

VIAMED LIMITED

Company Personnel Manual

Section 2: Absence – Care for Dependants

Care for Dependants Policy – Based on UK Employment Law (England)

All employees, regardless of length of service, are entitled to take time off work to deal with an emergency involving a dependant. This time off will be unpaid, and employees should notify a member of management as soon as possible about the absence, the reason for it, and the expected duration of absence.

Entitlement and Rights:

- All employees have the right to a reasonable period of unpaid time off to deal with an emergency involving a dependant and will not be penalised for exercising this right.
- The purpose of this time off is to address unexpected or sudden problems and make any necessary longer-term arrangements.

Circumstances Covered:

Employees can take time off in the following situations:

- a) If a dependant falls ill, is injured, or is assaulted, including cases where the dependant is distressed rather than physically injured.
- b) When a partner is having a baby.
- c) To make long-term care arrangements for a dependant who is ill or injured.
- d) To deal with the death of a dependant, including making funeral arrangements.
- e) To address unexpected disruptions in care arrangements for a dependant, such as when a childminder or nurse fails to arrive.
- f) To handle incidents involving the employee's child during school hours, such as a suspension or accident.

Carer's Leave (Statutory Right from April 2024):

From 6 April 2024, all employees have a statutory right to take up to five working days of unpaid carer's leave per year. This leave is available from the first day of employment.

The leave can be used to provide or arrange care for a dependant with a long-term care need, which includes:

- Physical or mental illness or injury requiring care for more than three months
- A disability as defined under the Equality Act 2010
- Issues related to old age

Employees can take the leave in individual days or a single block, and must give at least twice as much notice as the length of leave requested, unless that's not reasonably practicable.

This leave is separate from emergency dependant leave and is intended for planned care responsibilities. The Company will not normally pay employees during carer's leave, unless otherwise agreed.

Definition of a Dependant:

A dependant is defined as the employee's partner, child, or parent, or someone who lives with the employee as part of their family. This excludes tenants, boarders, or employees living in the household. In emergencies, a dependant can also be someone who reasonably relies on the employee for assistance, such as when the employee is the primary carer.

Duration of Leave:

There is no set limit for time off in emergencies; however, in most cases, it will be one or two days, depending on the circumstances. Longer periods may be arranged with the company's approval under other leave policies.

Notification Requirements:

Employees must inform management as soon as possible about their absence. If it is not possible to notify management before returning to work, employees must explain the reason for the absence upon their return.

This policy aligns with the Employment Rights Act 1996 and Carer's Leave Regulations 2024, and reflects current UK employment law. For more information, please refer to [gov.uk](https://www.gov.uk).