

**Force Disclosure Unit**

Wiltshire Police HQ

London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext. 62005

www.wiltshire.police.ukdisclosure@wiltshire.police.uk

Date: 06/12/2021

Our ref: FOI 2021/941

Reply contact name is:

Dear

I write in connection with your request for information dated 10/11/2021 concerning dependents leave.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and I am able to respond as follows.

You wrote:

Please find below a Freedom of Information request in relation to the operation of Annex T of Police Regulations (Determination for Regulation 33: Time off for Dependents) for Police Officers in your force.

If the full data sets are not available for this period requested below, please provide data for the nearest available reporting period (e.g. April 2019 to March 2020), and indicate the period over which the data has been provided.

1. Please provide your force's policy on Time off for Dependents for Police Officers
2. Please provide breakdowns of Police Officers use of Time off for Dependents



INVESTOR IN PEOPLE

Response

Question 1:

DEPENDANTS LEAVE

Dependants leave is an entitlement to take a reasonable amount of unpaid time off work to deal with unexpected events or emergencies and to make necessary longer term arrangements. The emergency must involve a person who is dependant upon the member of staff.

Wiltshire Police have enhanced this entitlement by providing full pay for a reasonable period of time off.

Wiltshire Police offer all individuals, regardless of length of service, the right to take a reasonable amount of time off work to deal with certain unexpected emergencies concerning a dependant and to make any necessary longer term arrangements.

There is no qualifying period for Dependants Leave. This leave is for you:

If a dependant falls ill, or has been injured or assaulted

The illness or injury need not necessarily be serious or life threatening, and may be mental or physical.

To make longer term care arrangement for a dependant who is ill or injured

Where a dependant needs to be cared for because of an illness or injury, you can take time off work to make longer term care arrangements.

To deal with the death of a dependant

When a dependant dies, you can take time off to make funeral arrangements as well as to attend the funeral.

To deal with an unexpected disruption or breakdown of care arrangements for a dependant

Time off can be taken where the normal carer of the dependant is unexpectedly absent; for example, a childminder or nurse may fail to turn up as arranged, or the nursery or nursing home may close unexpectedly.

To deal with an unexpected incident involving a child during school hours

You can take time off to deal with a serious incident involving your child during school hours. For example, if your child has been involved in a fight, is distressed, has been injured on a school trip or is being suspended from school.

When a dependant is having a baby

Where necessary, you can take time off to assist a dependant when she is having a baby. This does not include taking time off after the birth to care for the child. You may be able to take paternity leave for this purpose.

A dependant is a person who reasonably relies on you and can be defined as:

Your spouse/partner

Your child

Your parent or guardian

a person living in your household as part of your family but is not a tenant lodger, boarder or live-in employee

a person who reasonably relies on you for assistance

a person who reasonably relies on you to make arrangements for the provision of care in the event of illness or injury.

You are entitled to take a reasonable amount of time off to deal with the circumstances that you face. Legislation/regulations do not specify the amount of time off which is reasonable, since this will vary according to the circumstances of the emergency. In most cases one or two days leave should be sufficient to deal with the problem. For example, if your child falls ill with chicken pox, the leave should be enough to help you cope with the crisis – to deal with the immediate care of your child, visiting the doctor and to make longer term care arrangements. The right to time off does not enable you to take two weeks off to look after your child yourself. You would need to agree any extended absence with your manager, utilising leave in the normal way.

The right is for generally unforeseen short term difficulties. If you know in advance that you are going to need time off, you should request leave in the normal way.

You have an obligation to inform your line manager of the reason for the absence and its likely duration as soon as reasonably practical. The Line Manager must notify RMU for the approved leave to be recorded on GRS.

You are not entitled to take unlimited amounts of time off. The RMU will monitor the number and lengths of previous absences. This leave is there to support you when you need to deal with genuine unforeseen circumstances.

NB: Managers must ensure that Payroll are informed of any periods of agreed unpaid dependants leave.

Question 2:

2.1.0. Men

	Number of male police officers in the force who had taken at least one period of Time off for Dependents leave in the calendar year 2019	Number of male police officers in the force who had not taken any Time off for Dependents leave in the calendar year 2019
Under 20	0	1
21 – 30	8	126
31 – 40	14	180
41 – 50	11	202
51 – 60	2	93
Over 60	0	2
Total	35	604

2.1.1. Women

	Number of female police officers in the force who had taken at least one day of Time off for Dependents leave in the calendar year 2019	Number of female police officers in the force who had not taken any Time off for Dependents leave in the calendar year 2019
Under 20	0	0
21 – 30	0	70
31 – 40	11	123
41 – 50	15	114

51 – 60	4	26
Over 60	0	0
Total	30	333

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely

Force Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN
Telephone 101 ext 62005

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:
Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FoI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should

contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk

Please note that the ICO's offices will be closed for the foreseeable future and are therefore unable to receive correspondence via post.

If you should wish you contact them, please visit <https://ico.org.uk/global/contact-us/>