

Carers Leave Policy

Introduction

Employees with caring responsibilities have a statutory right to take unpaid statutory Carer's Leave from day one of their employment. This policy sets out the Company's stance on employees taking time off for this purpose whilst ensuring the Company's operations are not unduly affected.

The term 'dependent' for these purposes is prescribed in law and replicated in this policy.

Employees will not be subject to detriment for taking Carer's Leave.

Entitlement

You are entitled to take 1 week (5 working days) of Carers Leave per rolling 12-month period to provide or arrange care for a dependant with a long-term care need. You can request to take your entitlement in a continuous block or separate occurrences, but each occurrence must be at least one-half of your normal working day.

If you are a part time employee the amount of leave taken should be calculated in relation to your normal working week at the time the leave is taken.

Dependent definition

A dependent is defined as a:

- Spouse or Civil Partner.
- Child.
- Parent.
- Person who lives in the same household but is not a tenant, lodger, or employee.
- Person who reasonably relies on you to provide or arrange care. This could be a grandparent, a relative or elderly neighbour.

A dependent has a long-term care need if:

- They have an illness or injury (whether physical or mental) that requires or is likely to require care for more than 3 months.
- They have a disability for the purposes of the Equality Act 2010.
- They require care for a reason connected to old age.

Payment for time off

Time off for Carers Leave is unpaid.

Requests for Carers Leave

You should request leave, in writing by completing the **Request for Carers Leave Form (Appendix 1)** and issuing this to your Line Manager. The minimum notice is 3 working days before the day on which you propose to start the leave. Or, for a request of more than one day, double as long as the requested leave.

Your Line Manager will have the discretion to grant leave where the required notice has not been given and this discretion will not be unreasonably withheld.

Employees who request or take time off under this policy for reasons other than those for which the statutory right to carers is intended may be subject to investigation and subsequent disciplinary action.

Postponing Carers Leave

Your Line Manager may postpone the leave in circumstances where the operation of their business would be unduly disrupted if the employee took carers' leave during the period identified in the notice.

However, every attempt should be made to avoid postponement and leave will be agreed for an alternative date within one month of the original requested date for leave.

Your Line Manager will inform you as soon as reasonably practicable, no later than seven days after the request and before the first day of the original requested leave.

Other Employment

You are not allowed to take any other employment whilst on Carer's Leave unless you have prior written permission from the Company.

Holiday Entitlement

You will continue to accrue annual leave entitlement during a period of Carer's Leave.

Appendix 1: Request for Carers Leave Form

All employees have a statutory right to request Carers Leave from Day One of employment.

Please ensure you have read the Carers Leave Policy before submitting your application.

Please complete this form in full and return it to your Line Manager.

Please note: You are required to give **at least 3 working days' notice** of your intention to take Carers Leave.

Employee Name:	
Job Title:	
Department:	
Line Manager:	
Dates proposed to take Carers Leave:	

Employee Name:	
Employee Signature:	
Date:	

To be completed by Line Manager

Line Manager Name:	
Date Request received by Line Manager:	
Date of Request Approved:	
Carers Leave Balance Remaining (days/half days) Over Rolling 12-month Period:	