

Carer's Leave [Insert to the Special Leave Policy]

The City Corporation recognises the challenges that employees with caring responsibilities for dependants' face while trying to balance the demands of caring, work, and looking after their own health.

Employees have a statutory right to take one week of unpaid Carer's Leave in any 12-month rolling period to provide or arrange care for a dependant with a long-term care need as detailed below. However, the City Corporation will pay for the week of leave, at normal pay.

A 'week' of Carer's Leave means the length of time the employee usually works over 7 days e.g., if someone usually works 3 days a week, they can take 3 days of Carer's Leave. For employees working an irregular working pattern, please contact People and HR / HR contact. The leave can be taken in one continuous block, as individual days, or as half days.

The dependant does not have to be a family member, it can be anyone who reasonably relies on the employee for care with a long-term care need i.e.,

- have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months; or have a terminal illness;
- have a condition that amounts to a disability under the Equality Act 2010; or
- require care for a reason connected to their old age.

However, Carer's Leave excludes general childcare, except when the child meets the definition of a dependant with a long-term care need. An alternative form of leave to look after a child maybe unpaid Parental Leave.

If caring for more than one dependant, there is no additional entitlement to Carer's Leave for each dependant. However, the time taken as Carer's Leave can be used for the care of more than one dependant.

Employees wishing to apply for Carer's Leave should refer to their line manager in the first instance, reasonable advance notice should be given.

While every effort will be made to meet a request for Carer's Leave, this may be postponed where operational or organisational requirements dictate. Your line manager will consult with you on an alternative leave period within one month of the requested date and put the reason for the delay and new date(s) in writing to you within 7 days of the request and before the revised start date.

Carer's Leave is intended to be for planned and foreseen caring commitments of a dependant. Employees who need to take time off to manage unexpected or sudden problems relating to a dependant, please see Emergency Dependants Leave above.