

Dependant Leave

(TCE051 FEB18)

Dependant Leave

Policy & Procedure

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1. Introduction

We recognise that there may be times when those with dependant responsibilities need to take time off at short notice for genuinely unforeseen or emergency situations.

2. Eligibility

How much service must I have to be eligible for dependant leave?

All employees (irrespective of length of service, and whether they are part time or full time) are entitled to take a reasonable amount of unpaid time off during working hours to take necessary action:

- to provide assistance when a dependant¹ falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- in consequence of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment.

3. Period of leave and pay

How much dependant leave am I entitled to?

The right to time off for dependants will, in most cases, be for a maximum of one or two days and in some cases a few hours may be sufficient. Our expectation is that you will actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs.

Will I be paid for dependant leave?

The Crown Estate may at its discretion provide up to three days paid time off (one day per episode) in a rolling 12 month period.

What will happen if I am unable to put in other care arrangements quickly?

If you require further time off and it would no longer qualify as time off for dependants, your manager will consider alternative leave arrangements e.g. further unpaid time off or annual leave.

4. Procedure

Please ensure that you contact you line manager and advise them of the situation. On your return to work you should apply for dependant leave using MyView. If you do not have access to MyView,

¹ a spouse; a civil partner; a child; a parent; a person who lives with the employee other than as his/her employee, tenant, lodger or boarder; any other person who would reasonably rely on the employee for assistance if he/she fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the employee to make arrangements for the provision of care.

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applications should be submitted using the Application for Special Leave form available on i-site and pass to HR team in Windsor.

The Crown Estate may ask you to provide evidence for your reasons for taking time off, either in advance or on your return to work.

5. General

This policy does not form part of your contract of employment and The Crown Estate reserves the right to amend this policy and to vary or withdraw the enhanced arrangements set out in this policy at any time. In addition, any statutory entitlements and obligations will be governed by the applicable statutory provisions in force from time to time and this policy is intended to serve only as a general guide to such rights and obligations.

6. Other related policies

Related policies include:

- Shared Parental Leave and Pay
- Maternity/Adoption Leave
- Flexible Working
- Parental leave
- Paternity leave

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Document Control


Document History:

Version	Date	Amendment	Owner	Author
1.0	08FEB18	First Version	HR	Catherine Cudby

Document Review:

Version	Date	Amendment	Author	Reviewer
1.0	22FEB18	Review	D McCalla	Graham Stokes

Document Approval:

Name	Title	Approval Date	Valid from date	Review date
Simon Boulcott Head of HR		June 2018	July 2018	June 2019