

Time Off for Dependants Policy

Policy Category:
Family Friendly

Policy No:
37

Document Version Control:
Version: One Effective Date: 1 st August 2009
This version [one], supersedes all previous versions of this policy within the business areas specified below. Previous versions of this policy must not be used and should be destroyed.
This document is uncontrolled if printed.
Revision History:

Policy Application:
<i>The business areas to which this policy applies.</i>

National Express UK Bus & Coach

National Express UK Corporate

Policy Scope:
This policy applies to all employees of the Company's indicated above.

Policy Purpose:
This Policy details the Company's approach to the principle of granting time off to deal with certain unplanned or unexpected events or sudden emergencies which require immediate attention.

Legal Framework:
This policy is aligned to the requirements of UK employment legislation, specifically the Employment Rights Act 1996 (as amended).

Policy Statement / Procedure:

Definition of 'Time Off for Dependants'

Employees may take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements.

Who is Defined as a Dependant?

A dependant is the spouse, partner, child or parent of the employee. It can also include someone who lives as part of the family in the same household as the employee for which the employee is relied upon to make arrangements for the provision of care.

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

In cases of illness, injury or assault, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance, e.g. elderly relative living near to the employee, for whom they provide care outside of work, falls ill unexpectedly.

Who Qualifies for This Right?

All employees, providing the emergency involves a dependant as stated above. There is no employment qualifying period required.

What is the Right?

An employee is entitled to take unpaid leave to deal with genuine emergencies covering:

- The illness, injury or assault of a dependant, as well as going into labour;
- Making alternative arrangements when the existing care of a dependant unexpectedly breaks down, or;
- An unexpected incident involving a dependant child at a time when an educational establishment is responsible for them.

This right does not include pre-arranged appointments or planned closures of schools or nurseries.

It may be necessary, on occasion, when both parents are employed by the Company and request time off work, for their line manager to consider the requests in line with the circumstances presented.

Any employee who abuses this right to time off will be subject to the Disciplinary Procedure which may ultimately lead to termination of employment.

For dealing with the death of a dependant, please refer to the Compassionate Leave Policy.

How Much Time Can be Taken?

An employee is entitled to take a reasonable amount of time off to deal with the immediate emergency. The time may vary according to the emergency.

There is no entitlement to any period of time off to provide care for a dependant that does not constitute an

emergency, If a period of time is required then an employee should request leave in line with normal procedures.

How to Inform The Company

An employee must inform their line manager/supervisor, as soon as practicable, the reason for their absence and how long they expect to be away from work; unless this cannot be complied with until after they return to work.

All requests for unpaid leave will be considered and time off will not be unreasonably refused in considering each case on its merit.

Key Terms and Definitions:

Roles and Responsibilities:

All those to whom this policy refers are required to familiarise themselves with the terms of this policy.

Managers are responsible for ensuring this policy is applied fairly and consistently with their own area. Any queries on the application or interpretation of this policy must be discussed with your HR Department / Representative prior to action being taken.