



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

CARER'S LEAVE POLICY

Policy Statement

Employees with caring responsibilities have a statutory right to take unpaid statutory carer's leave from day one of their employment. An employee can take carer's leave to give or arrange care for a dependant who needs long-term care. This policy sets out the schools' perspective on employees taking time off for this purpose whilst ensuring the schools operations are not affected. The term "dependant" and "long-term care" for these purposes is prescribed in law and replicated in this policy.

A dependant is defined as a:

- spouse or civil partner.
- child.
- parent.
- person who lives in the same household but is not a tenant, lodger, boarder, or employee.
- person who reasonably relies on you to provide or arrange care. This could be an elderly neighbour for example.

A dependant has a long-term care need if they have any of the following:

- they have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months.
- they have a disability as defined under the Equality Act 2010.
- they require care for a reason connected with old age.

Employees will not be subject to detriment for taking carer's leave.

Entitlement

You are entitled to take one working week per year to support your dependent with a long-term care need. This will be paid/unpaid leave per rolling 12-month period to provide or arrange care for a dependant with a long-term care need. You can request to take your entitlement in a continuous block or separate occurrences, but each occurrence must be at least one-half of your working day.

You can choose to take your leave as:

- half days - this is the minimum you can take.

- full days, over the 12-month period.
- A whole week consecutively.

For these purposes, a week is based on the number of days you normally work in a week.

HSIS recognises that people other than those listed above under the statutory definition of a "dependent", may depend on you for assistance. Requests for time off in relation to these people should be made to your line manager, but these will be considered separately to requests for statutory carer's leave.

You are not required to provide evidence of your eligibility in relation to a request for carer's leave.

Employees who request or take time off under this policy for reasons other than those for which the statutory right to carer's leave is intended may be subject to investigation and subsequent to disciplinary proceedings.

Pay for Time Off

Time off for carer's leave is unpaid unless otherwise agreed with the Headteacher.

Requests for Carer's Leave

A request for carer's leave must be made in writing. Please put this in writing to your line manager. You must specify:

- that you are entitled to take carer's leave in terms of the person to be cared for
- that you will take leave in order to provide or arrange care for that person
- that you have not exceeded your entitlement
- the days on which you want to take leave and if the leave relates to part of a day, specify this fact.

In some circumstances, we realise that you may not be able to notify us in writing prior to needing to take some time off at short notice. These cases will be dealt with on a case-by-case basis and does not mean that the school have set any precedent following their decision.

The minimum notice requirements are set out as follows:

Number of days required	Minimum notice required
Half a day to 1 day	3 days' notice
1.5 to 2 days	4 days' notice
2.5 to 3 days	6 days' notice
3.5 to 4 days	8 days' notice
4.5 to 5 days	10 days' notice
6 days (if an employee works 6 days)	12 days' notice

Postponing Carer's Leave

HSIS may decide to postpone your request for carer's leave for up to one month, if we reasonably consider that the operation of our business would be unduly disrupted if you took carer's leave at the time you have asked for. We will try to avoid postponement wherever possible.

HSIS will consult with you before determining a new date for you to take the carer's leave requested. The new period of carer's leave will be for the same length of time as the original request.

We will confirm to you in writing the reason for the postponement and the new agreed date of leave, no later than whichever is earlier; seven days of the request or before the leave starts.

If an employee needs to cancel their request for carer's leave, you must do this as soon as possible. HSIS will consider this request, but we do not have to agree to the cancellation.

Your Rights when Taking Carers Leave

Employees are entitled to the following:

- return to the same job.
- all the same terms and conditions, including school specific benefits.

Other Policies

You have a statutory right to take a reasonable amount of time off work to deal with emergencies involving your dependants. If you wish to make a request for parental leave to care for a child, you should read our Sickness and Absence Policy.

Complaints and Further Information

An employee should raise any concerns with your HR department or line manager if you feel:

- you aren't not satisfied with any stage of the carer's leave process.
- feel they have been treated unfairly because you've made a carer's leave request.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the organisation's grievance procedure.

<u>Written by...</u>	Tick HR	<u>17/11/25</u>
<u>Approved by...</u>	Mike Whatton	<u>17/11/25</u>
<u>Signed...</u>		
<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>17/11/26</u>