

# Dependants Leave Procedure

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## 1. Introduction

This procedure provides guidance on how to apply or process requests for unpaid Dependants Leave.

## 2. Information for Staff

If you meet the criteria for unpaid leave to deal with an emergency involving a dependant you should, in the first instance, speak to your line manager. You should give the reason for your request for leave and the likely duration, and provide as much notice as is reasonably practicable.

If possible, you should also complete an Unpaid Leave Form. However, the University recognises that this may not be appropriate given the circumstances in which the leave is applied for.

The time period covered by the request for leave should be reasonable, given your specific circumstances.

## 3. Information for Managers

If the Unpaid Leave Form has not been completed by the member of staff, the line manager should complete the form on their behalf, using the information given by the member of staff (i.e. reason for leave and likely duration of leave). The form should then be passed to the Head of Unit for approval.

If the request for leave is reasonable, it should be approved by the Head of Unit using the Request for Unpaid Leave Form. This must be kept within the department as a record of the leave, and a copy sent to the Staff Payments Office.

The Staff Payments Office should also be advised of the unpaid leave granted on the weekly staff absence return, making it clear that this is unpaid dependants leave, so that appropriate deductions from salary can be made.

## 4. Pension Arrangements

As membership of the Universities Superannuation Scheme (USS) is suspended during a period of unpaid leave, pensionable service and life assurance cover will stop unless the individual makes separate provision for the maintenance of pension or life cover. These can be maintained provided that the member of staff is willing to fund both the employer and employee contributions. Alternatively life cover and incapacity cover could be maintained by payment of life assurance premium. A member of staff who wishes to

make separate payments or requires further information regarding pension arrangements should contact the Pensions Department.

## **5. Useful References**

Dependants Leave Policy  
Unpaid Leave Form  
Contingency Leave Policy  
Contingency Leave Guidance  
Unpaid Parental Leave Policy  
Annual Leave Policy