



HUMBERSIDE FIRE AND RESCUE SERVICE

People and Development

Time off for Dependants Policy

Owner	Executive Director of People & Development
Responsible Person	Head of HR
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What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

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1. INTRODUCTION

This policy sets out the rights of individuals to statutory time off work to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements. This policy applies to individuals employed by Humberside Fire and Rescue Service (HFRS). It does not apply to workers, contractors, consultants or any self-employed individuals working for the Service. The policy does not form part of an individual's contract of employment and the Service reserves the right to amend it at any time.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by the Service, will be reflected in this Policy.

2. EQUALITY & INCLUSION

HFRS has a legal responsibility under the [Equality Act 2010](#), and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, individuals and service users.

3. AIM AND OBJECTIVES

The aim of this policy is to make individuals aware of the option to take time off for dependants and to set out the expectations and process associated with the same.

The Service is a caring and supportive employer and will make every effort to provide this type of leave. However, beyond the parameters of this policy, individuals are also afforded flexibility to explore other options for time off in accordance with their duty systems, such as flexi-time, duty exchanges, leave exchanges, etc.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- [Carer's Leave Policy](#)
- [Compassionate Leave Policy](#)
- [Domestic Emergencies Policy](#)
- [Parental Bereavement Leave Policy](#)
- [Data Protection Policy](#)

- Legal References
 - [Equality Act 2010](#)

- National Guidance

There is no specific National Guidance relevant to this policy

5. DEFINITIONS

“Dependant” in this policy, means:

- An individual’s spouse, civil partner, child or parent.
- Any person who lives in the same household as the individual (other than as a lodger, tenant, boarder or individual).
- Any other person who would reasonably rely on the individual for assistance if they fall ill or are injured or assaulted, or who would rely on the individual to make arrangements for the provision of care in the event of illness or injury.
- In relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the individual to make arrangements for the provision of care.

6. TIME OFF FOR DEPENDANTS

All individuals have a statutory right to a reasonable amount of unpaid time off during working hours to take necessary action should the following circumstances arise:

- To provide assistance when a dependant falls ill, gives birth or is injured or assaulted.
- To make arrangements for the provision of care for an ill or injured dependant.
- In consequence of the death of a dependant.
- Because of the unexpected disruption or termination of arrangements for the care of a dependant.
- To deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment.

7. REQUESTING TIME OFF FOR DEPENDANTS

If an individual needs to take time off for dependants, they should contact their line manager at the earliest opportunity. If an individual becomes aware of an emergency situation while at work, they should immediately speak with their line manager to discuss leaving work early. The following information should be shared:

- The reason for the absence
- How long the absence from work is expected to last

If the individual’s line manager is unavailable, they must speak to an FDS Duty Officer, or their senior line manager.

The individual must inform their line manager as soon as possible of any change in the anticipated time/date of their return to work.

8. PAY DURING TIME OFF FOR DEPENDANTS

You are not entitled to be paid your salary while you are taking time off for dependants.

9. HOW MUCH TIME OFF CAN BE TAKEN?

The right to time off for dependants will, in most cases, be one or two days. The individual must actively seek alternative longer-term arrangements for the care of a dependant as soon as possible after the emergency occurs. If it is not possible to make alternative arrangements, the individual must contact their line manager and discuss why further absence is required and explore other options such as annual leave.

10. OTHER TYPES OF LEAVE

Time off under this policy is intended to be for individuals to deal with emergency situations involving dependants. Once the immediate emergency has been taken care of, the individual is expected to return to work or, if further time off is necessary, request to take it as annual leave.

11. DATA PROTECTION

When dealing with time off for dependants, the Service will process any personal data collected in accordance with our [Data Protection Policy](#).

**If you require further guidance / information relating to this document, please
contact Human Resources**