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## Unpaid Carer's Leave Policy

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### Purpose

This policy sets out the statutory rights and responsibilities of employees who wish to take Unpaid Carer's leave.

### Scope

This policy applies to all employees. This policy does not form part of any employee's contract of employment and may be amended at any time.

### What is Carer's Leave?

An employee can take Unpaid Carer's leave to give or arrange care for a dependant who needs long-term care.

### Eligibility

The right to take Unpaid Carer's leave applies from the first day of work.

An employee's dependants' can include:

- their husband, wife, civil partner or partner
- their child
- their parent
- a person who lives in their household (but not tenants, lodgers or employees)
- a person who relies on them for care, such as an elderly neighbour

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

- a [disability as defined under the Equality Act 2010](#)
- an illness (mental or physical) or injury that means they are expected to need care for more than 3 continuous months
- a care need related to old age

### Entitlement

Employees can take up to 1 working week of Unpaid Carer's leave every rolling 12 months. An employee might need to care for more than one dependant. In these circumstances, they can still only take one working week of Unpaid Carer's leave in total but they can use the one working week of leave for more than one dependant.

They can choose to take leave as:

- half days – this is the minimum
- full days
- a whole week

An employee is entitled to a period of leave that is equal to their usual working week. For example, if someone works 3 days a week, they can take 3 days of Unpaid Carer's leave. An employee might have been working for their employer for less than a week. If that's the case, a week is the number of days or hours they would normally work in that week.

Unpaid Carer's leave is unpaid.

### Providing notice

Employees must give their employer notice before the start of their leave. The minimum notice they must give will depend on how many days of leave they want to take. When possible, notifications should be sent via email to [hr.uk@flashbay.com](mailto:hr.uk@flashbay.com).

Number of Days Requested	Minimum Notice Required
0.5 – 1 day	3 days' notice
1.5 – 2 days	4 days' notice
2.5 – 3 days	6 days' notice
3.5 – 4 days	8 days' notice
4.5 – 5 days	10 days' notice

An employee does not have to:

- put their request for leave in writing (although this is preferred to avoid possible misunderstandings)
- give their employer evidence of their dependant's care needs

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If an employee must take Unpaid Carer's leave at short notice and are unable to provide the notice as set out above, the Company will try to accommodate the request.

In some circumstances the Company may need to delay the leave if the employee's absence would cause serious disruption to the Company.

If the Company needs to delay the leave, they will:

- agree another date within 1 month of the date the employee originally requested leave for
- explain in writing why they need to delay the leave within 7 days of the request or before the leave would have started, whichever is the earlier

If the employee needs to cancel their request for Unpaid Carer's leave, they should do this as soon as possible.

### Employees' rights when taking Unpaid Carer's leave

Employees taking Unpaid Carer's leave have the right to:

- return to the same job
- all the same terms and conditions – for example, they would still accrue holiday and get any benefits like staff discounts

It's against the law for an employer to dismiss someone or cause them detriment because of something related to Unpaid Carer's leave.

Detriment means someone experiences one or both of the following:

- being treated worse than before
- having their situation made worse

### Monitoring this policy

The Company reserves the right to require documentation or other evidence to support the request for time off. The Company also reserves the right to refuse time off if it believes that the policy is being abused. It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice, or business requirements. This document shall be revised by the appropriate person, the HR department.