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| **Carers’ Leave Request Form** |
| **Definition of a Carer** *A carer is anyone, including* ***children and adults*** *who regularly looks after a dependant with a long-term care need; for example, a family member, partner or friend who needs help because of their long-term illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.*You are eligible to apply for carers’ leave regardless of your length of service, if you meet the required definition of a carer set out above. The leave can only be taken for dependants for whom you have a caring responsibility. In line with the University’s Procedure for Applying for Carers’ Leave you can request up to a maximum of 5 days paid and 5 days unpaid leave in a rolling 12-month period. The entitlement remains the same, regardless of the number of dependants you have caring responsibilities for. You may meet the definition of a carer on a permanent or temporary basis.Carers’ leave should be requested by completing the below form and submitting this to your line manager. |
| **Employee name:** |   |
| **Have you registered with the University as a Carer in line with the University’s Procedure for Applying for Carers’ Leave?** | Choose an item. |
| **If no, do you meet the criteria as set out above in the definition of a Carer?** | Choose an item. |
| **Leave Type:** | Choose an item. |
| **Duration (in days):** |  |
| **Date of each leave day:** |  |
| **Comments:** |  |
| **Signed (line manager):** |   |
| **Dated:** |   |
| Please now send this form to HR via the [HR - Self-Service Portal](https://hwu.unidesk.ac.uk/tas/public/ssp/content/detail/service?unid=4724bada66f34d9888843f1ab5672604) |