1.0 SCOPE

This policy applies to all Police Mutual Group colleagues including those on temporary and fixed term contracts regardless of length of contract.

2.0 PURPOSE

The Group operates the following policy in relation to emergency situations involving dependents.

3.0 INTRODUCTION

The policy explains the right to take time off to manage unexpected or sudden problems relating to a dependent and make any necessary longer-term arrangements.

4.0 HIGH LEVEL POLICY STATEMENT

All colleagues, irrespective of length of service and whether they are part-time or full-time are entitled to take a reasonable amount of unpaid time off during normal working hours to deal with family emergencies.

The circumstances in which the right to time off for dependants applies is as follows:

- If a dependant falls ill, gives birth or is injured or assaulted
- To make arrangements for the care of a dependant who is ill or injured.
- In consequence of the death of a dependant please refer to the ‘Other Types of Absence Policy’
- Due to unexpected disruption or termination of arrangements for the care of a dependant
- To deal with an unexpected incident involving your child whilst they are at school or other educational establishment

A dependant is a spouse, civil partner, child, parent or someone who lives with you as part of your family but does not include tenants, borders or colleagues living in your family home. In cases of illness, injury or where care arrangements break down, a dependent may also be someone who reasonably relies on you to make arrangements for the provision of care.

This policy does not confer any contractual rights on anyone who works for the Group in whatever capacity. We reserve the right to withdraw or amend the whole or part of this policy at any time. Where practicable, appropriate notice will be given.

Under the Senior Managers and Certification Regime (SM&CR) any colleague subject to the regime will be required to adhere to all defined regulatory rules, Group policies and the Authority Handbook and therefore within the application of this policy these must be considered.
5.0 ROLES AND RESPONSIBILITIES

The Head of HR has responsibility for the maintenance of this policy.

Colleagues should familiarise themselves with this policy and act expediently to make alternative arrangements to resolve the emergency to keep absences to a minimum.

Line Managers are responsible for supporting colleagues and to manage and monitor the absence and record any absences through Cintra Self-Serve.

Payroll are responsible for making any relevant adjustments to pay in respect of unpaid leave.

6.0 PROCEDURE

The entitlement to time off in such circumstances is limited to what is reasonable in each case but the company envisages in most cases that this will be one or two days at the most.

The leave to which you are entitled to should be enough to help you to cope with the immediate crisis and to sort out any longer term arrangements. This entitlement is intended to cover unforeseen family emergencies but if you know in advance that you are going to require time off then you should speak to your line manager about the possibility of taking such time as part of your annual leave entitlement.

Reporting

In the event of a family emergency occurring while you are at work, you should immediately inform your line manager of the nature of the emergency and seek their permission to leave work early.

In the event of a family emergency occurring outside your normal hours of work which will prevent you from reporting to work at your normal start time you must speak to your line manager at the earliest possible opportunity and as close to your normal start time as possible, in any event, this must be no later than 9.30am.

If you are unable to speak to your line manager personally, you should speak to HR. You will be required to give details of the nature of the emergency, the reasons for your absence and how long you expect to be absent from work.

Where the emergency is ongoing, you will be required to inform your line manager on a daily basis and always as close to your normal start time as possible, in any event, this must be no later than 9.30am. You will be required to give the reason for the ongoing absence and how long you expect it to continue.

7.0 RELATED DOCUMENTS

This policy should be read in conjunction with our other Group Policies and Documents which can be found on the Intranet under People Policies.
Useful Resources

In addition, there may also be some relevant modules available on our Learn platform.

8.0 SUPPORT

Colleagues should be aware of the availability of the Group’s Employee Assistance Programme. Independent support is also available through the confidential 24 hours Colleague Helpline on 0800 169 1920.

9.0 REVIEW

This policy will be reviewed by HR every 2 years, or sooner where new developments in employment legislation or changes in the business necessitate such a review.

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<td>April 2015</td>
<td>Carol Rowson</td>
<td>To bring in line with legislation</td>
<td>April 2017</td>
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<td>K Graves – Head of HR</td>
<td>Policy Review – following R3 Alignment</td>
<td>April 2017</td>
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<td>L Morris – Head of HR Operations</td>
<td>Scheduled 2 year review</td>
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<td>Jeanette Wyatt – HR Advisor</td>
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