**Dependency leave entitlements: summary**

This scheme provides information on provisions that apply to different circumstances surrounding the care of a dependant:

* **Dependency leave**: in cases of sickness of a dependant or to deal with certain duties following the death of a dependent
* **Compassionate leave**: to attend the funeral of a next of kin or dependant

**Note:** Maximum combined entitlement of points 1-4 will not exceed 10 paid days per year (pro-rata for P/T staff)

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| **Circumstances of application** | **Leave entitlement per year**  **(pro-rata for part-time staff)** | **Requirements**  **(in addition to a self-certification form)** |
| 1. To accompany a sick dependant to their GP, dentist, clinic or hospital for non-routine appointments.  *NB: every effort should be made to make an appointment outside of working hours wherever possible.* | * should allow for travel time, the appointment itself and any time required to care for the dependant immediately after the appointment * maximum of 3 paid days (or 3 unpaid days leave if less than 1 year’s service) * a further 3 days unpaid leave would be available if required | * appointment card or letter from hospital or clinic etc |
| 2. Where the normal care arrangements of the dependant break down due to illness of the person providing these arrangements or the unplanned closure of a school where this requires the employee to care for the dependant. | * maximum of 3 paid days or 3 unpaid days if less than 1 year’s service * a further 3 days unpaid leave may be available if required | * letter from childminder or medical certificate, if available * letter from school, where possible |
| 3. Where a dependant is seriously ill  (eg with a long-term or terminal illness), is unable to look after themselves and other arrangements cannot be made for their care. | * maximum of 10 Paid Days * employees with less than 1 year’s service would be entitled to 10 days unpaid leave * extended unpaid leave could be considered on discussion with your manager and in conjunction with HR | A medical certificate or letter would be required from the dependant’s GP after 7 days. |
| 4. Where an employee is required to:   * provide care for a dependant following a bereavement in the family, **or** * handle the affairs of the deceased dependant (eg to attend coroner’s inquest or to deal with probate) | * maximum of 10 paid days given (in addition to above). A further 10 days unpaid leave may be granted where required * employees with less than 1 year’s service would be entitled to a maximum of 10 days unpaid leave. | As above |

**Compassionate leave: entitlements**

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| **Circumstances of application** | **Leave entitlement per year**  **(pro-rata for part-time staff)** | **Requirements**  **(in addition to a self-certification form)** |
| To attend the funeral of a dependant | * as required (no limit per year) * 1 day granted to attend funeral, or up to a maximum of 3 days for extended travel or where an employee is required to make the funeral arrangements * all permanent employees would be entitled to this facility as there is no service qualification | None - However if it is suspected that an employee is abusing the system, their head of department should refer in confidence to HR. |