



Policy on leave for carers/time off for domestic incidents

Contents

1. Purpose	1
2. Time allowed.....	1
3. Procedure for applying for leave.....	1

1. Purpose

- 1.1. The aim of such leave is to provide a caring response where a member of staff who has responsibility for children or close relatives is faced with an emergency, as for example:
 - 1.1.1. sudden illness of either of the above, where arrangements for their care need to be made;
 - 1.1.2. a need to spend time with a child or close relative who is seriously ill;
 - 1.1.3. the breakdown of normal carer arrangements leading to serious domestic difficulties;
 - 1.1.4. the need to make longer term arrangements to cope with a care problem.

2. Time allowed

- 2.1. Up to the equivalent of five working days may be granted as paid leave in a twelve-month period, though in exceptional circumstances, this can be increased.
- 2.2. The amount of leave granted will be dependent on such factors as:
 - 2.2.1. the availability of other members of the family to contribute to the care required;
 - 2.2.2. the age of the child/infirmity of an older relative.
- 2.3. In exceptional circumstances longer periods of leave may be granted as unpaid leave or taken from the member of staff's annual leave entitlement.

3. Procedure for applying for leave

- 3.1. Members of staff should consult their Head of School/Service as soon as possible about their request for carer leave, as the responsibility for agreeing the amount and type of leave lies with him/her.
- 3.2. On the first day of absence members of staff will be expected to follow the usual rules for the notification of any absence i.e. members of staff should contact their nominated departmental supervisor/manager.