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# **Time Off to Care for Dependants**

## **Leave Entitlement**

## Overview

This section describes the entitlement of British Council staff to take time off to care for dependants. A dependant is defined as:

- a partner
- a child
- a parent
- a person who lives in the same household as the member of staff, other than as an employee, tenant, lodger or boarder.

## Audience

This policy applies to UK-appointed staff. It can provide good practice guidance for country/territory TACOS and/or English and Exams/ OAS staff, subject to local law and conditions.

## Responsibilities

All members of staff should be aware of this policy and procedure.

## Policy

Members of staff have a statutory right to unpaid time off during working hours to deal with emergencies affecting their dependants. Under British Council policy, staff are entitled to up to five days special leave to cover such emergencies.

## Qualifying Circumstances

The right arises where the member of staff needs to take necessary action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is sick or injured
- when a dependant dies
- because of the unexpected disruption or termination of arrangements for the care of a dependant
- to deal with an incident involving the member of staff's child that occurs unexpectedly in a period during which the child is at the educational establishment responsible for them.

The amount of time off permitted is that which is 'reasonable' in the circumstances.

## Procedure

The member of staff should telephone their line manager as soon as is reasonably practicable to inform them of the reason for and expected length of the absence.