

STATUTORY CARER'S LEAVE

GUIDANCE

This guidance will assist employees and managers to understand the statutory carer's leave provision under the [Carer's Leave Act 2023](#), when it applies and how it can be taken.

Eligibility

An employee is entitled to unpaid leave to give or arrange care for a 'dependant' who has:

- a physical or mental illness or injury that means they're expected to need care for more than 3 months;
- a disability as defined in the Equality Act 2010; or
- care needs because of their old age.

The dependant does not have to be a family member. It can be anyone who relies on them for care.

Employees are entitled to carer's leave from their first day of work with the council, and employment rights (like holidays and returning to their job) are protected during carer's leave.

Leave Arrangements

Employees can take up to one week of leave every 12 months. A 'week' means the length of time they usually work over 7 days. For example, if someone usually works 3 days a week, they can take 3 days of carer's leave.

Carer's leave can be taken as a whole week off or individual days or half days throughout the year.

If an employee needs to care for more than one person, they cannot take a week of carer's leave for each dependant. They can only take one week every 12 months. They can use the week of leave on more than one dependant.

Applying for Leave

Carer's Leave can be requested on [MyHR](#) under 'Other Leave'. Employees do not need to give evidence of their dependant's care needs.

Employees must request the leave and give notice as follows before the leave starts:

Length of Leave Requested	Notice Required
Half a day or one full day	3 days
More than one day	Twice as long as the requested leave (eg two days of leave requires four days notice)

Notice periods will not be required if time off is required to care for someone in an emergency.

Delaying Carer's Leave

The council cannot refuse a carer's leave request but can ask the employee to take the leave at a different time if the employee's absence would cause serious disruption to the service.

If this is the case, the employee's line manager will agree another date when the leave can be taken, which is within one month of the requested date. The new date and reason for the delay should be confirmed to the employee in writing within 7 days of the original request and before the requested start date of the leave.

Human Resources
April 2024