

Time off for Dependants Policy

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DOCUMENT STATEMENT:

All Translink Group Corporate Policies should be consistent in terms of development, approval, implementation, communication, control and review in line with these guidelines.



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Version Control Record

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1.0	HR Services Manager	08.08.15	Section 3: cohabitee amended to say partner/civil partner Section 10 added for Related Policies
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1. Introduction

Throughout this Policy, the words 'Translink' 'Company' and/or 'the Group' refer to all corporate entities under the ownership of the Northern Ireland Transport Holding Company (NITHC). This includes the parent company and each subsidiary either individually or taken together as a group.

2. Scope

The Employment Relations (NI) Order 1999 provides the right for employees, regardless of length of service, to take a reasonable amount of unpaid time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements.

An emergency must involve a dependant of the employee.

Time off under this provision is **unpaid**.

3. Who is a Dependant?

A dependant is a spouse, partner/civil partner, child, parent or person living in an employee's household other than as an employee, tenant or lodger.

Additional categories of dependant (for whom an employee may have more limited rights to leave) are persons who rely on the individual for assistance - for example, grandparents who do not live with the employee.

4. Under What Circumstances Can Employees Take Time Off?

Employees can take time off in the following circumstances:

- to help when a dependant is ill, gives birth or is injured or assaulted. In this situation the illness or injury doesn't necessarily have to be serious or life-threatening, and may be mental or physical. The illness or injury could be a result of a deterioration of an existing condition.
- to arrange for an ill or injured dependant to be cared for
- if a dependant's care arrangements are unexpectedly changed
- as a result of the death of a dependant, e.g. to make funeral or legal arrangements.
- to deal with an incident involving a child which occurs unexpectedly, e.g. in school time, or if a child-minder fails to turn up.

5. How Much Time off Can Employees Have?

An employee is allowed 'reasonable' time off to deal with the emergency and make any arrangements that are needed. There is no set limit but in most cases it would be expected that the amount of leave would be one or two days. Employees may be able to take a longer period of leave depending on the circumstances.

There are no limits on how many times an employee can take time off for dependants but your line manager will talk to you if they think it's having an effect on your work.

6. Notification

Employees are required to notify their line manager as soon as reasonably practicable about their absence and to indicate the likely duration by completing the attached Time off for Dependants Leave Request Form. If an emergency is such that notification is impossible the line manager must be informed of the circumstances at the earliest opportunity, and the form completed retrospectively.

7. What Happens If The Employee Needs Longer Time Off Or Knows In Advance That The Problem Is Going To Arise?

The right is intended to cover unforeseen incidents and emergency situations. Employees who know in advance that they are going to need time off should make arrangements to take time off as part of their annual leave entitlement, bereavement leave, or parental leave, as necessary.

8. False Claims

Employees making false claims for time off under this policy may be liable to disciplinary action.

9. Return to Work Interview

Following the time off employees will meet with their line manager in order to complete the approval process and maintain an accurate record.

10. Related Policies

Employees may find it useful to review other related policies in conjunction with the Time off for Dependants Policy. These include:

- Shared Parental Leave Policy
- Parental Leave Policy
- Flexible Working Policy
- Maternity Policy
- Adoption Policy
- Bereavement & Special Leave Policy