



Carer's leave procedure

Procedure Summary

The procedure set out how employees can access carer's leave in cases where they are facing an urgent and pressing problem in providing care for a dependent relative or other person who stands in a close relationship with them.

Policy Overview

Extract from HR Policy framework

5.2.3 Carer's leave

Carer's leave may be provided in cases where an employee is facing an urgent and pressing problem in providing care for a dependent relative or other person with whom they have a close relationship. Carer's leave is provided with full pay. Although there is no set entitlement for carer's leave, requests for this type of leave should normally be limited to a maximum of five days per rolling year (pro-rated for part-time employees).

Owner	Executive Director of People and Learning
Procedure Lead	Workforce Policy Advisor
Formally endorsed by	Executive Leadership Team
Endorsed	May 2009
Next Review	February 2020
Audience	All staff
Related to policy	HR Policy framework section 5.2.3

1 Introduction

- 1.1 It is the policy of the British Red Cross to provide discretionary carer's leave in cases where an employee is facing an urgent and pressing problem in providing care for a dependent relative or other person who stands in a close relationship with them.
- 1.2 This procedure has been produced in line with, and should be interpreted in the light of, our organisational values: compassionate, courageous, inclusive and dynamic.
- 1.3 Whilst it is not possible to set definitive limits on the amounts of leave which may be granted, the following guidelines may be used:

Up to five days paid leave per rolling year may be agreed for urgent and pressing crises. This should be pro-rated for staff who work part time. For example, the provision of temporary care for the sudden illness of a close relative or partner, or to arrange longer-term provisions when normal care arrangements break down.

2 Setting out the process

- 2.1 Carer's leave is intended for emergencies and crises. When the need for carer's leave is identified, the employee must speak to their line manager (or the manager's manager in their absence) and request carer's leave. The line manager will consider each case on an individual basis.
- 2.2 In deciding whether to grant carer's leave the line manager will take into account the urgency of the problem and whether the employee could reasonably have given any notice of the need for time off.
- 2.3 If agreed, the employee should complete a carer's leave absence request, which can be found by clicking on the 'absence' tab in SAVI. If necessary, this may occur after the employee has returned to work.
- 2.4 In circumstances where it is clear that more leave is necessary, the manager may consider granting annual leave, a period of unpaid leave or a temporary variation of working hours.
- 2.5 Carer's leave may not be carried forward from one year to the next and will not be paid in lieu under any circumstances.

3 Key people

- > **Workforce Policy Adviser:** maintain and update policy and procedure where necessary.
- > **Employee:** submit annual leave requests to their line manager through SAVI, or annual leave form.

4 Laws and regulations

- > Equality Act 2010
- > Employment Act 2002

- > Employment Relations Act 1999
- > Employment Rights Act 1996

5 Review and maintenance

- 5.1 This procedure was last updated in September 2017. It is next due for review in April 2018.

6 Appendices

- 6.1 Appendix 1: related documents
- 6.2 Appendix 2: document provenance

Appendix 1: related documents

Document title	Relationship to this policy
Fundamental Principles of the International Red Cross and Red Crescent Movement	Supporting document
HR policy framework	Overarching policy

Appendix 2: document provenance

Date endorsed	Category	Summarise changes made	Reason for changes	Consulted	Changes endorsed by
January 2014	Interim Review	Next review date added	Next review date added	N/A	N/A
April 2014	Interim Review	Leave should be pro-rata for part time staff. Leave is based on a rolling year. Leave should be requested and recorded in SAVI.			
December 2017	Interim update	Updated to align with new HR Policy Framework and corporate procedure template	Introduction of new HR Policy framework	Corporate Policy Manager	Head of P&L Expert Services
August 2019	Minor update	Pushed back review date until February 2020 to fit in with review work schedule.	Update review date	Expert Services Corporate Governance	Head of P&L Expert Services