

## Carer's Leave Policy

### Policy statement

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 Company's stance on employees taking time off for this purpose whilst ensuring the 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.

### Entitlement

You are entitled to take one working week unpaid carer's leave per rolling 12-month period to provide or arrange care for a dependant with a long-term care need. 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.

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
- they require care for a reason connected with old age

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.

### Pay for time off

Time off for carer's leave is unpaid.

### Requests for carer's leave

A request for carer's leave must be made in writing 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
- 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.

### Postponing carer's leave

We 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 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.

We 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.

We 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 Company and the earliest day or part-day of the leave originally requested.

**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 dependants' policy.

Your entitlement to time off on the loss of a child is 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.