

CARER'S LEAVE POLICY

1. POLICY STATEMENT

- 1.1 The law recognises and we respect that there will be occasions when you will need to take time off work to provide or arrange care for one of your dependants.
- 1.2 This Carer's Leave Policy gives all employees the right to take up to one week's unpaid time off work to provide or arrange care for their dependants.
- 1.3 For compassionate leave intended to help employees deal with the death of a child or a stillbirth, please refer to our Parental Bereavement Leave Policy.
- 1.4 For leave for unexpected events involving one of your dependants, please refer to our Time Off for Dependants Policy.
- 1.5 This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary elements, such as any time limits, as appropriate in any case.

2. WHO IS COVERED BY THIS POLICY?

- 2.1 This policy applies to all employees. It does not apply to workers, agency workers, consultants or contractors.

3. WHO IS RESPONSIBLE FOR THIS POLICY?

- 3.1 While we ask all managers to take responsibility for making sure this policy is complied with, its successful operation also depends on you. Please take the time to read and understand it and to go back to your manager with any questions you may have.

4. WHO COUNTS AS A DEPENDANT UNDER THIS POLICY?

- 4.1 A "dependant" is:
 - a) your spouse, civil partner, child or parent; or
 - b) someone who lives in your household (except a border, lodger, tenant or employee); or
 - c) someone who reasonably relies on you to arrange their care.
- 4.2 The dependant must have a long-term care need. This includes:
 - a) a physical or mental illness or injury that requires, or is likely to require, care for more than three months; or

- b) a disability; or
- c) a care requirement because of their old age.

5. THE RIGHT TO CARER'S LEAVE

- 5.1 You have the right to take up to one week's unpaid Carer's Leave in total during any 12 month period as defined above.
- 5.2 Carer's Leave may be taken in increments of at least half a day.

6. TERMS AND CONDITIONS DURING CARER'S LEAVE

- 6.1 All the terms and conditions of your employment remain in force during Carer's Leave, except for the terms relating to pay. In particular:
 - a) benefits in kind shall continue,
 - b) annual leave entitlement under your contract shall continue to accrue, and
 - c) pension benefits shall continue.

7. TERMS AND CONDITIONS AFTER CARER'S LEAVE

- 7.1 You have the right to return to the same job on the same terms and conditions of employment after taking any period of Carer's Leave.

8. EXERCISING THE RIGHT TO CARER'S LEAVE

- 8.1 To take Carer's Leave you must give your manager advance notice of the length of leave you wish to take, in writing.
- 8.2 You must state that you wish to take Carer's Leave for a dependant with long-term care needs.
- 8.3 You must specify the dates on which you wish to take Carer's Leave.
- 8.4 You must give a minimum of three days' notice if you wish to take up to one day's leave. If you wish to take two days' leave or more, you must give twice as many days' notice as the number of days' leave you wish to take.

9. POSTPONING CARER'S LEAVE

- 9.1 Where you have given us notice to take Carer's Leave, we may postpone the leave you have requested if we consider that our operations would be unduly disrupted if you took the leave on the date(s) requested.
- 9.2 If we postpone Carer's Leave, we will
 - a) consult with you about suitable alternative dates;
 - b) notify you in writing, giving our reasons; and
 - c) set out new dates on which you may take Carer's Leave.
- 9.3 The new dates set out by us will be no later than one month after the dates you requested;
- 9.4 We will issue our notice of postponement as soon as reasonably practicable but no later than the earlier of:

- a) seven days after we receive your request; or
- b) before the earliest day or part day requested in your notice.

10. ABUSE OF THIS POLICY

- 10.1 Where an employee takes a period of Carer's Leave under this policy for purposes other than to provide or arrange care for a dependant with a long-term care need, this will be dealt with as a disciplinary issue under our Disciplinary Procedure.

11. MONITORING AND REVIEW OF THE POLICY

- 11.1 We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.