Emergency Time Off for Dependants

You can take reasonable time off to help a dependent deal with an emergency. This can be for someone who is an immediately family member, or someone who reasonably relies on you. This could be if someone is unwell, if you have to take someone to the hospital unexpectedly, if a child's school unexpectedly closes. This time off is usually unpaid, however you might be paid for up to two of these days.

We will try to approve your request, however there may be times when we need to ask you to postpone the timing of this leave.

We recognise the childcare pressures on families and understand that many leave requests will fall within holiday time. We are happy for staff to request working patterns which allow them to take extra time off during school holidays if your role is not providing holiday activities.

We need to manage this fairly across the team so everyone can benefit equally and to make sure we can cover our delivery across the year. To request this please refer to the flexible working policy.

If you have children of the appropriate age, they are welcome to participate in PACE activities while you work. To arrange this please speak with your manager.