

# Do You Know About Dependant Leave



This is a right to limited time off if you are a carer for:

*A spouse or partner*

*A child or parent*

*Someone who lives with you as part of the family*

*Anyone who relies on you for their care*

If you require dependant leave you should try and give your manager as much notices as possible, explaining the reasons why the time is needed and with an estimate of how much time is needed.

Were it has not been possible to give your manager advance notice you should make contact with them as soon as practical possible.

You will need to fill in your employer's relevant Special Leave Form stating your request for Dependants Leave and give a brief explanation. Only in exceptional circumstances can Dependants leave be denied. Dependant Leave applies to all members irrespective of length of service.

You have the right to reasonable time off in circumstances such as:

**When a dependant falls ill, is injured or assaulted...**

**To cope when arrangements for caring for a dependant unexpectedly break down...**

**To make longer term care arrangement for a dependant who is ill or injured...**

**To deal with an unexpected incident involving a dependant child, including difficulties with child care arrangements...**

Reasonable time off depends upon the circumstances but will normally be the amount of time needed to deal with the emergency.

Dependant Leave is an unpaid entitlement under employment law, however, many of the circumstances which time off is needed may actually be covered by your employers own internal Special Leave Arrangements and Policies, and paid leave might be appropriate. If you feel you have been denied Dependant Leave unfairly, feel such leave should be paid and is covered under your employers Special Leave Arrangements and Policies, or need any advice or assistance in this matter, please contact your local representative.

