

FAMILY FRIENDLY POLICIES

2. Time Off for Dependants

HR Service

March 2010



LONDON BOROUGH OF
BEXLEY

TIME OFF FOR DEPENDANTS

All employees (irrespective of length of service) are allowed reasonable unpaid time off to deal with emergencies involving a dependant. A dependant is the partner including same sex partner, child or parent or someone who lives with the employee as part of their family. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who relies on the employee for assistance.

Reasonable time-off will usually be for 1 or 2 days, but managers can agree to longer periods depending on individual circumstances. Reasons for time off include illness, assault, breakdown of child or nursing care facilities and accidents.

In many cases it may be possible to take flexi-time or temporarily change working arrangements to avoid any loss in pay. If this is the case, managers will do their best to help.

The Council has a number of Special Leave provisions that may also be applicable to particular dependency situations.