



The Victoria Inn - Threemilestone  
The Victoria Inn - Roche  
The Norway Inn – Perranarworthal

**“A warm welcome with pub grub - at our tables or delivered to yours”**

## **Time off for dependants/emergency leave Policy**

### **Policy**

Employees are entitled to reasonable unpaid time off when necessary in order to care for dependants. Any leave granted will be entirely at the discretion of the Manager, and will be considered on a case by case basis. Such leave will usually be unpaid although the public house may, at its absolute discretion, after considering all the relevant factors, authorise some payment for such absences.

### **Scope**

The procedure applies to all employees regardless of length of service and agency workers who have been with the company for 12 weeks or more. It does not apply to self-employed contractors. The policy does not form part of your contract of employment and we may amend it at any time.

### **Procedure**

An employee may have the right to time off where:-

- a dependant falls ill, or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is ill or is injured
- in consequence of the death of a dependant
- because of the unexpected disruption or termination of arrangements for the care of the dependant
- to deal with an incident which involves a child of the employee which occurs unexpectedly at a time when an educational establishment is responsible for the child.

### **Dependants**

The following are classed as being a dependant of an employee:-

- a spouse
- a child
- a parent
- a person who lives in the same household as the employee other than as an employee, tenant, lodger or boarder.



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Where the time off is requested in respect of a dependant who falls ill, is injured or is assaulted or it is necessary to make arrangements for the provision of a carer for the dependant who is ill or injured. A dependant will be any person who reasonably relies on the employee for assistance when he falls ill or is injured or assaulted, or who relies on the employee to make arrangements for the provision of care in the event of illness or injury.

Where the time off requested is necessary to deal with a disruption or termination of arrangements for the care of a dependant. A dependant may be anybody who reasonably relies upon the employee to make arrangements for the provision of care.

### **Notification**

An employee who wishes to take time off in order to care for a dependant must inform his or her Manager of the full reasons for the absence request and the amount of leave they wish to take. This will be considered on a case by case basis.

If the leave is an emergency please refer to our emergency leave policy.

*Policy updated March 2021*

*Mark Holden – Company Director*

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