

# HUMAN RESOURCES

## CARER LEAVE POLICY AND PROCEDURE



### Equality and Diversity

This Policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion policies.

### 1.0 Policy

- 1.1 The purpose of carer leave is to enable staff to combine the demands of employment with the care of dependants, whilst continuing to make a full contribution to the London School of Hygiene and Tropical Medicine's work.
- 1.2 These arrangements are intended to cover relatively short periods of absence, to deal with unforeseen matters. Separate arrangements are in place where staff needs relate to longer-term care for a child under 17 or a disabled child under 18, or an adult over 18 (see Statutory Right to Request Flexible Working: Parents and Carers of Adults), or staff may wish to consider taking parental leave (see Parental Leave Policy and Procedure Document). In all cases, further information is available from Human Resources.

### 2.0 Staff Covered by the Policy

- 2.1 The policy applies to all staff, regardless of length of service or type of contract, i.e. it applies to full-time and part-time staff, whether on fixed term or without duration contracts. It does not apply to agency staff. Part-time staff will receive entitlement on a pro-rata basis, related to their full-time equivalent status.
- 2.2 The policy applies to all staff who have caring responsibilities for dependants and for those the employee is 'close' to but who may not be dependants (e.g. partners). The term 'dependants' will normally be understood to mean:
  - children;
  - close relatives (e.g. spouse, parents, brother/sister, grandparents);
  - next-of-kin or nominated next-of-kin (i.e. not necessarily a blood relative);
  - partners, and;
  - someone who lives with the employee as part of their family (for example an elderly aunt who lives in the household, but not including tenants, boarders or someone who lives in the house as an employee, e.g. a housekeeper).
- 2.3 In certain cases the definition of 'close relative' may be widened, so that cultural differences in family structure/patterns are recognised.

### 3.0 Application of the Policy

- 3.1 The policy will apply in the following circumstances:
  - illness of anyone dependent on the member of staff or anyone in paragraph 2.2 above where the situation requires the staff member to look after them;

- unforeseeable breakdown of normal caring arrangements for any dependant (e.g. sick childminder, closure of school/nursery), assuming satisfactory arrangements are normally in place;
- an incident involving an employee's child during school hours; for example, if the child has been involved in a fight, or is suspended from school;
- accompaniment of a dependant to a GP, dentist, clinic or hospital;
- attendance at appointments concerning the welfare and care of a dependant (e.g. child guidance, making arrangements for resettlement of people in long-term care etc.)

3.2 This list is not exhaustive and carer leave may be granted for other purposes which fall under the spirit of this policy.

#### **4.0 Entitlement**

- 4.1 Staff are entitled to up to five days' leave with full pay during any calendar year. They may also take up to a further five days' unpaid leave per year. This will not affect annual leave provisions, and staff are not required to use up their annual leave entitlement before carer leave is granted.
- 4.2 Heads of Department for staff in Academic Departments (Head of Service for staff in Administration and Academic Services or Dean of Studies for staff in the Division of Education) may, at their discretion, and following consultation with the Director of Human Resources, extend the periods of paid and unpaid leave in exceptional circumstances.

#### **5.0 Procedure**

- 5.1 Staff should request, and line managers should then either authorise or reject, carer leave at the earliest opportunity using MyView self-service.
- 5.2 Where a situation arises which is not foreseeable in advance, the member of staff should follow the reporting arrangements for sick leave.
- 5.3 The London School of Hygiene and Tropical Medicine reserves the right to require supporting documentation in connection with requests for carer leave.

#### **Accessibility**

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

January 2018