Carer's Leave Policy

We offer all staff who have a dependant with a long-term care need the right to take up to one week of unpaid leave in any 12-month period to provide or arrange care for that person.

Definitions

A person is your dependant if they are your spouse, civil partner, child or parent; live in the same household as you, otherwise than by reason of being your boarder, employee, lodger or tenant; or reasonably rely on you to provide or arrange care.

A dependant is seen as having 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; if they have a disability for the purposes of the Equality Act 2010; or if they require care for a reason connected with their old age.

Entitlement

You do not need to take your week of annual entitlement all in one go. You are able to take several shorter periods of leave (as long as they are no shorter than half a day on any occasion).

Procedure

You need to tell us in writing if you wish to take Carer's Leave. Your notice should confirm that you have a dependant with a long-term care need. It should also set out whether you have taken any other period of Carer's Leave in the previous 12 months.

You must give at least twice the amount of notice than the period of leave requested or, if longer, three days' notice.

Postponing Carer's Leave

We will always try to accommodate your request, but we may have to rearrange your dates if your absence would unduly disrupt our operations by, for example, leaving us short-staffed.

If your leave has to be postponed, we will tell you why in writing before the leave is due to begin. We will, in discussion with you, make arrangements to reschedule the leave so that it can be taken within one month of the start date of the leave originally requested.

Other contractual terms

Your employment contract and all its terms and conditions remain in force throughout Carer's Leave, other than the fact that it is unpaid. Your holiday entitlement continues to accrue in the normal way.