**DEPENDANT LEAVE FAQs (INCLUDING TIME OFF FOR BEREAVEMENT)**

The following information summarises the key points in relation to Dependant leave at Queen’s University. These should be read in conjunction with the Dependant leave Policy which can be viewed [here.](https://www.qub.ac.uk/directorates/HumanResources/DiversityandInclusionUnit/PoliciesandProcedures/WorkLifeBalancePoliciesApplicationForms/#d.en.759334)

**WHAT IS DEPENDANT LEAVE USED FOR?**

* 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. (Examples are detailed in the policy). It also provides a member of staff with time off to deal with the death of a dependant or relative.
* If the staff member knows that they need to be off in relation to a dependant **in advance** e.g to attend a scheduled appointment they should be using other types of leave e.g annual leave or parental leave if applicable.

**WHO IS ELIGIBLE?
All** staff members are eligible for dependant leave, there is no length of service requirement.

**WHO COUNTS AS A DEPENDANT?**

* 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.
* 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.

**HOW MUCH TIME OFF IS ALLOWED?**

* In most cases the amount of leave is one or two days paid leave.
* In cases of bereavement the general guidelines are **five days** paid leave for the death of a partner, spouse, mother, father, son, daughter, sister or brother and **one day** paid leave for the death of an uncle, aunt, niece, nephew, grandparent, grandchild or mother or father of partner or spouse.
* Each case must be looked at on an individual basis. The number of day’s leave granted for the death of a dependant or close relative depends on 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.
* These are **general guidelines** regarding the number of days a staff member can take for each occurrence. Sometimes staff will be granted longer at their line managers discretion or they may be asked to use annual leave/parental leave to cover the additional days.
* Given our large amount of international staff often a bereaved staff member needs to travel abroad for the funeral and therefore extra days may be required or they may need to tag some annual leave or unpaid dependant leave onto the end.

**IS THERE A SET LIMIT PER YEAR FOR DEPENDANT LEAVE?**

* There is no limit to the number of times a staff member can take dependant leave in any one year as someone could have more than the usual emergencies in one year and then none the year after.

* There is a myth which circulates in some departments that there is a limit of 2 days per year per staff member, this is not true. If the line manager feels that a staff member is abusing the policy then they should discuss this further with the staff member, having sought advice from their HRBP if required.

**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.

**HOW TO APPLY?**Applications for dependant leave, including time off for bereavement, are available on the Diversity and Inclusion unit website [here.](https://www.qub.ac.uk/directorates/HumanResources/DiversityandInclusionUnit/PoliciesandProcedures/WorkLifeBalancePoliciesApplicationForms/#d.en.759334) They should be completed as soon as staff are aware that they need it and if completed retrospectively when required.Application forms for dependant leave should be signed by the line manager and returned to People and Culture.

**WHO APPROVES IT?**All dependant leave is signed off by the line manager and is at their discretion.

**IS THERE AN APPEALS PROCEDURE?**There is no appeals process for this policy. People and Culture staff can raise a query with the line manager, if required to ensure consistency across the University.