



# CARERS POLICY

<b>Date Approved</b>	<b>09 February 2026</b>
<b>Review Date</b>	<b>January 2028</b>
<b>Approved by</b>	<b>Full Council</b>

## **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.