

**GLEBE PRIMARY SCHOOL
UNITED LEARNING ACADEMY**

**Time Off for Emergencies Involving
Dependents Policy
2024-2025**

**Updated: Spring 2024
New Review: Spring 2025**

Approved by the Local Governing Board on 6th February 2024



Signed by: Mr. James Dempster
Position: Chair of the Local Governing Body

United Learning Time Off For Emergencies Involving Dependents Policy

Scope

The policy and procedure set out in this document applies to all staff employed by United Learning¹.

We are a values-led organisation which puts children first, expects the best from everyone and aims to bring out the best in everyone.

Where this policy refers to 'School' or 'Headteacher', within Central Office this should be interpreted to refer to the department where a member of staff works and their Head of Department.

1. Time Off for Emergencies Involving Dependants

1.1 This is a right allowing employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies involving a dependant, and to make any necessary longer-term arrangement. There is no statutory requirement for such leave to be paid (with the exception of time off for parental bereavement) although time off for emergencies may be paid at the discretion of the Headteacher.

1.2 For full details on time off provisions and for United Learning policies relating to maternity, parental, paternity and adoption pay and leave and [parental bereavement](#), please see the United Learning Time Off Guidelines and other relevant policies (available on the United Hub).

1.3 Entitlement

All employees of United Learning are entitled to this right. The Headteacher will decide whether your request for leave meets the conditions set out in 1.4 below.

1.4 Conditions under which time off may be taken

- a) You may take time off for dependants in the following emergency situations:
 - i) If a dependant falls ill suddenly, or has been injured or assaulted;
 - ii) Childbirth by a dependant;
 - iii) To deal with the death of a dependant, including time to make the funeral arrangements and to attend the funeral;
 - iv) To deal with an unexpected disruption or breakdown of care arrangements for a dependant;
 - v) To deal with an unexpected incident involving your child during school hours.
- b) You may take time off for dependants to make longer-term care arrangements for a dependant who is ill or injured or whose care arrangements change suddenly and without notice.

¹ The two companies (United Church Schools Trust and United Learning Trust) are referred to in this policy by their trading name, 'United Learning'.



- c) A dependant is your partner, child or parent. It may also include someone, such as an elderly relative, who lives in the same household as you. It does not, however, include a tenant or boarder who lives in your house.
- d) A dependant may also be someone who reasonably relies on you as the primary carer for assistance, for example a relative or neighbour living alone nearby.

1.5 Length and frequency of time off

- a) The length of time off is not specified. It is expected that you and the Headteacher will agree on what is reasonable given the circumstances of the emergency. In most cases, the time required will be a few hours or a day. In exceptional circumstances, such as, for example, the death of a parent, it may be up to five days leave with pay.
- b) You are required to keep the Headteacher informed of the length of time you require to deal with the emergency. If you need to be absent for more than one day, you must inform the Headteacher of your proposed absence before the start of school on the second day.
- c) The right is intended to cover genuine emergencies. No limit on the number of times you can be absent under this right has been set but you are expected to act reasonably within the terms of the legislation. If, however, it is judged that the provisions for leave is, or may be being abused, the Headteacher may require an explanation.

1.6 Pay

There is no entitlement for time off to be paid (with the exception of time off due to parental bereavement). Nonetheless, time off for emergencies may be allowed at your normal salary at the sole discretion of the Headteacher.

1.7 Notice

You are expected to give one day’s notice of your request for leave. The nature of an emergency means that it is not always possible for you to give the Headteacher notice. If it is not possible for you to give notice, you, or someone on your behalf, should notify the Headteacher of your absence and of the reason for absence as soon as is practicable.

1.8 Review

This policy will be reviewed on a regular basis to ensure consistency, fairness and effectiveness, and in light of any changes in employment legislation. Such a review would include full consultation with the recognised trade unions.

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