

VIAMED Ltd

Company Personnel Manual

Section 2. Absence – Care for Dependants

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 you should notify a member of management as soon as possible about the absence; the reason for it, and how long you are likely to be away from work.

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 doing so.

The right enables employees to deal with an unexpected, or sudden problem, and make any necessary longer-term arrangements. It applies in the following circumstances:

- a) If a dependant falls ill, or has been involved in an accident or assaulted, including where the victim is hurt or distressed, rather than injured physically.
- b) When a partner is having a baby.
- c) To make longer-term care arrangements for a dependant who is ill or injured.
- d) To deal with the death of a dependant, e.g. to make funeral arrangements etc.
- e) To deal with an unexpected disruption or breakdown in care arrangements for a dependant, e.g. when a childminder or nurse fails to turn up.
- f) To deal with an incident involving the employee's child during school hours, e.g. if the child has been involved in a fight or is being suspended etc.

A dependant is the partner, child or parent of the employee, or someone who lives with the employee as part of their family. It does not include tenants or boarders living in the family home, nor someone who lives in the household as an employee.

In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

There is not a set limit to the amount of time off which can be taken. In most cases, the amount of leave will be one or two days at the most, but this will depend on individual circumstances, although an employee may be able to take a longer period of leave under other arrangements with the company.

In cases where the employee returns to work before it was possible to contact a member of management, the employee should still tell a member of management the reason for the absence, on the return to work.