# EDINBURGH NAPIER UNIVERSITY

# TIME OFF FOR DEPENDANT CARE

**1. Introduction**

In many cases, you have the right to take time off work to deal with an emergency involving someone who depends on you. You will not be penalised by the University for taking the time off, providing your reasons for taking it are genuine.

**2. Definition of a Dependant**

A dependant is:

* Your spouse or partner
* Your child, stepchild, adopted child or foster child
* Your parent
* Someone living with you as part of your family
* Someone who reasonably relies on you for assistance or where you are the primary carer, e.g. an elderly relative or neighbour living alone.

**3. Definition of an Emergency**

An emergency is when someone who depends on you:

* Is ill and needs your help
* Is involved in an accident or assaulted
* Needs you to arrange their longer term care
* Needs you to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse failing to turn up
* Goes into labour

You can also take time off if a dependant dies and you need to make funeral arrangements or attend the funeral. The University has a separate policy regarding bereavement leave which is detailed in the staff handbook.

**4. Requesting Time Off**

Your right to time off only covers emergencies. If you know beforehand that you are going to need time off, you will be able to arrange this with your Dean of School/Director of Service by taking another form of leave. If it is your child that’s involved, you may be entitled to a period of Parental Leave.

**5. Amount of Time Off**

In most cases, there will be an expectation that paid time off will be a maximum of 2 days in any one year. The reasonableness of the request for leave and whether it is paid or not is at the discretion of your Line Manager after consultation with Human Resources.

**6. Notification Procedure**

All requests should be discussed, wherever possible in advance with the manager, before submitting a request online through HR Connect You must inform your Line Manager as soon as possible why you are away from work and how long you expect to be off. If you return to work before you have had a chance to contact the University, you must still inform your Line Manager why you were absent and retrospectively submit a request through HR Connect . .