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## **Human Resources Policy Statement HRPS16 Dependency Leave**

A dependent is defined as anyone living in the household of the employee (including same sex couples, irrespective of gender identity) or anyone who lives separately from the employee (for example child, parent, grandparent or sibling) who is directly dependent on them for domestic, physical or emotional support, because they are not capable of functioning independently in a given circumstance, and no other support is available.

All staff are entitled to:

- 3 half-days' paid time off per annum (pro rata for part-time staff) to accompany a dependent to the dependent's general practitioner, clinic, hospital or dental surgery, provided that this is supported by evidence confirming the appointment, and that every reasonable effort has been made to arrange an appointment outside work hours, or where this is not possible, at the start or end of the working day.
- up to 5 days paid leave per annum (pro rata for part-timers), in any one annual leave year, to deal with an unexpected emergency involving a dependent. An emergency may include sickness, accident, criminal injury, unexpected absence of the usual carer or serious problems at the child's school.

Time off in excess of the above shall be arranged as time off in lieu, unpaid carers leave, unpaid parental leave, other unpaid leave or annual leave. You may find it helpful to refer to these other policies for more details and you can contact your manager and/or HR Adviser for further guidance:

- [Annual Leave](#)
- [Special and Compassionate Leave](#) (includes information about unpaid carers leave)
- [Parental Leave](#)

### **Procedures**

1. Staff shall notify their line manager as far in advance as possible of planned appointments, providing the relevant supporting documentation.
2. Staff shall notify their line manager as early as possible on the day of

- unplanned absence, providing basic details of the absence.
3. The line manager is responsible for recording dependency leave on PAFIS.

*This policy was first agreed in September 1995 and reviewed in April 2000 and October 2009. It was agreed by Executive in April 2010. It has been reviewed in support of the Stonewall WEI in 2016 and in April 2021. A signpost to unpaid carers leave was added in April 2024 in line with a change in the law.*

<b>Document Control Information</b>			
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<b>EIA</b>	No – update to include inclusive wording		
<b>e-Location</b>	<a href="https://www.intra.mdx.ac.uk/tools-policies/policies-and-guidance/policies-a-z">https://www.intra.mdx.ac.uk/tools-policies/policies-and-guidance/policies-a-z</a>		