

### **1. Statement**

This policy sets out the statutory right of employees to carer's leave to provide or arrange care for a dependant with a long-term care need, and other support that we offer to combine work with care.

We recognise the challenges that carers face while trying to balance the demands of caring, work, and looking after their own health. As an organisation, we are committed to doing what we can to help to ensure that the health and wellbeing of employees with caring responsibilities is looked after.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

### **2. Scope**

This policy applies to our employees. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

### **3. Being a Carer**

A carer is defined as anyone with caring responsibilities who provides care, assistance and support to any other individual who may be seriously ill or unable to care for themselves.

Carers might find it difficult to distinguish their caring role from the personal relationship they have with the individual they are caring for, be it a relationship with a spouse, civil partner, child, parent, or friend. Therefore, some employees may not immediately identify themselves as a carer.

The activities that carers undertake are wide ranging, including but not limited to:

- help with personal care;
- help with mobility;
- managing medication;
- practical household tasks;
- emotional support; and
- help with financial matters or administration.

### **4. Requesting Support**

We recognise that caring can be unpredictable and emotionally upsetting. An employee may acquire caring responsibilities overnight or caring responsibilities may develop over time.

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We realise that caring is a subject that not everyone finds it easy to talk about. However, we urge you to be as open as possible about any issues that you are experiencing to ensure that you are provided with the right level of support.

You are encouraged to speak to your line manager about your caring responsibilities to explore how we can help you with any challenges that you are facing.

Any information disclosed by you during discussions with your line manager (or to HR if applicable) will be treated sensitively and in strict confidence.

### **5. Entitlement to Carers Leave**

Whatever your length of service, you have a statutory right to take carer's leave to provide or arrange care for a dependant if they have a long-term care need.

In the context of statutory carer's leave, a dependant means:

- your spouse, civil partner, child or parent;
- any person who lives in the same household as you (other than as a lodger, tenant, boarder or employee); or
- any other person who would reasonably rely on you to provide or arrange care.

A dependant 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 three months;
- have a condition that amounts to a disability under the Equality Act 2010; or
- require care for a reason connected to their old age.

This statutory right to carer's leave applies to a wide range of caring situations, but excludes general childcare, except where your child meets the definition of a dependant with a long-term care need.

### **6. Amount of Carers Leave you can take**

The amount of carer's leave that you can take is up to one week in any 12-month rolling period.

A week of carer's leave is the same duration as your normal working week, meaning that a full-time employee is entitled to five days' carer's leave in any 12-month rolling period. If you are contracted to work four days per week, you will be entitled to four days of carer's leave in any 12-month rolling period, and so on.

You can take the leave in one continuous block, as individual days, or as half days.

If you are caring for more than one dependant, you do not have a separate entitlement to carer's leave for each dependant.

### **7. Notice to take Carers Leave**

If you need to take carer's leave, you should submit your notice in writing and state you are requesting carer's leave.

We ask that you give as much notice as possible when requesting carer's leave so that we can plan for your absence. In any event, you must give notice in advance that is either twice the number of working days that you wish to take as carer's leave, or three days, whichever is the greater.

All carer's leave must be approved in advance by your line manager.

### **8. Pay during Carers Leave**

You do not have a statutory right to be paid during carer's leave. Therefore, any leave taken as carer's leave is unpaid.

While sums payable by way of salary will cease, all other benefits will remain in place. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.

### **9. Postponing Carers Leave**

While every effort will be made to meet your request, we may postpone a period of carer's leave if we consider that your absence will disrupt the operation of our business.

If a decision is taken to postpone your leave, manager will consult with you to find an alternative leave period within one month of the carer's leave period original requested.

Your manager will write to you within seven days of receiving your notice, clarifying the reason for the postponement and the revised dates on which the carer's leave can be taken.

### **10. Cancelling your Carers Leave**

You can cancel your carer's leave and take it at a different time as long as you let your manager know before your leave has started.

You cannot cancel any carer's leave that has already begun.

### 11. Returning to Work after Carers Leave

Following your carer's leave, you have the right to resume working in the same job as before on terms and conditions that are no less favourable than the terms that would have applied had you not been absent. Your continuity of employment is not affected.

### 12. Our Commitment to you

You have the right not to be subjected to any detrimental treatment (including being unfairly penalised, disciplined or dismissed) because you have taken, sought to take, or made use of the benefits of carer's leave.

If you are told not to take or request carer's leave, or you believe that you have been subjected to detrimental treatment because you have taken or requested carer's leave, you should report the matter to a senior manager or Director. In the alternative, you can raise it under our Grievance procedure.

### 13. External Help & Support

There are various organisations that provide help and support to carers, including:

- [Carers UK](#), which provides help and advice for carers on employment rights, benefits and tax credits, assessments, and other practical matters for carers;
- the [NHS website](#), which provides a wealth of information and advice for carers;
- [Grace Care Consulting](#), which provides advice and support on care, special needs and neurodiversity; al needs and neurodiversity.
- [Age UK](#) and [Independent Age](#), which offer information and support to anyone providing informal unpaid care to an older person through a range of local services;
- [Contact a Family](#), which provides support, advice and information to families with disabled children; and
- [Carers Trust](#), which works with other organisations to provide access for carers to breaks, information, advice, education, training and employment opportunities.

### 14. Data Protection

When dealing with paternity leave, we will process any personal data collected in accordance with our data protection policy. We will only record the personal information required and keep the information only for as long as necessary.

### 15. Policy Review

Carers Leave Policy

Policy Issue Date	Director Signature
17 <sup>th</sup> April 2025	