

**QUEEN'S UNIVERSITY BELFAST**  
**DEPENDANT LEAVE**  
**(Including Time Off for a Bereavement)**



**1. Introduction**

- 1.1 Dependant leave provides a member of staff with an immediate, short-term, and limited period of time-off, to deal with unforeseen emergencies or crises relating to dependants.
- 1.2 Dependant leave also provides the member of staff with time off to deal with the death of a dependant or relative.

**2. Eligibility**

Dependant leave, including time off for bereavement, is available to all members of staff irrespective of the length of time employed by the University to deal with emergencies or crises relating to:

- a dependant who falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than injured physically;
- a dependant having a baby;
- making longer term care arrangements for a dependant who is ill or injured;
- dealing with unexpected disruption or breakdown in care arrangements for a dependant; for example, when the childminder, carer or nurse fails to turn up;
- dealing with an incident involving his/her child during school hours; for example, if the child has been involved in an accident, incident or has taken ill at school;
- dealing with the death of a dependant or a close relative, for example, to make funeral arrangements or to attend a funeral.

**3. Who counts as a dependant?**

- 3.1 A dependant is the spouse, partner, child or parent of the member of staff. A dependant could also be someone who lives in the household with the member of staff and is dependent on them, for example, an elderly aunt or grandparent who lives in the household.
- 3.2 In the case of illness or injury or where care arrangements break down a dependant may also be someone else who reasonably relies on the member of staff for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.
- 3.3 Dependant leave does not apply in relation to tenants or boarders living in the family home, or someone who lives in the household as an employee, for example, a live-in housekeeper.

**4. How much time off is allowed?**

- 4.1 It is envisaged in most cases that the amount of leave will be one or two days but will depend on individual circumstances. (In the case of bereavement see section 8) The

number of applications made for dependant leave will be monitored and staff will be advised when it is appropriate to use their annual leave.

## **5. What happens if longer time off is required?**

5.1 Dependant leave is intended to cover unforeseen matters. Where, for example, a child falls ill, the leave should be enough to help the member of staff cope with the crisis.

5.2 Should the need for time off extend for a longer period the member of staff may be eligible to apply for leave under the auspices of one of the following leave arrangements:

Parental Leave  
Paternity Leave  
Career Break Scheme

If a member of staff knows in advance that he/she needs to take longer time off, arrangements should be made to take annual leave or if the need for leave relates to one of the member of staff's children, he/she may be eligible to apply for parental leave.

5.3 An additional period of unpaid leave may be appropriate and may be approved depending on individual circumstances.

## **6. Is there payment while on dependant leave?**

There is no statutory obligation on the University to pay a member of staff while on dependant leave. However, a member of staff on dependant leave of up to two days will receive full pay. (In the case of bereavement see section 8)

## **7. How much notice is required to take dependant leave?**

A member of staff must inform the Head of School/ Department/Unit as soon as is reasonably practicable about his/her absence, the reason for it and how long he/she expects to be away from work. If it is not possible to inform the Head of School/ Department/Unit before the leave is taken, the member of staff must advise immediately upon returning to work.

## **8. Bereavement**

8.1 The number of day's leave granted in circumstances involving the death of a dependant or close relative depends on either the relationship of the member of staff and the deceased, whether or not the member of staff is involved with the funeral arrangements, or if the member of staff is a member of the same household as the deceased.

### 8.2 General Guidelines

Five days paid leave will be granted for the death of a partner, spouse, mother, father, son, daughter, sister or brother.

One day paid leave will be granted for the death of an uncle, aunt, niece, nephew, grandparent, grandchild or mother or father of partner or spouse.

## **9. How to apply**

9.1 Applications for dependant leave, including time off for bereavement, should normally be made using the 'Application for Dependant Leave' form available from <https://www.qub.ac.uk/directorates/HumanResources/managers/leave-toolkit/FamilyLeave/DependantLeave/>.

9.2 Where, due to the sudden nature of the reason for which leave is sought, it is not possible to complete an application for leave in advance of taking dependant/ bereavement leave, the form should be completed retrospectively and forwarded to the HR Hub for monitoring purposes.

## **10. Other Work Life Balance Leave**

10.1 Please see also the University's procedures in relation to:

- Adoptive Leave
- Career Break
- Flexible Working
- Maternity Leave
- Paternity Leave
- Parental Leave
- Shared Parental Leave

Further information on these policies can be accessed through the web at the following addresses:

<https://www.qub.ac.uk/directorates/HumanResources/managers/leave-toolkit/FamilyLeave/DependantLeave/>.

**If you have queries regarding any of the above please contact the HR Hub, ext 3000 or e-mail [hrhub@qub.ac.uk](mailto:hrhub@qub.ac.uk).**

*Revised January 2019*