

DEPENDANTS LEAVE POLICY

There may be occasions when you need to take time off work to deal with unexpected events involving one of your dependants. You have a legal right to take a reasonable amount of unpaid time off work to deal with certain situations affecting your dependants.

For the purposes of this policy, a dependant is defined as:

- Your spouse, civil partner, parent or child.
- A person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee.
- Anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to below.

This policy does not form part of your contract of employment, and we may amend it any time.

Reasonable unpaid time off

You have a right to take a reasonable amount of unpaid time off work when it is necessary to:

- Provide assistance when a dependant falls ill, gives birth, is injured or assaulted.
- Take action required because of the death of a dependant.
- Deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant (such as a child-minder falling ill).
- Deal with an unexpected incident involving your child while at school or another educational establishment that is responsible for them.

This policy applies to time off to take action which is necessary because of an immediate or unexpected crisis. This policy does not apply where you need to take planned time off or provide longer-term care for a dependant, or to attend pre-arranged appointments for dependants. If this is the case, you should take advice from your line manager.

If you need to take time off due to the death of a dependant, you may qualify for compassionate leave (please see the Compassionate Leave policy). If you need to take time off to look after the welfare of your children (and this is not an unexpected incident), you may be entitled to parental leave (please see the Parental Leave policy).

Exercising your right to time off

To apply for time off under this policy, please speak to your line manager as soon as is reasonably

practicable, and tell them the reason for your absence and how long you expect to be away from work. Please ensure you notify the Company of your absence. Failure to do so may lead to the absence being treated as unauthorised.

We may in some cases ask you to provide evidence for your reasons for taking the time off, either in advance or on your return to work.

Aspire Scientific HR

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