

Dependants Leave and Pay Policy

Purpose and Context

This policy describes the entitlement for members of staff when they may need to take leave as necessary to deal with urgent and serious problems involving dependants. It should be used for unplanned, emergency situations only and does not apply to situations where a number of people are affected e.g. bad weather, traffic disruptions, transport issues etc. or where events are known in advance e.g. pre-planned appointments.

Scope

This policy applies to all staff employed by the University.

1 Definition

- 1.1 A dependant is defined as a person who depends on the member of staff for help and includes spouse or partner, child, step-child, parent, step-parent, grandparent, grandchild, or someone living with the member of staff as part of their family who is dependent on them. It may also include close relatives or other persons who live separately but who rely on the member of staff for care or help in an emergency. It does not include tenants or boarders who live in the family home.
- 1.2 Dependants leave is leave requested to deal with unexpected or sudden problems involving dependants. The right to time off applies where it is necessary for a member of staff to;
 - to give assistance when a dependant is ill, is injured or gives birth;
 - to arrange for an ill or injured dependant to be cared for;
 - as a result of a dependant's death (in addition to any paid bereavement leave);
 - because a dependant's care arrangements have been unexpectedly disrupted or ended; or
 - to deal with an incident involving a child during school time.

2 Entitlement

- 2.1 The member of staff is entitled to a reasonable amount of time off. There is no time limit on dependants leave because the amount of time required would depend on the nature of the emergency a member of staff is trying to respond to. In most cases the normal amount of time is usually a few hours or a day.

The amount of time off should be reasonable when considering the particular circumstances of the case and should be sufficient to deal with the immediate problem and to arrange alternative long-term care if necessary.

- 2.2 The first day (or part day) of absence will be paid up to a maximum of six separate absences over a rolling twelve-month period. Any other dependants leave will be unpaid.

3 Notification

- 3.1 Where a member of staff requires emergency time off for dependants leave, they must inform their line manager as soon as possible of the need to take time off, explaining the reason for the absence and how long they expect to be away from work and the likely duration of any subsequent absence they are requesting.
- 3.2 If the line manager cannot be contacted at that time, the member of staff should ensure that they have informed another appropriate manager in the team who can update the manager on their return.
- 3.3 Where a member of staff requires leave during the working day, e.g., to attend to a child following a school-based emergency, they must request leave from their immediate line manager (or other appropriate manager if their line manager is not available) notifying them of the reasons for leave and the likely duration of absence.
- 3.4 Upon return from leave a Dependants Leave form, available from the [Human Resources website](#) should be completed and signed by the manager. The form should then be emailed to hr@hud.ac.uk, and a record will be kept on the individual's personal file and iTrent record.

4 Conditions of Service

- 4.1 Where a member of staff takes unpaid leave, deductions will be based on the following calculations dependent on how much leave is taken: 1/365th of annual salary per day of dependants leave taken or 1/52nd of annual salary per week of dependant's leave. Any allowances being paid will also be deducted using the same calculation.
- 4.2 Staff who are members of the West Yorkshire Pension Fund are required to pay pension contributions for any period of absence where they receive full pay. You will not pay contributions for any authorised unpaid absence periods and this period will not count towards the calculation of pension benefits.

When you return to work, you can buy back the pension that you have lost

by paying additional pension contributions (APCs). If you elect to buy back the lost pension within 30 days of returning to work, you will pay only one third of the cost while the University pays two thirds. You can pay this as a one-off lump sum or regular payments over a period of time (as long as the regular payment is more than £10 per month)

If you do not elect to pay within 30 days, you would then have to pay the whole cost under a regular APC contract and the University would not pay any of these costs.

- 4.3 For members of the Teachers' Pension Scheme the period of unpaid leave is not counted towards pensionable service. Staff members cannot elect to pay contributions but may wish to consider purchasing additional pension within the Scheme.
- 4.4 All other conditions of employment, excluding remuneration, continue throughout periods of dependants leave.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Compliance Checks:	HRG SMT regularly review to ensure compliance
Related Policies/Procedures:	Annual Leave Bereavement Leave and Pay Flexitime – Support Staff Other Leave

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.1	November 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V1.3	October 2021	Formal review. Minor amends not requiring committee approval.	HR Manager
V.2.0	October 2023	Formal Review Changes to wording in pension conditions to reflect pension guidance.	Head of HR / EDI Manager