



CARER'S POLICY

Approved by the Board of Trustees

AUTUMN 24

CHANGES

July 2024:

Policy Implemented by Discovery Multi Academy Trust

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I POLICY STATEMENT

Employees of Discovery Multi Academy Trust with caring responsibilities have a statutory right to take unpaid leave from day one of their employment. This policy sets out the Trust's stance on employees taking time off for this purpose whilst ensuring the Trust's operations are not unduly affected. The term 'dependant' for these purposes is prescribed in law and replicated in the policy. Employees will not be subject to detriment for taking carer's leave.

2 ENTITLEMENT

Employees are entitled to take one working week **unpaid** of carer's leave per rolling 12 month period to provide or arrange care for a dependant with a long-term care need. Employees can request to take the entitlement in a continuous block or separate occurrences, leave must be at least one-half of an employee's working day.

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

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, e.g. an elderly neighbour.

A dependant has a long-term care need if:

- 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 for the purposes of the Equality Act 2010
- They require care for a reason connected with old age.

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

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

3 REQUESTS FOR CARERS LEAVE

A request for carer's leave must be made in writing to the Head of School, and approved by the CEO, and 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

4 POSTPONING CARER'S LEAVE

The Trust may decide to postpone a request for carer's leave for up to one month, if the Trust reasonably consider that the operation of the Trust would be unduly disrupted at the time the employee requested. The Trust will try to avoid postponement wherever possible.

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

The Trust will confirm in writing the reason for the postponement and the new agreed date of leave, no later than whichever is earlier out of:

- Seven days after the employee gave the request to the Trust
- The earliest day or part-day of the leave originally requested