

## Dependency leave entitlements: summary

This scheme provides information on provisions that apply to different circumstances surrounding the care of a dependant:

- **Dependency leave:** in cases of sickness of a dependant or to deal with certain duties following the death of a dependent
- **Compassionate leave:** to attend the funeral of a next of kin or dependant

**Note:** Maximum combined entitlement of points 1-4 will not exceed 10 paid days per year (pro-rata for P/T staff)

Circumstances of application	Leave entitlement per year (pro-rata for part-time staff)	Requirements (in addition to a self-certification form)
1. To accompany a sick dependant to their GP, dentist, clinic or hospital for non-routine appointments.  <i>NB: every effort should be made to make an appointment outside of working hours wherever possible.</i>	<ul style="list-style-type: none"> <li>- should allow for travel time, the appointment itself and any time required to care for the dependant immediately after the appointment</li> <li>- maximum of 3 paid days (or 3 unpaid days leave if less than 1 year's service)</li> <li>- a further 3 days unpaid leave would be available if required</li> </ul>	<ul style="list-style-type: none"> <li>- appointment card or letter from hospital or clinic etc</li> </ul>
2. Where the normal care arrangements of the dependant break down due to illness of the person providing these arrangements or the unplanned closure of a school where this requires the employee to care for the dependant.	<ul style="list-style-type: none"> <li>- maximum of 3 paid days or 3 unpaid days if less than 1 year's service</li> <li>- a further 3 days unpaid leave may be available if required</li> </ul>	<ul style="list-style-type: none"> <li>- letter from childminder or medical certificate, if available</li> <li>- letter from school, where possible</li> </ul>

<p>3. Where a dependant is seriously ill (eg with a long-term or terminal illness), is unable to look after themselves and other arrangements cannot be made for their care.</p>	<ul style="list-style-type: none"> <li>- maximum of 10 Paid Days</li> <li>- employees with less than 1 year's service would be entitled to 10 days unpaid leave</li> <li>- extended unpaid leave could be considered on discussion with your manager and in conjunction with HR</li> </ul>	<p>A medical certificate or letter would be required from the dependant's GP after 7 days.</p>
<p>4. Where an employee is required to:</p> <ul style="list-style-type: none"> <li>- provide care for a dependant following a bereavement in the family, <b>or</b></li> <li>- handle the affairs of the deceased dependant (eg to attend coroner's inquest or to deal with probate)</li> </ul>	<ul style="list-style-type: none"> <li>- maximum of 10 paid days given (in addition to above). A further 10 days unpaid leave may be granted where required</li> <li>- employees with less than 1 year's service would be entitled to a maximum of 10 days unpaid leave.</li> </ul>	<p>As above</p>

### Compassionate leave: entitlements

Circumstances of application	Leave entitlement per year (pro-rata for part-time staff)	Requirements (in addition to a self-certification form)
<p>To attend the funeral of a dependant</p>	<ul style="list-style-type: none"> <li>- as required (no limit per year)</li> <li>- 1 day granted to attend funeral, or up to a maximum of 3 days for extended travel or where an employee is required to make the funeral arrangements</li> </ul>	<p>None - However if it is suspected that an employee is abusing the system, their head of department should refer in confidence to HR.</p>

	<ul style="list-style-type: none"><li>- all permanent employees would be entitled to this facility as there is no service qualification</li></ul>	
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