

## Manager Quick Guide: Carer's Leave vs Time Off for Dependents

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| <b>Carer's Leave (Planned, Long-Term Care Needs)</b>  |
| • Up to 5 days per year (three paid, two unpaid).   |
| • Used for foreseeable caring responsibilities in the future, not emergency leave (e.g., medical appointments, ongoing support).  |
| • Self-certified; no evidence required of the carer responsibility or the condition of the person who is to be cared for. However, evidence may be requested for a specific appointment if this is put forward as the reason for the requested leave. |
| • Can be taken in hours, half-days, or full days.   |
| • May be postponed only if causing serious operational disruption (the policy outlines the process for managers to follow in these circumstances.)  |
| <b>Time Off for Dependents (Unexpected Emergency)</b>   |
| • Unpaid emergency leave.   |
| • Used when care arrangements unexpectedly break down.  |
| • Covers sudden illness/injury of a dependent.  |
| • Typically, a few hours to 1–2 days.   |
| • Employee must inform manager as soon as possible.   |
| • People Services must be informed of payroll deductions by payroll deadline  |

### Choosing the Right Leave

- If foreseeable → Carer's Leave.
- If sudden/unexpected → Time Off for Dependents.
- If bereavement-related → Compassionate Leave.
- If personal choice or flexibility needed → Annual Leave or Flexible Working.

### Manager Actions

- Acknowledge request quickly.
- Ensure form is completed (Carer's Leave).
- Advise employees appropriately on the correct leave type.
- Escalate any concerns to People Services.

- Record leave accurately for monitoring.