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New policy	v1.0 6 April 2024
	Jan 2025 department and Director job title change
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Carer's Leave Policy and Procedure

Equality and Diversity

This policy will be applied in a non-discriminatory way, in line with Liverpool Hope University's Equality, Diversity and Inclusion policies.

This policy does not form part of your contract of employment. The University reserves the right to amend this policy at any time.

NB: This policy is in place for an initial period of 12 months. The University will fulfil its statutory responsibilities for Carer's Leave but after 12 months reserves the right to amend the occupational pay element after review.

Aim

In line with our Mission, we welcome a diverse range of staff to the university. We aim to provide a healthy and safe working environment for our staff, looking after their physical and emotional wellbeing to ensure everyone is able to contribute to the best of their ability. This policy works to help staff balance their work and caring commitments.

The principles of the policy fulfil the statutory provision for Carer's Leave and extends beyond them in some areas. The statutory provisions are outlined in the Carer's Leave Regulations 2024 and the Employment Rights Act 1996 Part 8B Carer's Leave, section 80J.

1.0 Policy

- 1.1 The purpose of carer's leave is to enable staff to combine the demands of employment with the care of dependents, whilst continuing to make a full contribution to their work at Liverpool Hope University.
- 1.2 These arrangements are intended to cover short periods of absence. Separate arrangements are in place for long term flexibility (such as the Flexible Working Request Policy) or different types of parental leave (such as Shared Parental Leave Policy, Paternity, Maternity, Adoption or Time off for Dependents). In these cases, further information is available from People Services or on the People Services Policies pages on the university intranet.

2.0 Staff covered by the Policy

2.1 This policy applies to employees employed by Liverpool Hope University. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation

2.2 A carer is anyone with caring responsibilities who provides care, assistance and support to any other individual who may be seriously ill or unable to care for themselves.

2.3 The activities that carers undertake are wide ranging, including but not limited to:

- help with personal care;
- help with mobility;
- managing medication;
- practical household tasks;
- emotional support; and
- help with financial matters or administration.

2.4 We recognise that carer responsibilities may occur suddenly; they may be difficult to talk about. However, staff are urged to speak to their manager about their situation to enable the University to best identify the right kind of support. If staff, for any reason, feel unable to talk to their manager, they can contact People Services. This information will be treated in the strictest confidence.

3.0 Eligibility for Carer's Leave

3.1 Whatever the length of service, employees have a statutory right to take carer's leave to provide or arrange care for a dependant if they have a long-term care need. In the context of statutory carer's leave, a dependant means:

- any person who lives in the same household as you (other than as a lodger, tenant, boarder or employee); or
- any other person who would reasonably rely on you to provide or arrange care.

3.2 A dependant 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 three months;
- have a condition that amounts to a disability under the Equality Act 2010;
- or require care for a reason connected to their old age.

This statutory right to carer's leave applies to a wide range of caring situations, but excludes general childcare, except where your child meets the definition of a dependant with a long-term care need.

4.0 Amount of carer's leave you can take

4.1 The amount of carer's leave that you can take is up to **one week** in any **12-month rolling period**. A week of carer's leave is the same duration as your normal working week, meaning that a full-time employee is entitled to five days' carer's leave in any 12-month rolling period. If you are contracted to work four days per week, you will be entitled to four days of carer's leave in any 12-month rolling period, and so on.

4.2 You can take the leave in one continuous block, as individual days, or as half days.

4.3 If you are caring for more than one dependant, you do not have a separate entitlement to carer's leave for each dependant.

5 Notice to take carer's leave

5.1 If you need to take carer's leave, you should submit your notice using the form for an employee to request carer's leave available from the People Services Intranet. This form contains a declaration that will need to be signed by you.

5.2 We ask that you give as much notice as possible when requesting carer's leave so that we can plan for your absence. In any event, you must give notice in advance that is either twice the number of working days that you wish to take as carer's leave, or three days, whichever is earlier.

5.3 All carer's leave must be approved in advance by your line manager.

6 Pay during carer's leave

6.1 You do not have a statutory right to be paid during carer's leave.

6.2 However, the University recognises the physical, emotional and financial pressures that may come with carer responsibilities. To support this, eligible staff are offered up to **three days paid leave** (pro-rata for part time staff) out of their statutory entitlement of five days carer's leave in total. If the three paid leave days have been used in the rolling 12-month period, the remainder (or pro-rata for part-time staff) out of the statutory entitlement of five days can be used but this will be unpaid.

6.3 During the unpaid period all other benefits will remain in place, for example, holiday entitlement continues to accrue.

7 Postponing your carer's leave

- 7.1 While every effort will be made to meet your request, we may postpone a period of carer's leave if we consider that your absence will disrupt the operation of our business.
- 7.2 If a decision is taken to postpone your leave, your line manager will consult with you to find an alternative leave period within one month of the carer's leave period originally requested.
- 7.3 Your line manager will write to you within seven days of receiving your notice, clarifying the reason for the postponement and the revised dates on which the carer's leave can be taken.
- 7.4 Cancelling your carer's leave – you can cancel your leave and take it at a different time as long as you inform your line manager before your leave has started.

8.0 Returning to work after carer's leave

8.1 Following your carer's leave, you have the right to resume working in the same job as before on terms and conditions that are no less favourable than the terms that would have applied had you not been absent. Your continuity of employment is not affected.

8.2 You have the right not to be subjected to any detrimental treatment because you have taken, sought to take, or made use of the benefits of carer's leave.

8.3 If you believe that you have been subjected to detrimental treatment because you have taken or requested carer's leave, you should report the matter to People Services.

External sources of help

There are various organisations that provide help and support to carers, including:

- [Carers UK](#), which provides help and advice for carers on employment rights, benefits and tax credits, assessments, and other practical matters for carers;
- the [NHS website](#), which provides a wealth of information and advice for carers;
- [Grace Care Consulting](#), which provides advice and support on care, special needs and neurodiversity; all needs and neurodiversity.
- [Age UK](#) and [Independent Age](#), which offer information and support to anyone providing informal unpaid care to an older person through a range of local services;
- [Contact a Family](#), which provides support, advice and information to families with disabled children; and
- [Carers Trust](#), which works with other organisations to provide access for carers to breaks, information, advice, education, training and employment opportunities.