



# THE UNIVERSITY *of* EDINBURGH

## Emergency Time off for Dependants Policy

### 1. Policy Statement

The University is committed to helping its staff balance their personal and work commitments. We understand that you sometimes need time off work to deal with emergencies involving a family member or other dependant. This policy explains what time off is available to deal with these situations.

### 2. Scope

This policy applies to all employees of the University.

### 3. Definitions

**Dependant** is someone who relies on you for care, for example a child or parent. A dependant won't always be a member of your immediate family. They could be for example an elderly neighbour.

**Emergency** is a situation that was unexpected, e.g. your child becoming unwell at school; a nursery closure; your elderly parent having a fall.

**Rolling year** is the 12 month period preceding the date you take time off for an emergency.

### 4. Principles

This policy is underpinned by the following principle:

Your need to take time off for an emergency will be considered with fairness and sensitivity, recognising that your family and dependants may not always live locally to you.

## **5. Entitlement**

You can take up to 10 days' paid time off in a rolling year if you need them. If you work part-time your entitlement is pro-rated. For example, if you work three days per week you can take up to six days' paid time off in a rolling year.

Taking part of a day to deal with an emergency will count as one of the 10 days that you are entitled to.

You should try and limit how many days you take off in a row if you can make other arrangements. It is expected that in most circumstances a day or two will be sufficient to deal with an emergency. If you need further time off this would normally be on an unpaid basis.

## **6. Continuity of Employment**

Continuity of employment is maintained during your leave which means there is no break in service during your absence from work.

## **7. Links to Other Relevant Policies and Guidance**

You may find it useful to refer to the University's other leave policies and guidance which you can find on the [HR web pages](#).

## **8. Policy History and Review**

Approval Date:	April 2019
Approved By:	CJCNC
Year of Next Review:	2022

## **Emergency Time Off for Family and Dependents Procedure**

### **1. Taking Emergency Time Off**

If you need time off to deal with an emergency you must contact your manager as soon as possible to explain what has happened, how much time off you think you might need and when you expect to be back at work. If your manager is not available, speak to an appropriate deputy in your area. Ideally do this by phone rather than text or email.

You must maintain contact with your manager. If you need any further time off after the initial emergency your manager will agree with you what type of leave this should be.

### **2. Recording Time Off**

Your manager will keep a record of your time off.