Note: Draft wording – will be added in usual template for full council approval

Carer's Leave Policy

A) 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 Organisation's ~~Company's~~ stance on employees taking time off for this purpose whilst ensuring the Organisation's ~~Company's~~ operations are not unduly affected. The term 'dependant' for these purposes is prescribed in law and replicated in this policy. Employees will not be subject to detriment for taking carer's leave.

B) ENTITLEMENT

You are entitled to take ~~(~~**one working week** ~~**[or insert amount if the Company wants to offer more than the statutory minimum])**~~ ~~(**insert as applicable – paid OR~~ **unpaid**~~)~~ ~~of~~ carer's leave per rolling 12 month period to provide care or arrange care for a dependant with a long-term care need. When you make a request, we will look back over the previous 12 months from the final (or only) day of leave that you have requested to determine your exact entitlement at that time.

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 working day.

For these purposes, a week is based on the number of days you normally work in a week. ~~(**Optional**)~~ If your normal working time varies from week to week **or**~~,~~ ~~(**OR** **if you are not contracted to work in every week of the year**)~~ a week is your average working time in a week taken over the previous 12 months.

A dependant is defined as a:

- spouse or civil partner
- child
- parent
- person who lives in the same household but is not a tenant, lodger, boarder or employee
- person who reasonably relies on you to provide or arrange care. This could be, for example, an elderly neighbour.

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,
- they have a disability for the purposes of the Equality Act 2010, or
- they require care for a reason connected with old age.

~~(**Optional**) The Company recognises that people other than those listed above in relation to whom the statutory right applies may depend on you for assistance. Requests for time off in relation to these people should be made to your line manager but these will be considered separately to requests for statutory carer's leave.~~

You are not required to provide evidence of your eligibility in relation to a request for carer's leave.

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

C) PAY FOR TIME OFF

Time off for carer's leave is unpaid.

~~**OR**~~

~~During carer's leave, you will receive your normal pay.~~

~~**OR**~~

~~You are entitled to (**insert number**) (**delete as appropriate –** days/hours) pay per rolling 12 month period. Your remaining entitlement to carer's leave in that period will be unpaid.~~

~~**OR**~~
~~(**Insert other arrangements**).~~

D) REQUESTS FOR CARER'S LEAVE

A request for carer's leave must be made in writing (please let ~~(**insert details**)~~your manager know if you require any assistance with this) and must specify:

- that you are entitled to take carer's leave in terms of the person to be cared for,
- that you will take leave in order to provide or arrange care for that person,
- that you have not exceeded your entitlement, and
- the days on which you want to take leave and if the leave relates to part of a day, specify this fact.

The length of notice to be given is double the amount of time that you want to take off as carer's leave in that instance or three days, whichever is longer.

E) POSTPONING CARER'S LEAVE

The Organisation ~~Company~~ may decide to postpone your request for carer's leave for up to one month, if we reasonably consider that the operation of our ~~business~~ organisation would be unduly disrupted if you took carer's leave at the time you have asked for. We will try to avoid postponement wherever possible.

The Organisation ~~Company~~ will consult with you before determining a new date for you to take the carer's leave requested. The new period of carer's leave will be for the same length of time as the original request.

The Organisation ~~Company~~ will confirm to you in writing the reason for the postponement and the new agreed date of leave, no later than whichever is earlier out of: seven days after you gave the request to the Organisation ~~Company~~ and the earliest day or part day of the leave originally requested.

F) OTHER POLICIES

You have a statutory right to take a reasonable amount of time off work to deal with emergencies involving your dependants. If you need time off in an emergency to care for a dependant, you should read our time off for dependant's policy.

Your entitlement to time off on the loss of a child are set out in our policy on parental bereavement leave, including details of eligibility, pay during time off, and other support available.

If you wish to make a request for parental leave to care for a child, you should read our parental leave policy.