



## **Carer's Leave Policy**

**Date of Policy: May 2025**

**Review: May 2026**

1.1 This policy applies to all employees. This includes staff on full-time, part-time, temporary and fixed-term contracts. It doesn't apply to agency workers or to self-employed contractors.

1.2 This policy explains:

- What we mean by carer's leave
- Your rights around carer's leave
- Your entitlement and eligibility
- The procedure for taking carer's leave

### **2 What is Carer's Leave?**

Carer's leave is the right to unpaid time off to provide or arrange care for a dependant with a long-term care need, or who reasonably relies on you for care.

Eligible employees have the right to take a maximum of one week's unpaid carer's leave during any 12-month period to provide or arrange care for a dependant with a long-term care need.

Carer's leave is limited to a maximum of one week's unpaid leave per 12-month period no matter how many dependants you have.

You can take this week of carer's leave as either a continuous block, or individual full or half days within 12 months.

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## **Eligibility**

To be eligible for carer's leave, you must be providing or arranging care for a dependant with a long-term care need, or for someone who reasonably relies on you for care. A 'dependant' could be a parent, spouse, civil partner, child, or someone who lives in the same household as you. It doesn't include tenants, lodgers or boarders, or anyone you employ.

A 'long-term care need' is when the dependant has:

- a physical or mental illness or injury leaving them needing or likely to need care for more than three months
- a condition or illness that is considered a disability under the Equality Act 2010
- care needs connected with their old age.

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## **How to take carer's leave**

If you're intending to take carer's leave, you need to give notice double the length of the leave you're asking for.

You should let your line manager know you intend to take carer's leave in writing.

[Read the latest gov.uk guidance on carer's leave.](#)

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## **Data protection**

When managing carer's leave and requests, we process personal data collected under our data protection policy. We store data securely, and only staff who manage your leave and pay will have access to this information.

To find out more, please read our data protection policy.