

Dependant Care

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both commercial and private sectors.

Bisley understands that unexpected emergencies may arise, and we will endeavour to provide support whenever possible.

You may request emergency unpaid time off work in the following circumstances:

- To help when a dependant is ill, gives birth or is injured or assaulted.
- To arrange for an ill or injured dependant to be cared for.
- To deal with unexpected changes to a dependant's care arrangements.
- As a result of the death of a dependant.
- To deal with an incident involving a child which occurs unexpectedly during school time.

A 'dependant' is generally your spouse or partner, child or parent. With some exceptions, a person who lives in the same household as you is also a dependant. Depending on the reason for which you are taking time off, a dependant can also be someone who reasonably relies on you for assistance during illness or to make arrangements for the provision of their care. If you are unsure whether someone is your dependant, contact the HR Department who will discuss this in confidence with you.

If you need emergency time off to help a dependant, you must advise your Line Manager/HR department as soon as possible, informing them of the circumstances and the likely duration.

You are entitled to take a reasonable amount of time off to deal with the emergency. What is reasonable will depend on the circumstances. In most cases, a day or less should be sufficient. You are not entitled to take time off work to provide ongoing care for a dependant (such as a sick child), nor are you entitled to take unlimited amounts of time off work to care for a dependant who suffers from a recurring illness. Once you know that a dependant suffers from an underlying medical condition which is likely to cause them to suffer regular relapses, it is no longer something unforeseen or unexpected.

You should keep us updated daily as to the likely duration of your absence, unless we agree otherwise. When you would like to take more time off than you originally advised, you must contact the HR Department as soon as possible.

Upon your return to work, you will be required to complete a return-to-work form confirming the reason for your time off. You may also be asked to provide evidence of the reason for your absence.

We will not unreasonably refuse a request for emergency time off to help dependants. If you think your request has been unreasonably refused, you should discuss this with the HR Department.

Status of this Policy

This policy does not give contractual rights to individual employees. The Company reserves the right to alter any of its terms at any time, although we will notify you in writing of any changes.

Signed

Phil Westcott
HR Manager

Date 1st August 2024

