

## Carer's Leave Policy and Procedure

### What this policy covers

This policy applies to employees only. The Company recognises that employees may need to take unpaid leave from work to provide or arrange care for their dependants with long-term care needs. This policy outlines the qualifying conditions and the procedure to request Carer's Leave. It also sets out how and when the leave can be taken and provides information on your contractual rights in relation to the Carer's Leave.

If you meet the qualifying conditions set out below, you are entitled to take the relevant Carer's Leave for dependants with long-term care needs. The Company will consider all requests for Carer's Leave; however, you must be aware that Carer's Leave can only be authorised at times when this does not unduly disrupt the operational needs of the business.

### Your entitlements

#### Qualifying conditions

In order to qualify for Carer's Leave you must also have a dependant with a long-term care need.

A dependant is defined as any of the following:

- a spouse;
- a civil partner;
- a child;
- a parent;
- a person who lives in the same household as you other than as your tenant, lodger, boarder or someone you employ;
- a person who reasonably relies on you to provide or arrange care.

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 their old age.

#### Taking Carer's Leave

If you meet the qualifying conditions, you are entitled to one week's unpaid leave to provide or arrange care in each rolling 12-month period.

The leave may be taken in either individual days or half days, up to a block of one week.

The right to Carer's Leave is separate to the statutory right to time off for dependants, as detailed in the Time Off for Dependants policy.

#### Contractual benefits during Carer's Leave

You are entitled to enjoy your normal terms and conditions of employment, with the exception of pay, while on Carer's Leave.

#### Procedure

You are required to give the Company notice in advance, specifying that you are entitled to take Carer's Leave, and the period of leave requested. The notice that you give should be either twice as many days as the period of leave required, or three days, whichever is greater. For example, you should give at least two weeks' notice to take one week's leave, or at least three days' notice to take one day's leave.

#### The right to postpone Carer's Leave

The Company may postpone a Carer's Leave request where it reasonably considers that the operation of the business would be unduly disrupted if it allowed the leave during the requested period.

If the Company is required to postpone the Carer's Leave request, it will give you a written notice as soon as possible and no later than seven days from the date of your initial request, setting out the reason for the postponement and the agreed dates on which the leave can be taken. The postponed Carer's Leave will be of the same duration and within a month of the period initially requested.

### **Returning to work after Carer's Leave**

Your terms of employment will remain unchanged upon your return from a period of Carer's Leave.

### **Breach of this policy**

If you take a period of Carer's Leave under this policy for any purpose other than to care or arrange care for your dependant, or you don't return to work on the agreed return date you may be subject to disciplinary action, up to and including dismissal.

### **Policy Review and Assessment**

This policy may be amended by Interr at any time to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO  
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