

Family Friendly UK Resource

Sample policy: Carer's Leave Policy

1. The overall aim of the policy is to help employees balance the demands of domestic and work responsibilities effectively thereby underpinning **COMPANY NAME'S** commitment to improving working lives. This policy explains the entitlement and provision of help to employees in times of unforeseen and urgent circumstances regarding care for a child (under 17 or 18 if they have a disability) or adult (spouse, partner, relative or an adult residing with the employee).

The leave described below is not intended for long-term instances. Leave should not be unfairly refused and managers should ensure they are acting fairly at all times. They will however, need to assess the frequency of any leave taken and the impact of any absence on the department before approval is given.

2. All employees are entitled to request carer's leave after they have accrued 26 weeks continuous service with **COMPANY NAME**, however it is expected that the maximum time off would be **X** days per rolling 12 months. If further days are required an arrangement may be agreed to use annual leave. If there appears to be an on-going issue this may be better addressed by using the Flexible Working Policy.
3. Carer's leave is to be unpaid.
4. Examples of when carer's leave may be used:
 - To deal with a breakdown in child or adult care
 - To put longer term care in place for children or dependant relatives
 - If a dependant falls ill or is taken into hospital
 - To arrange or attend a funeral
5. Carer's leave should be applied for on the Carer's Leave Request Form (Appendix 1) within 5 days after the leave being taken unless special circumstances deem this impossible.
6. Should an employee wish to raise a grievance regarding a procedural concern they can do so at any time by following the process set out in the Grievance Policy.
7. The organisation will review this policy every 3 years. The next review will therefore be held on **DATE**.

Request for Carer's Leave Form:

This form is to be completed by the employee and authorised by the manager once the carer's leave has been approved. The employee should keep a copy for reference and a copy will be kept by the manager.

Name of
employee.....
.....

Job
title.....
.....

Reason for carer's
leave.....
...
.....
.....
.....
.....
.....

No. of days requested and
dates.....

No. of days granted without
pay.....

Previous Carer's Leave Taken		
Reason	From	To
.....
.....

I declare the information above is correct

Signature of
employee.....
.....

Signature of Manager.....
Date.....