

# Dependants' Leave Policy and Guidelines

King's is committed to prioritising the welfare and wellbeing of our employees and we aim to create a supportive working environment where everyone has access to support when it is needed.

We know that sometimes the unexpected can happen and you may need time off to deal with an emergency involving a dependant. A dependant could be a spouse, partner, child, grandchild, parent, or someone else who depends on you for care.

You have the legal right to take reasonable unpaid time off. We go a step further by offering the benefit of paid leave to deal with the immediate emergency.

The provisions in this policy are available to all employees regardless of sexual orientation, gender identity or any other protected characteristic.

This policy does not form part of your contract of employment. The University reserves the right to amend the terms of this policy when required.

## Essential Information

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The time needed to deal with an immediate emergency can vary and we will grant paid leave up to 3 days.

Dependants' leave is for use in emergencies, such as:

- If a dependant has been taken ill, injured, or assaulted,
- To make longer term care arrangements for a dependant who is ill or injured
- An unexpected breakdown or disruption in care arrangements
- An incident involving your child during school hours
- A dependant has gone into labour, and you are needed at the birth.

Normally we allow up to 3 days paid leave, though understand that sometimes you will need less and other times more. You should discuss your request with your manager to agree on an appropriate length of leave and any flexibility that might be required, which may include taking annual leave.

## How to Apply

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We know that you are facing a difficult and stressful time, so we ask that talk to your manager and put the request in writing, though this only needs to be a brief email with the reason for the time off and where possible the dates you require.

Your manager will make a prompt decision, usually within 1-2 days, and will confirm when your request has been approved. Upon approval, the leave should be recorded on PeopleXD. Managers should process any unpaid Dependants' leave through [PeopleXD](#).

## Things to Think About

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Remember, that this leave is for emergencies. King's offers a variety of leave types and you should consider if any of these are more appropriate.

Where you know in advance that time off is required to care for a dependant you should talk to your manager. They may approve [Parental Leave](#), [annual leave](#) or in some circumstances unpaid leave, to allow you to meet your caring obligations.

If you are a carer you can request [Carer's Leave](#), this is unpaid leave that is available to meet planned caring responsibilities.

If someone close to you has been taken seriously ill or sadly died, our [Compassionate Leave](#) policy gives details of the support we can offer, including time off work. If you have lost a child who is under 18 years old, then the [Parental Bereavement Policy](#) explains the legal right to time away from work.

You may also wish to request [Flexible Working](#) to amend your usual hours.

## Further Support

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If you have any questions about Dependants' Leave, please speak to your manager in the first instance. For managers who need advice contact your [HR Business Partner](#) who should be able to assist.

Remember you have access to our [Employee Assistance Programme](#) who can provide you with independent, confidential advice, and is free to use for the King's community.

Our [Parents and Carer's Hub](#) gives useful information on support and benefits available to parents and those with caring responsibilities.

### Version control

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