

Time Off for Dependants Policy

AMiE

ANGELICAN MISSION IN ENGLAND

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Approved by Cornerstone Trustees 13th January 2025

Next review date in 2028.

If anything in this policy contradicts an employment contract between Cornerstone Church Grays and an employed individual, the employment contract takes precedence.

Introduction

Employees have a statutory right to Time off for Dependants leave. This is intended to allow employees time to deal with emergency situations and put plans in place for onward care. The statutory right is for 'reasonable' unpaid time off so there is no absolute amount that you should offer.

Who is classed as a dependant?

This is a legal definition and covers the following:

- spouse/civil partner
- child
- parent
- person who lives in the same household but is not a tenant, lodger, boarder or employee
- those who reasonably rely on you for the provision of care or for assistance if they fall ill. This could be, for example, an elderly neighbour.

What happens when the 'emergency' is over but the need for time off remains?

Once the immediate emergency is over, then the employee will need to use other forms of leave (annual leave, parental leave etc.) to cover any additional absence requirements.

If we wish to make the time off for dependents paid time off, can we?

Yes absolutely. There is nothing to stop you from giving paid time off.

What about other forms of emergency leave?

This policy does not cover things such as jury service, reservists, or territorial army leave etc.

Can I claim bereavement leave?

- 1 We offer two weeks' paid bereavement leave for any parent who loses a child aged under 18; this includes a stillbirth after 24 weeks of pregnancy. We will be flexible about how you take this leave (for example, you might want to take it in one block, or as two separate weeks).
- 2 If you suffer the death of any other close relative, you can take a reasonable amount of paid leave, which is normally up to 5 days.
- 3 We understand you won't be in any position to have any detailed discussion if somebody close to you dies, but please tell the trustee responsible for HR what has happened (an email is fine).