

# Carer's Leave Procedure

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**Parent Policy Statement** – People and Wellbeing

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**Changes and Reason for Changes** – New Procedure.



## **CARER'S LEAVE PROCEDURE**

### **Introduction**

UWS is committed to recognising the needs of working carers and ensuring that our procedures and practices enable individuals with caring responsibilities to balance their caring responsibilities with their role at UWS. Being able to manage work and caring responsibilities is part of maintaining a healthy work life balance and is important for your wellbeing. If you have to care for a dependant with a long-term care need, you may be entitled to take paid and unpaid carer's leave. The purpose of carer's leave is to allow you to provide or arrange care.

### **Eligibility and Entitlements**

#### **Eligibility**

The right to carer's leave applies from your first day of employment with the University. To be eligible, you must provide care to a "dependant." This can include:

- Spouse or civil partner;
- Children;
- Parents;
- A person who lives with you (other than by reason of them being a lodger or tenant);
- Anyone else who reasonably relies on you for care (e.g. grandparents, siblings or even neighbours, if they depend on you for care).

To qualify for carer's leave, your dependant must have a "long-term" care need which falls into one of the following categories:

- A physical or mental illness or injury for which they are expected to need care for more than 3 months;
- A disability as defined by the [Equality Act 2010](#); or
- Care needs connected with old age.

The University offers different types of leave to support our employees with their family life and caring responsibilities. If you do not qualify for carer's leave, you may still be eligible for other types of leave such as Dependants Leave. Please discuss this with your line manager.

#### **Entitlements**

You will be entitled to up to 5 days of paid carer's leave and up to 5 days of unpaid leave in a rolling 12 month period, if you meet the eligibility criteria set out above. This is pro-rated if you work part-time (e.g. if you work 3 days per week, your entitlement will be 3 days of carer's leave). This entitlement is the same even if you care for more than one dependant.

Carer's leave can be taken as a full week, individual days or half days.

## Notice

You should give your line manager as much notice as possible of your request to take carer's leave. Unless there are exceptional circumstances, you should give the following notice:

- **Half-day of carer's leave** – 3 days' notice;
- **One day of carer's leave** – 3 days' notice;
- **More than one day of carer's leave** – notice should be twice as long as the period of leave requested (e.g. if 2 days leave is requested, 4 days' notice should be given).

It is helpful for you to put your request in writing by emailing your line manager. You don't need to provide evidence of your eligibility for carer's leave or tell us why you need to take it. If a request is received verbally, your line manager will confirm the details of your request in writing to you and let you know if it is possible for you to take carer's leave on the date(s) that you have requested.

In most cases, your line manager will be able to approve your request for carer's leave on your chosen date. However, if this would cause serious disruption to your team or the University, your line manager may ask you to delay your carer's leave to a later date. This date will be within a month of your chosen date and your line manager will confirm this in writing within 7 days of your original request.

## Recording Carer's Leave

All carer's leave will be recorded in the University's HR Information System (HRIS) 'iTrent', to ensure appropriate and accurate records are kept.

**Appendix 1 – Flowchart**

