

Carer's Leave Policy

Introduction

This policy sets out our current Carer's Leave Policy. The law recognises that there may be occasions when you need to take time off work to provide care for a dependant. If there is any conflict between this Policy and the statutory provisions, the latter will prevail. This policy applies to employees only and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment and may be amended at any time.

This policy summarises the statutory right of employees to take one week's unpaid leave in any 12-month period to care for a dependant. No one who takes time off in accordance with this policy will be subjected to any detriment.

These notes are for guidance purposes only. They include a summary of complex law which may change from time to time. The notes deal with issues which commonly affect employees but may not be applicable to all personal circumstances.

If you have any queries concerning carer's leave, please contact your supervisor/manager.

Entitlement

To be eligible for carer's leave you must:

- a) have or expect to have responsibility for a dependant with a long-term care need; and
- b) be taking the leave to care for a dependant with a long-term care need.

A dependant for the purposes of this policy is:

- a) your spouse, civil partner, parent, step child, or child who reasonably relies on you to provide care;
- b) a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee who reasonably relies on you to provide care; or
- c) anyone else who reasonably relies on you to provide care.

A long-term care need is:

- a) someone with an illness or injury (physical or mental) that requires, or is likely to require, care for more than 3 months;
- b) someone with a disability for the purposes of the Equality Act 2010; or
- c) someone who requires care for a reason connected with their old age.

Taking Carer's Leave

Employees are entitled to take up to one week's carer's leave. A 'week' means the length of time you normally work over 7 days. For example, if you are contracted to work 3 days per week, you are entitled to take 3 days of carer's leave over a 12-month period. Carer's leave is unpaid.

Carer's leave can be taken in increments of half days or individual days, up to a maximum of one week in total, in a 12-month period. This leave does not need to be taken on consecutive days.

A maximum of one week's unpaid carer's leave can be taken in a rolling period of 12 months.

Carer's leave cannot be used to provide general childcare. You would need to refer to our Parental Leave Policy.



Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.

Notification Requirements

You must provide notice of your request to take carer's leave. This notice must include the fact that you are entitled to take carer's leave and the day (s) or part of a day that will be taken.

You must give notice which is either twice the length of the time being requested, or 3 days, whichever is longer.

Our Right to Postpone Carer's Leave

Although we will try to accommodate your request for carer's leave, we may postpone your requested leave where it would unduly disrupt the work of the Company (for example, if it would leave us short-staffed or unable to complete work on time).

We will discuss alternative dates with you, and notify you in writing of the reason for postponement and the new start and end dates, withing seven days of receiving your request for carer's leave.

We cannot postpone carer's leave for more than a month after your original request.

Terms and Conditions During Carer's Leave

Carer's leave is unpaid and you will not be entitled to employer pension contributions in respect of the period of leave. You may wish to seek advice from your pension provider if you have any specific queries.

Your employment contract will remain in force, and holiday entitlement will continue to accrue.