

Dependants Leave Policy

1. Introduction

In accordance with legislation, all staff, irrespective of their length of service, are entitled to a reasonable amount of time off work without pay to deal with an emergency involving a dependant.

2. When Does This Policy Apply?

A period of unpaid leave under the statutory provisions for time off for dependants should be considered when:

- paid leave under the University's Contingency Leave Scheme is not appropriate, or
- a limited period of paid contingency leave has been granted and a further period of leave (other than any agreed annual leave) is requested.

A dependant is a spouse, partner, child or parent or a person who lives in the same household as the employee (but not an employee, tenant, lodger, or boarder). However, it could also be someone else who reasonably relies on the member of staff for care.

Staff can take leave when a dependant falls ill, goes into labour, or is injured or assaulted. They can also take leave when they need to:

- make longer-term care arrangements for a dependant who is ill or injured
- arrange or attend a dependant's funeral
- deal with an unexpected problem in arrangements for the care of a dependant
- deal with an unexpected incident involving the employee's child in a period during which an educational establishment which the child attends is responsible for him/her.

3. Responsibility of Employees

Staff must give their line manager as much notice as is reasonably practicable, and must notify the employer of the reason for absence, and the likely duration.

4. Responsibility of the University

Leave must be allowed, as long as it is deemed reasonable given the specific circumstances of the member of staff.

The University will not pay a member of staff for this leave.

5. Pension

Where the member of staff taking unpaid leave of absence is a member of the Universities Superannuation Scheme (USS), their membership of USS will be suspended during this period. For further information, please see the Dependants Leave Procedure listed in the Useful References section below.

6. Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of: race, sex, disability, age, religion or belief, sexual orientation, gender, gender identity, gender expression or gender reassignment.

7. Useful References

Dependants Leave Procedure
Unpaid Leave Form
Contingency Leave Policy
Agile Working Policy
Unpaid Parental Leave Policy
Annual Leave Policy