Carer’s Leave Form

Harrow employees have the right to apply for up to one week**\*** of unpaid carer’s leave in any 12-month period, to provide or arrange care for a dependant(s) who has a long-term care need.

Agency workers, contractors, consultants, and self-employed individuals are not entitled to the statutory right of carer's leave.

This Carer’s Leave Form will need to be completed for any carer’s leave requests and sent to the Headteacher.

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| **Section A: To be completed by the employee** |
| Employee name |  |
| Employee/payroll number |  |
| Position number (*if you have more than one job with the council)* |  |
| Job title |  |
| Department / Team |  |
| Please refer to [the notes](#_bookmark0) below for information on how carer’s leave may be taken. |
| **Leave date(s) requested***(please state if half or full days. If you work variable hours, please state in hours)* |  |
| **Date(s) of previous unpaid carer’s leave taken within the last 12 months***(please state if half or full days. If you work variable hours, please state in hours)* |  |

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| **Section B: Declarations to be confirmed and signed by the employee** |
| You must meet the criterion under Declaration A, as well as at least one criterion under Declaration B and one criterion under Declaration C. |
| **Declaration A:** I will be absent from work for the purpose of providing or arranging care for a dependant who needs long-term care. |
| **Declaration B:** Dependant relationship* The dependant is my spouse, civil partner, child or parent.
* The dependant is a person who lives in the same household as me (other than as a boarder, employee, lodger or tenant).
* The dependant is a person who reasonably relies on me to provide or arrange care.
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| **Declaration C:** Nature of carer’s leave* The dependant for whom I request carer's leave has an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months.
* The dependant for whom I request carer's leave has a condition that amounts to a [disability](https://www.gov.uk/definition-of-disability-under-equality-act-2010) [under the Equality Act 2010](https://www.gov.uk/definition-of-disability-under-equality-act-2010).
* The dependant for whom I request carer's leave requires care for a reason connected with their old age.
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| Employee signature (I confirm I satisfy the above declarations) | Date |

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| **Section C: To be completed by the employee’s line manager** |
| Manager name |  |
| Manager signature |  |
| Leave date(s) approved or not approved |  |
| Date |  |

**Notes**

**Right to carer's leave:** Under the new right introduced by the Carer's Leave Act 2023, from 6 April 2024, eligible employees are entitled to take up to one week of unpaid carer's leave per year to care for a dependant with a long-term care need. There is no qualifying period of service therefore carer’s leave is available from the first day of employment with the Council.

The Carer's Leave Regulations 2024 (SI 2024/251) provide that the minimum period of carer's leave that an employee may take is half a working day and the maximum period is one continuous week. The leave does not have to be taken on consecutive days. Carer's leave is a "day one" right, meaning that employees do not require a minimum period of service.

**\***An employee is entitled to a period of leave that is equal to their usual working week.

**Definition of dependents:** A dependent includes a spouse, civil partner, child or parent of the employee, any person who lives at the same house as the employee (other than as a lodger, tenant, boarder or employee), or any other person who reasonably relies on the employee for care.

**Long-term care need:** A long-term care need is defined as an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months; a condition that amounts to a disability under the Equality Act 2010; or issues connected with an individual's old age.

**Notice to take carer's leave:** To book carer's leave, employees must give notice equal to at least twice as many days as the number of days of carer's leave they wish to take, or three days, whichever is earlier.