



The Queen's Award for
Voluntary Service
2007

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Dependant Care Policy



You may take reasonable unpaid time off work to deal with an emergency situation concerning a 'dependant'. The leave is granted for a maximum period of a few days to allow you to put in place appropriate alternative care arrangements, not to provide care for the dependant for a longer period.



You must provide us with information in respect of the likely date of your return to work as soon as it is practical to do so.



If you would suffer hardship as a result of taking unpaid dependent care leave, you may make a written request to your manager for payment that the Company will consider. We may at our discretion, make a payment to cover the period of leave or part of it.



You are entitled to return to your original role on the same terms and conditions as you had prior to reasonable leave.



Eligibility

Dependent Care leave is available to all employees regardless of how long they have worked for the Company.



A dependant can be any of the following:



- Your spouse or partner, parent or child
- Someone who lives with you (but who is not your employee, tenant, lodger or boarder)
- Anyone who relies on you, when they are ill or injured, either to assist them or to make arrangements for someone else to assist them



On your return, you may be required to attend a 'return to work interview' and may be required to show proof of your grounds for dependent care leave.



This information is also available in other formats, languages and picture format upon request.