

## **Carer's Leave Policy**

### **Scope**

This policy applies to all of our employees, irrespective of their length of service.

### **Definitions**

The following definitions are used in this policy:

**Dependant:** spouse, civil partner, child, or parent of the employee or a person living in the same household as the employee (other than as a boarder, lodger, or tenant) or who reasonably relies on the employee to provide or arrange care.

A Dependant has a long-term care need if they have a condition (mental or physical) requiring care or likely to require care for more than three months; if they have a disability as defined by the Equality Act 2010; or they have care needs associated with old age.

### **Eligibility**

Employees who wish to provide or arrange care for a Dependant with a long-term care need.

### **Entitlement**

Eligible employees are entitled to one week of unpaid leave per rolling 12-month period to provide or arrange care for a Dependant.

Leave can be taken in full days, half days, or as a continuous week.

### **Notification and Request Procedure**

Employees must provide notice equal to twice the length of the requested leave or three days, whichever is greater. Notice can be given verbally; however, for record-keeping purposes, we encourage submitting written notice when possible.

### **Postponement of Leave**

We may postpone carer's leave if it is determined that the absence would unduly disrupt business operations. Should this happen, we will offer an alternative period of leave, of the same length, within one month of the originally requested period. We will inform the employee of any postponement within seven days of the request.