



CARERS POLICY

Date Approved	09 February 2026
Review Date	January 2028
Approved by	Full Council

1. PURPOSE

This policy sets out clear, practical support for employees with caring responsibilities, ensuring fairness, wellbeing, statutory compliance, and continuity of Council services.

2. SCOPE

This policy applies to all Council employees, regardless of contract type or length of service. Employees may take up to five paid days per calendar year; any additional days will be at the employer's discretion.

3. DEFINITIONS

- **Carer** – An employee providing unpaid care to a dependant.
- **Dependant** – A person who relies on the employee due to disability, illness, age, or an emergency.

4. PRINCIPLES

- Requests are handled sensitively and confidentially.
- Support is balanced with service needs.
- Flexible approaches will be considered wherever reasonable.

5. TYPES OF SUPPORT

5.1 Emergency Carer's Leave

Short-notice leave for urgent care needs; discretionary paid or unpaid.

5.2 Planned Carer's Leave

Unpaid or part-paid leave for known appointments or care arrangements.

5.3 Flexible Working Options

Adjusted hours, remote working, duty modifications, staggered start/finish times.

5.4 Use of Annual Leave

Employees may choose to use annual leave for caring responsibilities but are not required to.

5.5 Carer Passport

Optional record of caring needs and agreed support measures, reviewed regularly.

6. REQUESTING SUPPORT

Employees should provide early notification and outline the care need, duration, and any supporting evidence. Evidence requests will be reasonable and non-intrusive.

7. RELATED POLICIES

This policy should be read alongside the Compassionate Leave Policy, Flexible Working Policy, Sickness Absence Policy, and Equality Policy.

8. CONFIDENTIALITY

Information shared for carer's support will be treated confidentially and shared only on a need-to-know basis.

9. REVIEW OF ARRANGEMENTS

Support measures should be reviewed every 3–6 months or earlier if circumstances change.

10. POLICY REVIEW

The Council will review this policy every two years or sooner if legislation or organisational needs change.