

# Carers Leave Policy

We appreciate that caring for someone while continuing to work can be a challenge and King's is committed to supporting those with caring responsibilities. Carer's leave allows employees to take up to 5 days of unpaid leave (pro rata) in any 12-month period to provide care.

The provisions in this policy are available to all staff regardless of sexual orientation, gender identity and any other protected characteristic.

This policy does not form part of your contract of employment. The University reserves the right to amend the terms of this policy when required.

## Essential details

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### Who is a carer?

If you provide long-term care for a dependent, you can take planned time away from work to assist you with this.

A long-term care need can be if an individual:

- has an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months;
- has a condition that amounts to a disability under the Equality Act 2010; or
- require care for a reason connected to their old age.

If you have an emergency involving a dependent, then [Dependents leave](#) is available.

### When can Carer's Leave be requested?

A carer is anyone with caring responsibilities, who provides care, assistance and support to any other individual who may be seriously ill or unable to care for themselves. Carers might find it difficult to distinguish their caring role from the personal relationship they have with the individual they are caring for, be it a relationship with a spouse, civil partner, child, parent, or friend.

The activities that carers undertake are wide ranging, including but not limited to:

- help with personal care;
- help with mobility;
- managing medication;
- practical household tasks;
- emotional support; and help with financial matters or administration.

## Requesting Carers Leave

Carer's leave is planned time away from work and you will be asked to give at least 3 days' notice in writing. Although this only needs to be a brief email to your manager with the reason for the time off and the dates you require. You will not need to provide any proof of being a carer to take the leave.

Your manager will make a prompt decision and will confirm if your request has been approved. Upon approval, you can record this on TeamSeer or PeopleXD. Managers should email [hr@kcl.ac.uk](mailto:hr@kcl.ac.uk) to advise them of the unpaid leave.

If your manager is unable to approve the original request, you have the option to re-arrange this to be taken within the same month.

## Things to think about

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The [Parents and Carers hub](#) includes information that you may find useful, including details of the Parents and Carers network (NEST) who can offer peer support for carers.

You also have access to our [Employee Assistance Programme](#) who can provide support. It is independent, confidential, and free to use for the King's community.

You may wish to request [Flexible working](#) arrangements to assist with your work life balance.

If a close family member has been taken seriously ill or sadly died, our [Compassionate Leave policy](#) gives details of the support we can offer, including time off work. If you have lost a child who is under 18 years old, then the [Parental Bereavement Policy](#) explains the legal right to time away from work.

## If you need further information

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If you have any questions about Carer's Leave, please speak to your manager in the first instance. For managers who need advice contact your [People Partner](#) who should be able to assist.

## Version control

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Policy owner	Remuneration and Policy Team