



EMERGENCY DEPENDANT CARE LEAVE POLICY

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Employees are entitled to take unpaid time off to deal with an emergency situation with someone who depends upon them.

Employees do not have to complete a qualifying period in order to be able to take time off for an emergency.

When can Employees take Emergency leave?

This leave is designed to assist employees in emergency situations which could not be foreseen or planned for including;

- If a dependant falls ill unexpectedly or they have an unexpected deterioration of an existing condition; this may include taking them to the doctor and arranging care.
- A dependant is assaulted or injured
- A dependant is having a baby; this does not include taking time off after the birth to care for the child.
- To make longer term care arrangements for a dependant who is ill or injured; this might include making arrangements to employ a carer.
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant; for example a childminder or nurse fails to turn up, or the nursery closes unexpectedly. Time off would be to make alternative care arrangements
- To deal with an unexpected incident involving a dependant during school hours; e.g. Child is injured or suspended from school. Time off would be to take child home and make other care arrangements if required.

Emergency leave does not apply if the time off is needed for planned appointments, or if the employee has known about the situation in advance. In these situations arrangements should be made in advance with the store manager to deal with the situation on days off or use annual leave or unpaid leave.

A dependent is defined as a spouse, child, parent, or a member of the Employee's household (but not an Employee, tenant or lodger), and may also include another individual who reasonably relies on the Employee for assistance.

How much Emergency Leave can be taken?

Employees will be given unpaid time off to make arrangements to deal with unforeseen situations with dependants. In most cases 1-2 days is viewed as a reasonable period of time to either care for, or make alternative arrangements for the care of a dependant in the above situations.

If a longer period of time is required by the employee to undertake the care of the dependant themselves, favourable consideration will be given to requests either for unpaid leave, parental leave or for paid holidays. This will be subject to requirements of the business.

Managing Emergency Leave

Employees must tell their manager, as soon as practicable, the reason for their absence and how long they expect to be away from work.

The Society may keep a note of Emergency Dependant leave taken, if the employee is abusing the right to time off this will be dealt with through the normal disciplinary procedures.

Employees who feel they have been unreasonably refused Emergency Dependant leave may raise their concerns through the grievance procedure.

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