

CARER'S LEAVE GUIDANCE

1. INTRODUCTION

- 1.1 The Carer's Leave Act 2023 introduces an entitlement to 5 days unpaid leave per year (pro rata for part-time employees) for any member of staff who is providing or arranging a dependant's care.
- 1.2 The purpose is to provide or arrange care for a dependant with a long-term care need.
- 1.3 This unpaid leave can be taken in a rolling 12-month period in days or half days.

2. ELIGIBILITY

- 2.1 This entitlement applies to all staff from day 1 of their employment and to all staff directly employed by the University. It does not apply to staff employed by the University's partners or other individuals engaged to undertake activities within the University, e.g. agency workers, whose employers will have their own arrangements for Carer's Leave.
- 2.2 The entitlement applies to staff who give notice of an intention to take Carer's Leave on or after 6th April 2024.

3. THE RIGHT TO TIME OFF FOR CARING RESPONSIBILITIES

- 3.1 Staff are entitled to take one week of Carer's Leave within a 12-month period. This can be taken as one block or over several periods, in blocks of a minimum of half a working day up to a maximum of one week.
- 3.2 A week's leave is calculated based on the period for which the member of staff is normally required to work during the course of a week or, for staff who work variable hours, the length of an average working week. This can be calculated by dividing the total hours worked in a year by 52.
- 3.3 Examples of a dependant of a member of staff are:
 - A spouse, civil partner, child or parent of the member of staff;
 - Someone who lives in the same household as the member of staff, who is not their boarder, employee, lodger or tenant; or
 - Someone who reasonably relies on the member of staff to provide or arrange care.

- 3.4 The dependant of the member of staff 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 3 months;
 - They have a disability for the purposes of the Equality Act 2010; or
 - They require care for a reason connected with their old age.

4. **PROCEDURE FOR APPLYING**

- 4.1 A request for Carer's Leave should be made via [MyView](#) in the same way as other leave requests. It is bookable by choosing the Unpaid Leave option and then selecting Carer's Leave.
- 4.2 Staff should give notice of their leave which is either twice the length of time being requested, or 3 days, whichever is the longest.
- 4.3 Where a member of staff fails to give notice in accordance with 4.2 their manager may apply discretion in considering whether the leave should be granted.

5. **CONSIDERING A REQUEST**

- 5.1 A manager should respond to the above request within a reasonable timeframe, normally within 7 calendar days or sooner if only 3 days' notice is given.
- 5.2 A member of staff will not be required to provide evidence of their eligibility for Carer's Leave.
- 5.3 In exceptional circumstances, a manager can postpone the leave if they reasonably consider that the operation of their School or Division would be significantly disrupted if the member of staff took Carer's Leave during the period requested. Managers who wish to postpone a request for Carer's Leave should talk to their HR Business Partner in the first instance. They must permit the member of staff to take a period of Carer's Leave of the same duration and beginning on a date (after consultation with the member of staff) which is no later than one month after the earliest day of the original request.
- 5.4 The new arrangement will be confirmed in writing, either within 7 calendar days of the original request or before the first day's leave originally requested, whichever is earlier, stating the reason for the postponement and the new dates.

6. **OTHER TYPES OF LEAVE**

6.1 There may be circumstances where other types of leave are more appropriate than Carer’s Leave. More information on the above and other types of leave available can be found in [Guidance On Leave And Absence From Work and Guidance for Parents and Carers for Staff](#).

Review / Contacts / References	
Reference:	HR PO013
Title:	Carer’s Leave Guidance
Date approved:	12 March 2024
Approving body:	University Executive Team
Last review date:	n/a
Revision history:	n/a
Next review date:	01/04/2027
Related internal policies, procedures, guidance:	Carer Support Policies
Policy owner:	HR – Employee Relations
Lead contact / author:	Head of Employee Policy & Relations