



PRIFYSGOL
BANGOR
 UNIVERSITY

TIME OFF FOR DEPENDANTS/EMERGENCY

Rev	Date	Purpose of Issue/Description of Change	Review Date	
1.	2006		2007	
2	2007		2008	
3.	2014	Cosmetic changes	2015	
4.	2015	Update for clarity	2016	
5.	2016	Cosmetic changes	2017	
6.	2018	Review – no changes	2020	
7.	2021	Review – no changes	2023	
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Jade Luke		Steffan Griffiths	HRTG 10/02/2003	

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1 EMERGENCY TIME OFF RIGHTS

This right allows you to take a reasonable amount of unpaid time off work to deal with certain unexpected or sudden emergencies involving a dependant, and to make any necessary longer-term arrangements.

If you know in advance that you are going to need time off, you should ask for annual leave in the usual way. Alternatively, if the reason you need leave relates to your child, you may be entitled to Parental Leave.

2 ELIGIBILITY

The right enables you to deal with an unexpected or sudden problem such as:

- if a dependant falls ill or has been injured or assaulted
- when a partner is having a baby
- to make longer term arrangements for a dependant who is ill or injured
- to deal with a death of a dependant
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when the child minder or nurse fails to turn up.
- to deal with an unexpected incident involving your child during school hours; for example if your child has been involved in a fight or has been involved in an accident / incident at school

The illness or injury need not necessarily be serious or life threatening, and would include both mental and physical illness.

In cases where a dependant has been assaulted and there has been no injury, the right to time off also applies where the dependant is distressed.

Leave to handle domestic emergencies such as the washing machine breaking down or a pet requiring a visit to the vet do not qualify. This will be a matter for agreement between you and your Head of School/Department.

Any abuse of the right to time off will be dealt with according to the University's normal disciplinary procedures.

There may be times when both of you as parents would want to take time off work under this right and it may be reasonable, or even necessary, for you to do so. A common-sense approach will be adopted depending on the circumstances of the situation. Both parents may need to take time off if your child has had a serious accident, but it is unlikely to be necessary for both parents to be absent from work if the childminder fails to turn up.

If you think that you have been unreasonably refused time off, or subjected to detriment for taking it, you may make a complaint under the University's staff complaints procedure.

3 DEFINITION OF A 'DEPENDANT'

A dependant is your husband, wife or partner, child or parent. It also includes someone who lives in the same household as a member of your family. For example, this could be an elderly aunt or grandparent who lives in the household.

It does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, such as a live-in housekeeper.

In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance. This may be where you are the primary carer or the only person who can help in an emergency; for example an elderly neighbour living alone who falls and breaks a leg.

4 AMOUNT OF TIME OFF

This will vary with the differing circumstances of an emergency. For most cases, one or two days should be sufficient to deal with the problem. If only part of the day is taken, the leave will be counted as half a day depending on whether the time off was taken in the morning or afternoon.

The right is intended to cover genuine emergencies. There is no limit on the number of times you can be absent from work.

5 NOTIFICATION

You need to inform your supervisor/line manager/Head of School or Department as soon as practicable, the reason for your absence and how long you expect to be away from work. There may be exceptional circumstances where you return to work before it was possible to contact anyone at the University, but you should still inform your supervisor/line manager/Head of School or Department the reason for the absence on returning to work. It is not necessary to give the notice in writing but you must complete the relevant form upon your return to work.

6 POLICY REVIEW

This policy will be reviewed and updated at periodical intervals to ensure continuing suitability for organisational needs and compliance with relevant legislation.