

Time off for Dependants Policy

This policy must be read in conjunction with the Parenthood Policy. It does not form part of any team members contract of employment and may be amended or withdrawn (in whole or in part) at any time and works in conjunction with respective policies as appropriate.

Who is this for?

This policy applies to:

- Team members
- Line managers

In the following countries:



When does it apply?

This policy applies at all times to all team members regardless of gender identity, gender expression and sexual orientation. It outlines what support is available in terms of leave to deal with emergency situations for a dependant. Ordinarily, this involves part or a whole working day, but not usually more than a couple of days, except in specific, justifiable circumstances.

The definition of dependant for the purposes of this policy is:

- A spouse, child or parent.
- A person who lives in the same household as the team member (provided that they are not their employee, tenant, lodger or boarder).
- Any person who reasonably relies on the team member either for care assistance or to make arrangements for the provision of care to someone else.

Team members can take unpaid time off if they need to help a dependant when there's an unexpected problem or emergency. Some examples:

- Helping a dependant who is ill, injured or assaulted.
- Taking a dependant to hospital when they go into labour unexpectedly.
- A child's school unexpectedly closes.
- A dependant dies (refer to [Compassionate Leave](#) policy).
- Unexpected disruption or termination of arrangements for the care of a dependant.

What makes it work?

If time off to care for a dependant is required, team members must tell their line manager as soon as reasonably practicable of the reason for the absence and the period for which expected to be absent.

The team member and line manager should then discuss alternative options such as changes to shift patterns, use of holiday, flexible working or working from home (if appropriate) to establish the best solution for both the team member and the business.

Once these options have been exhausted, the team member may then exercise their right to take unpaid time off to care for a dependant. This is a right in emergencies only and if this right is misused, team members may be liable to disciplinary action up to and including dismissal.

This policy does not allow for time off to look after someone who has been unwell for some time and does not apply for absence for long term care of dependants.

In appropriate situations the [Compassionate Leave policy](#) or other unpaid leave may be appropriate, but this must be discussed between team member and line manager and agreement sought prior to taking such time off.

How does it work?

Our [Diversity and Inclusion policy](#) outlines how we value difference at Whitbread and line managers supporting team members is a great way to demonstrate:

- We believe in equal opportunities for all, with no barriers to entry and no limits to ambition.
- We treat everyone fairly, with respect and kindness. We have zero tolerance to discrimination.

Line managers must work closely with team members to ensure support is available taking into consideration the life changes the team member will be experiencing.

This may include reviewing the hours, days or times of work to ensure a balanced approach to home and work life. The [Parenthood Policy](#) outlines some of the other policies and areas that can support throughout the different stages of Parenthood. These include use of the [Flexible Working](#) and [Workplace Adjustments](#) policies, the support available on the Wellbeing Hub and from [Nest](#) who work in partnership with [Hospitality Action](#).

1. Data Management in the process

It is important that you store any sensitive or personal data securely and in line with the Data Protection Guidance contained within the iSAT e-learning modules, Group Data Protection Policy and within the Finance Procedure Manual. Failure to follow the Data Protection Guidance will be treated seriously and may result in disciplinary action.

- Do make sure personal or sensitive data that you gather is stored securely.
- Hard copy documents should be held in a locked cabinet and access should be restricted to those who require access to do their roles.
- Electronic files must also be stored securely on a company server and must be password protected.

Updates to this policy

Published **March 2023**

Last updated **March 2023**

- Replaced previous Maternity, Adoption, Paternity, Shared Parental Leave, Parental Leave policies to restate Whitbread's position on Parenthood and make clearer accountabilities/responsibilities for team members and line managers.

September 2021

- Language updated to be more inclusive based on feedback from network groups.

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