency involving a dependant.

Employees should notify their employer as soon as practicable, the reason for their absence and how long they expect to be away. It is usually expected that any single period of such emergency leave will not exceed two days.

Where an employee is found to be abusing the policy then they will be subject to the normal ELATT disciplinary procedure. Any complaint or grievance regarding "time off for dependants" should be made through the ELATT grievance procedure.

This policy is non-contractual and may change from time to time.