

Cold Ash Pre-school: Time off for dependants

Safeguarding and Welfare Requirement: Health

The Provider must promote the good health and wellbeing of staff attending the setting.

Policy Statement:

Cold Ash Pre-School management committee recognises that from time-to-time employees may need to take time off for dependants. This dependants policy will come in to effect from 01 January 2024.

Policy:

Employees will be granted a reasonable amount of time off for dependants each school year in accordance with this policy. Time off for dependants includes compassionate leave.

Definitions:

Dependant means, in relation to an employee:

- A spouse, civil partner, or partner.
- A child.
- A parent.
- A person who lives in the same household as the employee, other than their employee, tenant, lodger or boarder.
- Other people who reasonably rely upon the employee if they fall ill, have an accident, are assaulted or suffer disruption to their normal care arrangements.

Principles:

Time off for dependants is a right allowing employees to take a reasonable amount of time off to deal with certain UNEXPECTED or SUDDEN EMERGENCIES and to make longer term care arrangements for their dependants.

The Cold Ash Pre-School Committee depending on the merits of the case will grant up to a maximum of 3 days paid dependants leave per school year. This is not an automatic right to 3 days paid leave per year.

Circumstances in which an employee can take time off:

An employee may take reasonable amount of time off during their working hours in order to take emergency action which is necessary:

- To provide assistance on an occasion when a dependant falls ill, gives birth or is injured.
- To make arrangements for the provision of care for a dependant who is ill or injured.
- In consequence of the death of a dependant or close relative which includes blood relatives, step-parent or immediate family of spouse/partner.
- Sudden unexpected disruption or termination of arrangements for the care of a dependant.



- To deal with an incident which involves a child of the employee which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for the employee's child.

Application of Policy

Dependants leave granted under this policy will be in accordance with the following process:

The employee must tell the Pre-School leader or deputy:

- The nature of the emergency which results in their absence as soon as reasonably practicable.
- How long they expect to be away from work. A maximum of 3 days should be sufficient to deal with an emergency and to make any longer-term care arrangements.

The Pre-School Leader will then discuss with the Cold Ash Pre-School management committee Chair or Co-Chair to assess the merits of the case and arrange appropriate payment.

Support & Assistance:

When an employee returns to work after taking time off for dependants, the Pre-School Leader may wish to consider meeting with the employee to offer any support or assistance that the employee may require.