

# **CARERS LEAVE**

## **Guidance Document**

<b>Reference:</b>	GD:58
<b>Title:</b>	Carers Leave
<b>Date:</b>	April 2023
<b>Version:</b>	1.5
<b>Approved by:</b>	JSPF
<b>Author:</b>	People Operational Lead

## **1. Introduction**

Sherwood Forest Hospitals (NHS) Foundation Trust is committed to the welfare of its staff and recognises the need for flexibility in balancing the organisational needs of work with personal and family caring commitments. This guidance aims to help staff balance the needs of family and work responsibilities; caring is an issue which faces nearly everyone. Changing demographics, an ageing population, and different family structures can result in staff balancing multiple responsibilities inside and outside of the workplace.

## **2. Guidance Statement**

In accordance with the Trust CARE values this guidance seeks to ensure that a person-centered approach is taken when considering Carers leave, including looking at individual circumstances. This can include looking at; innovative solutions to assist employees with their caring responsibilities for dependants and valuing employee's individual caring needs.

## **3. Who are Carers?**

Most of us at some time of our life will look after children, older, ill or disabled family members at some point. Carers who are employees can experience impact on their working lives due to competing demands. These employees are responsible for the care and support of relatives/dependants who are usually children, older, disabled or seriously ill and who are unable to care for themselves.

## **4. What is the definition of caring relationships for the purpose of Carer's Leave?**

- a child
- a spouse or partner
- a parent
- a person who lives in the same household as the employee (other than as an employee, tenant, lodger etc.)

## **5. Balancing Caring Responsibilities**

The Trust has a range of guidance and policy documents to support carers with simple and effective action to enable carers to balance their paid work with their caring responsibilities, which can be temporary or permanent solutions.

These include (but are not limited to)

- Flexible working practices - such as flexi-time, annualised hours, compressed hours, shift swapping, staggered hours, job sharing, term-time working, and part time working.
- Leave arrangement – annual leave to support dependents with appointments, including short notice annual leave.
- Emergency Leave - paid or unpaid.

## **6. Emergency Carers Leave**

All employees have the right to take 'reasonable time off' to deal with an emergency involving a dependent. To access emergency leave line managers must be informed as soon as possible after the emergency happens.

The situations where emergency leave may be taken are;

- A disruption or breakdown in caring arrangements
- A dependent falls ill, has been assaulted or in an accident
- To make longer term arrangements for a dependent who is ill or injured
- Deal with an incident involving a child during school hours

Carers leave may be granted for a period of up to a maximum of ten days paid leave (pro rata) in a leave year; the Trust will also consider unpaid periods of carers leave and will treat requests for carers leave individually, taking account of individual circumstances at that time. Any requests for carers leave beyond the ten days paid leave are at the discretion of the employees Line Manager (paid or unpaid).

Employees can also request annual leave where appropriate at short notice for carers responsibilities, or dependant on the area of work, a change in working hours to help facilitate care in an emergency situation. All requests are agreed at the discretion of the employees line Manager.

Carers Leave is not intended to provide for long term domestic or family needs, but to assist (primary carer) employees over a short period of time to deal with emergency situations, which could not be predicted in advance, and to give them the opportunity to make alternative arrangements.

Carers leave should be requested verbally and via the Health Roster System.

### **Carers Passport**

A carers passport can support discussions between staff and managers and is a straightforward way to document flexibilities and support to employees meet their caring responsibilities. The passport has been developed to be a live document to be reviewed periodically and when circumstances change, whether that is a couple of months or after a year. This is not a legally binding document and is to support discussions between staff and line managers.

The carers passport can be accessed via

<https://www.carerpassport.uk/assets/documents/CP-Employment—Log.pdf>

### **Recording of Carers on ESR**

Line managers can use ESR to capture details of carers within their team and the organisation which will help ensure the organisation understands who our carers are, where they are working and how we can best support them. Following discussions with staff, if carers are identified this can be recorded on ESR by emailing the details to the Workforce Information Team via [sfh-tr.workforce.info@nhs.net](mailto:sfh-tr.workforce.info@nhs.net)

### **Employee Assistance Provision (EAP)**

The Trust offers all employees an in house support to carers providing advice and information on how to get help with the caring role.

The Vivup employee assistance provision offers a range of informal and practical support including emotional, counselling and financial support / advice for carers. Vivup can be contacted via the intranet or on 03303 800658 24 hours a day, 7 days a week.

## Networks

Networks can help carers to feel less isolated and provide a safe and confidential forum for carers to talk to people in similar situations. The following non-profit organisations offer help and support at the Trust and in the East Midlands;

SFH Carer's Staff Network

[sfh-tr.carers.support@nhs.net](mailto:sfh-tr.carers.support@nhs.net)

### East Midlands Crossroads

Non-profit organisation

Nottingham

Telephone: 0115 962 8920

"They are also known as Carers trust East Midlands."

<http://www.emcrossroads.co.uk>

### Derby Carers Hub

Non-profit organisation

Derby

Telephone:01332 200002

<http://derbyshirecarers.co.uk>

### Derbyshire Carers Associations

Non-profit organisation

Ripley

Telephone: 01773 833833

<http://derbshirecareers.co.uk>

The national government support for carer's website can be found at;

Gov.uk Carers UK

National support and advice for carers

Telephone: 0808 808 7777

Carer's Association

[Homepage - Carers Trust](#) Monday-Friday 9-5pm 0300 772 9600. We have links with the Nottinghamshire Carers Association and their contact details are

[www.nottinghamshirecarers.co.uk](http://www.nottinghamshirecarers.co.uk) and their contact number is 01773 833833