**Time Off for Dependants Policy**

Although all employees have an entitlement to paid holidays it is recognised that there may be occasions when unpaid leave, with or without notice, may be required to deal with an emergency involving a dependant. Dependants are defined as your parents, spouse, partner, children or someone who lives as part of the family.

We will give you a reasonable amount of time off when such an unexpected or sudden problem arises, e.g. unexpected disruption to care arrangements or the death or sickness of a dependant. You should notify a Director as soon as possible about any such absence, including the reason and how long you expect to be absent from work.

This right is to enable to you to deal with emergencies and to make arrangements for care. The right does not extend to taking time off for the duration of a dependent’s illness or period of care.