



## SAFFRON WALDEN TOWN COUNCIL

# Emergency Time off for Dependents Policy

Version	Adopted Policy Date	Minute Reference	Review Date
1	April 2019	F&E 538-19	2022

1. Employees may take unpaid time off to deal with unforeseen events when emergencies arise with regard to their dependants. Unpaid time off work may be taken to provide assistance when a dependant falls ill, or to make arrangements for the care of a dependant who is ill, when a dependant dies, or because of the unexpected disruption or termination of arrangements for the care of a dependant. Unpaid time off may also be taken to deal with an incident involving the employee's child that occurs unexpectedly during school.
2. The employee must inform us of the reason for the absence as soon as reasonably practicable and must also tell us how long he or she expects to be absent. If the employee does not properly notify us then the right to take time off under this right is lost and unauthorised absences will be dealt with as a disciplinary matter.
3. The right to time off is only to deal with emergencies and does not extend to the duration of the dependant's illness.
4. All employees have the right to take time off for relevant emergencies concerning a dependant, regardless of length of service.