



SECTION	People and Culture
POLICY	Carer and Compassionate Leave
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1. Emergency time off for dependants

Club Doncaster recognises that having the correct balance inside and outside of work is key to a positive working relationship, and a healthy work-life balance. There are times when unplanned circumstances can prevent this from occurring, and persons need to give priority to dealing with situations occurring in home and family life.

The Employee has a statutory right to take time off to provide assistance or take appropriate action to deal with an emergency concerning a dependant. A dependant is a spouse, partner, parent, child or any other person who lives in the same household as the Employee, but is not a lodger, Employee or boarder, or may be any other person who relies on the Employee for care, e.g. an elderly neighbour.

Examples of when an Employee may take time off include a dependant being taken suddenly ill, a dependant dying or existing arrangements for the care of a dependant being unexpectedly disrupted.

Employees should note that in order to take time off for dependants, the situation must have been unforeseen. Generally, the amount of time off that will be needed should be reasonable enough for the Employee to deal with the emergency. Time off for dependants cannot be used to provide long-term care for any person, and it is expected that open, ongoing communication with your line manager/People and Culture department should occur as any situation develops.

Employees who need to take time off for dependants should inform their line manager as soon as is reasonably practicable of the reason for their absence and how long they expect to be away from work. The People and Culture department will be informed by the line manager or worker themselves who will provide support, when deemed appropriate to the situation.

Emergency time off, will normally be unpaid (unless at the discretion of the CEO), however you should be aware of your ability to use “extra time” to take time off work, or holiday entitlement.

2. Compassionate leave

Club Doncaster appreciates that there may be some unexpected events in your life which cannot be planned for, such as the sudden death or illness of a dependant. This is referred to as “compassionate leave”. A dependant is a spouse, partner, parent, child or any other person who lives in the same household as the Employee or may be any other person who relies on you for care, e.g. an elderly neighbour.

The nature of your need for this kind of leave varies greatly, and each case will be considered individually on its merits. Club Doncaster will pay the Employee up to four days per events, any additional compassionate leave over and above the four days per event will need to be authorised by the senior executive officers, who will exercise their discretion as to whether this is paid or unpaid.

Club Doncaster allows for one day’s paid compassionate leave for a grandparent and mother/father-in-law. The one day’s leave can be taken at the time of death or to allow you to attend the funeral. Please consult with your line manager first.

In respect of a miscarriage or death of a child whom you are the parent or legal guardian, Club Doncaster will grant five days paid leave in this situation, in addition to any annual leave. Extra support will be made available through Club Doncaster and its partners.

For the premature delivery or subsequent medical intervention requiring the child to remain in hospital, these days will be granted as paid leave. Club Doncaster reserve the right to renew and discuss options with the Employee after 10 working days.

3. Making requests

Compassionate leave requests should be made to your line manager in the first instance. The line manager must then notify their senior manager, if this is not already them.

A confirmation email/letter will follow when all is agreed as soon as possible.