

Carer's Leave Policy

Rev 1

Issued April 2024

Managing Director - Kevin Hague



AARSLEFF CENTRUM



**CANNON
PILING**
a part of Aarsleff Ground Engineering Limited

1. POLICY STATEMENT

1.1 This policy applies to all companies within Aarsleff Ground Engineering Ltd UK and Avoncross Ltd, including companies trading as Centrum Pile and Cannon Piling (referred to in this statement as 'The Company').

1.2 This policy is non-contractual, and the Company reserves the right to amend or withdraw the policy at any time at the Company's discretion.

1.3 This policy outlines employees entitlement to Carer's Leave and sets out the process to arrange it

1.4 You will not be discriminated against or subjected to less favourable treatment or detriment for taking leave in accordance with this policy.

2. CARER'S LEAVE ACT

2.1 The Carer's Leave Act 2023 came into force on 6 April 2024 and makes provisions for employees with caring responsibilities.

2.2 From April 2024, working carers in the UK are entitled to one weeks' unpaid Carers Leave within any 12-month period, to care for, or arrange care for, a dependant with long-term care needs.

2.3 The leave is unpaid and is a day one entitlement, therefore there is no minimum service requirement to be eligible.

2.4 The act defines dependants with long-term care needs as follows:

2.4.1 'A person is a dependant of an employee if they: are a spouse, civil partner, child or parent of the employee; live in the same household as the employee, otherwise than by reason of being the employee's boarder, employee, lodger or tenant; or reasonably rely on the employee to provide or arrange care'.

2.4.2 'A dependant of an employee has a long-term care need if: they have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months; they have a disability for the purposes of the Equality Act 2010; or they require care for a reason connected with their old age.'

3. ABOUT THIS POLICY

3.1 A working carer is defined as 'someone who is managing both paid work and unpaid caring responsibilities'.

3.2 These workers are responsible for the care and support of a relative or friend who is either older, disabled, seriously ill (physically or mentally) and/or unable to care for themselves (as defined by Carers UK).

3.3 This policy provides detail on how to request Carers Leave and the support available.

4. ROLES AND RESPONSIBILITIES

4.1 Our Board of Directors has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

4.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

4.3 By creating a carer-friendly workplace, we aim to attract and retain talent and we realise the organisational and social benefits of supporting carers.

4.4 Caring can be physically, psychologically, emotionally and financially difficult and undertaking caring responsibilities alongside paid work may worsen these difficulties. Please speak to your Manager if you are experiencing any difficulties or require any support in caring for a relative or friend.

5. CARER'S LEAVE ENTITLEMENTS

5.1 Carers leave is an entitlement from day one of employment.

5.2 Carers leave reasons can include things like a sudden illness, or help needed in an emergency.

5.2.1 This emergency must only involve anyone classed as a dependent. A dependent is classed as one of the following: Parents, Spouse, Civil partner, Children, Friends, relatives or adopted children who live in the same house. This includes step-relations, as well as adopted family members.

5.3 Up to five days/one working week can be taken at any time, non-consecutively, within a 12-month period, no evidence is required to support a request. This allowance is pro-rated for part time employees.

6. HOW TO REQUEST CARER'S LEAVE

6.1 Please speak to your line manager as soon as possible to discuss how much time you will need off and when.

6.2 A request for Carer's leave must be made in writing and must specify the following:

6.2.1 that you are entitled to take Carer's leave in terms of the person to be cared for.

6.2.2 that you will take leave in order to provide or arrange care for that person.

6.2.3 that you have not exceeded your entitlement.

6.2.4 the days on which you want to take leave and if the leave relates to part of a day, specify this fact.

6.3 The length of notice to be given is double the amount of time that you want to take off as Carer's leave in that instance or three working days, whichever is longer.

6.4 The Carer's Leave can then be booked via the HR System.

6.5 You are not required to provide evidence of your eligibility in relation to a request for Carer's leave.

6.6 Employees who request or take time off under this policy for reasons other than those for which the statutory right to Carer's leave is intended may be subject to investigation and subsequent disciplinary proceedings.

7. POSTPONING CARER'S LEAVE

7.1 The Company may decide to postpone your request for Carer's leave for up to one month, if we reasonably consider that the operation of our business would be unduly disrupted if you took Carer's leave at the time you have asked for. We will try to avoid postponement wherever possible.

7.2 The Company will consult with you before determining a new date for you to take the Carer's leave requested. The new period of Carer's leave will be for the same duration as the original request.

7.3 The Company will confirm to you in writing the reason for the postponement and the new agreed date of leave, no later than whichever is earlier out of: seven days after you gave the request to the Company and the earliest day or part day of the leave originally requested.

8. OTHER LEAVE OPTIONS

8.1 In addition to the Carer's Leave outlined in this policy, Carers also have the right to take unpaid time off work for dependants in an emergency situation.

8.2 Parental leave: In the UK, employees are entitled to take up to 18 weeks (usually unpaid) parental leave per child, up until the child's 18th birthday.

8.2.1 Employees rights such as pay, holidays, and returning to work are all protected by parental leave.

8.2.2 Please refer to the full Parental Leave policy for further details as well as the additional Family Friendly policies for further information on the other types of leave available.

9. FURTHER SUPPORT

9.1 EMPLOYEE ASSISTANCE PROGRAMME

9.1.1 If you feel that you need any additional support, please contact our Employee Assistance Programme, Wisdom AI, where a 24-hour helpline is available to support you through any of life's issues, this is a completely confidential service and your details will not be shared with the Company, this service can be accessed directly via phone on 0800 047 4097 or via the website at [Wisdom \(healthassured.org\)](http://Wisdom(healthassured.org))

9.2 EXTERNAL SUPPORT

9.2.1 Carers UK: [Carers UK](http://CarersUK) provides expert advice, information and support. You can contact Carers UK for free, impartial advice about caring on 0808 808 7777 or adviceline@carersuk.org

9.2.2 Carers Trust: [Carers Trust](http://CarersTrust) provides support, advice and services for carers and the people they care for Carer's assessment: If you have a caring responsibility, you can ask for your local social services department to conduct a carer's assessment to check you're getting the support that you need.