

Extended Carers' Leave Policy

From: Human Resources

Date: 01 October 2016

LEGISLATION

The Employment Rights Act (ERA) 1996 Section 57A

- All employees are entitled to take a reasonable amount of unpaid time off work to deal with emergency situations in relation to the case of certain dependants.

The Equality Act 2010

- Legally protects people from discrimination in the workplace and in wider society. In this context this acts protects employees who care for a disabled or elderly person against less favorable treatment and harassment because of their association with that person.

UNIVERSITY POLICY

- In addition to the leave provided under the ERA, and the University's *Time Off for Domestic Incidents and Compassionate Leave Policy*, the University may grant an employee paid time off of up to two weeks in any one leave year as extended carers' leave.
- Employees must have a minimum of 26 weeks continuous service with the University before being considered for extended carers' leave.
- Employees may use or request extended carers' leave to:
 - Look after a dependant who is recovering from a serious illness; or
 - Look after a dependant who is terminally ill; or
 - Settle a dependant into a care home
- Employees must have significant caring responsibilities for the dependant.
- An employee is deemed a carer if he/she is responsible for the care and support of a dependant who is unable to care for him or herself.
- A dependant is defined as a spouse or civil partner, partner (including same-sex partner), child or parent of the employee or any member of the employee's household who is not their employee, tenant, lodger or boarder.
- Employees should apply in writing to their manager in the first instance, and may be asked to submit evidence such as a medical certificate to support their request.
- Before such leave can be granted, manager will need to ensure that they can cover the employee's workload.

RESPONSIBILITIES

Line Manager

- Will manage leave in a fair, equitable and effective manner, whilst exercising manager's discretion as to what is reasonable in individual circumstances

- Will maintain appropriate staffing levels when authorizing leave to ensure that service needs continue to be safely met within budgetary constraints.
- Will ensure the leave is formally recorded.

Employee

- Will inform their manager as soon as practicable of their request
- Will provide relevant documentation where appropriate to prove that the leave is required.

Human Resources

- Will advise all parties on the application of this policy and provide specific management and staff guidance as required.
- Pilot this policy for a year from 01 October 2016, and thereafter, if applicable, will review this policy biennially or in response to revised legislation and applicable standards and guidelines, whichever is sooner.

VERSION CONTROL

Last updated:	24 August 2016		
Consulted:	HRLT UEB JJNC	Date consulted:	27 April 2016 09 May 2017 09 June 2016
Feedback:	This policy will be piloted initially for one year.		
Date to JJNC:	09 June 2016	Date approved:	09 June 2016
E&D Assessment:	Yes (interim completed)	Date assessed:	24 August 2016
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