

## Carers Leave Policy

### Purpose and Context

This policy describes the entitlement for members of staff who need to take unpaid planned time off to help a dependant who needs long term care.

For emergencies involving dependants, please see Dependants Leave policy

### Scope

This policy applies to all staff employed by the University.

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#### 1 Definition

- 1.1 A dependant is defined as a person who depends on the member of staff for help and includes spouse or partner, child, step-child, parent, step-parent, grandparent, grandchild, or someone living with the member of staff as part of their family who is dependent on them. It may also include close relatives or other persons who live separately but who rely on the member of staff for care or help in an emergency. It does not include tenants or boarders who live in the family home.
- 1.2 Carers leave is leave requested 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](#))
  - care needs because of their old age

#### 2 Entitlement

- 2.1 The member of staff can take up to one week of leave every 12 months. A 'week' means the length of time they usually work over 7 days.
- 2.2 Leave can either be taken as a whole week or taken as individual days or half days throughout the year.
- 2.3 If a member of staff 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.

2.4 Carers leave is unpaid.

### 3 Notification

- 3.1 Where a member of staff needs to request carers leave, notice of the intention to take leave should be given. If the request is for half a day or a day, the notice period must be at least 3 days. If the request is for more than one day, the notice period must be at least twice as long as the requested leave. For example, if the request is for 2 days, the notice period must be at least 4 days. The notice period needs to be in full days, even if the request includes half day amounts.
- 3.2 To request leave, the member of staff must complete a Carers Leave form, available from the [Human Resources](#) website. The form should be completed and signed by the manager. The form should be emailed to [hr@hud.ac.uk](mailto:hr@hud.ac.uk), and a record will be kept on the individuals file and iTrent record.
- 3.3 The manager may postpone the leave only when it would be extremely difficult to operate the service. Any reasons for postponement must be recorded on the Carers Leave Request form. Leave may only be postponed for up to one month from the start date requested by the member of staff.

### 4 Conditions of Service

- 4.1 Where a member of staff takes unpaid leave, deductions will be based on the following calculations dependent on how much leave is taken: 1/365th of annual salary per day of dependants leave taken or 1/52nd of annual salary per week of dependants leave. Any allowances being paid will also be deducted using the same calculation.
- 4.2 Staff who are members of the West Yorkshire Pension Fund are required to pay pension contributions for any period of absence where they receive full pay. You will not pay contributions for any authorised unpaid absence periods and this period will not count towards the calculation of pension benefits.

When you return to work, you can buy back the pension that you have lost by paying additional pension contributions (APCs). If you elect to buy back the lost pension within 30 days of returning to work, you will pay only one third of the cost while the University pays two thirds. You can pay this as a one-off lump sum or regular payments over a period of time (as long as the regular payment is more than £10 per month)

If you do not elect to pay within 30 days, you would then have to pay the whole cost under a regular APC contract and the University would not pay any of these costs.

- 4.3 For members of the Teachers' Pension Scheme the period of unpaid leave is not counted towards pensionable service. Staff members cannot elect to pay contributions but may wish to consider purchasing additional pension within the Scheme.
- 4.4 All other conditions of employment, excluding remuneration, continue throughout periods of carers leave.

## POLICY SIGN-OFF AND OWNERSHIP DETAILS

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<b>Related Policies/Procedures:</b>	Annual Leave Bereavement Leave and Pay Dependants Leave Flexitime – Support Staff Other Leave

## REVISION HISTORY

<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.0	January 2025	New policy required to reflect statutory changes	Human Resource Business Partner