

1. Supporting Information – Emergency Time Off To Care For a Dependent

Employees are entitled to take emergency time off to care for a dependent, for example if they have children and need to look after them due to their school/nursery being closed. This type of leave is intended for emergencies and to provide employees with a short period of time to make alternative arrangements. Alternatively, parents may take unpaid Parental Leave. All employees are entitled to take Parental Leave of up to a total of 18 weeks' leave for each child and adopted child, up to their 18th birthday. Each year, a parent can only take up to 4 weeks' leave per child, and this must be taken in blocks of whole weeks (e.g. one or two weeks) rather than individual days (unless you agree otherwise or unless the child is disabled).

We recommend that employers ensure they themselves and all senior members of staff are kept up-to-date on internal policies regarding emergency time off to care for a dependent, particularly during this unprecedented time.