



Carer's Leave Policy

March 2025



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Here at Linacre, we know that some of our staff balance their work with caring responsibilities – whether for sick, elderly or disabled relatives, partners or friends. We want to support staff who are carers, so talk to your manager about your situation and the support you need.

It doesn't matter how long you've worked here or how many hours you work; this policy applies to all staff.

Most importantly, you'll never suffer any disadvantage from telling us that you are a carer, so please tell your manager if you're caring for someone. They'll treat this confidentially if you ask.

This policy ensures compliance with the Carer's Leave Act 2024 and aims to support carers in balancing their work and caregiving duties.

Definition of a Carer

A carer is any employee responsible for providing care to a dependant with long-term care needs. A dependant may include:

- A spouse, civil partner, child, or parent
- A person living in the same household (excluding lodgers, tenants, or employees)
- Any individual who reasonably relies on the employee for care

Long-term care needs include:

- Physical or mental illness requiring care for more than three months
- Disabilities under the Equality Act 2010
- Care needs related to old age ([Introduction of statutory carer's leave | Make UK](#)) ([The Carer's Act 2024 - A Guide for UK HR Teams](#))

Carer's Leave

We recognise that there might be times where an employee's caring responsibilities require them to take time away from work. Where possible this should be arranged in advance to avoid any disruptions to work responsibilities. Where advance notice isn't possible, managers should use their discretion to be as flexible as possible.

Staff with caring responsibilities can request up to four weeks unpaid carers' leave each 12-month period to give or arrange care for a dependent with a long-term care need. This leave is including your statutory right to care's leave cannot be exercised separately to Linacre College's scheme.

Key requirements are as follows:

- 1-week statutory carers leave which can be taken as one week or half or full days throughout the year. If the request is for a half or full day the notice period must be at least three days. If the request is for more than one day the notice should be at least twice as long as the requested leave.



- a further 3 weeks additional carers leave which must be taken in blocks of a minimum of one week. Weeks 2-4 of the College entitlement must be made at least 21 days before the leave is requested to start and is subject to approval
- A 'week' equals the length of time you normally work in a week (i.e., if you work two days a week you are entitled to two days leave). If you choose to take a block of less than the normal length of your normal working week, this will be treated as though it were a full week's leave for the purposes of calculating the remaining entitlement to leave, but payment will be made for days worked as normal. Where odd days of leave is required you may prefer to request these either as annual leave, where agreed, as ad hoc days of unpaid leave.

Please ensure that all requests and approvals are in writing and that HR is aware of the request for our records so we can inform Payroll, and so that we can ensure that if we need to make adjustments or review policies, we understand how staff are using this leave.

We'll only turn down a request if it's going to cause problems for the College - so talk to your manager to agree the arrangements. If we have to turn down a request, we'll ask you to take it a different time. If we delay it, we will agree another date within one month of the requested date for the leave and we'll put the reason for the delay and new date in writing, within 7 days of the original request and before the requested start date of the leave.

The cost of the unpaid leave will normally be deducted from salary in the month, or the month after, that in which the leave is taken.

Things to think about

As this is a deduction from your salary this could impact your pension, so please liaise with your pension provider.

Flexible working might help you to manage your work and caring responsibilities - see the [Flexible Working Policy](#) for more information.

If you need a longer period of time off work to care for someone then you may want to look at taking annual leave, parents with caring needs for a child under 18 could also look at taking Unpaid Parental Leave.

If you need time off in an emergency due to a disruption of care arrangements, illness or injury etc then you are entitled to reasonable time off deal with the immediate emergency and organise longer term arrangements (including booking time off). We will discuss with you if this time off is paid or unpaid. See the – Emergency Leave Policy for more information.

If you have a caring responsibility you can ask to have a carers' assessment carried out by your local social services department to check you're getting the support that you need. We'll try to agree for you to take time off work to attend a carers' assessment.

If you need to make or receive urgent calls in connection with being carer, agree with your manager about having access to a telephone at work, ideally somewhere private.



If we can't give you paid time off, we'll do our best to limit the effect on your pay wherever we can, like agreeing for you to make up the time where it's possible, or agreeing for you to take holiday. We want your pay to be right, so this should be recorded as either Paid or Unpaid Carers Leave, as agreed with your manager.

If you need further support

If you have any questions about College support for carers, please speak to your manager or HR. If managers need advice, they can also contact HR (hr@linacre.ox.ac.uk)

You may need support in balancing your caring responsibilities. Please do speak with the Welfare Lead (Melissa Cross melissa.cross@linacre.ox.ac.uk).

You can also contact Carers UK for free, impartial advice about caring on 0808 808 7777 or advice@carersuk.org or Carers Direct on 0808 802 0202.

The [NHS social care and support guide](#) website explains options and where you can get support if someone you know needs help with day to day living because of an illness or disability.

Don't forget that as a Linacre staff member you have free access to [Health Assured](#). This programme is a confidential employee benefit designed to offer staff and their immediate families support with personal and professional problems. It includes:

- A helpline on 0800 206 2552, with calls answered by experienced in-house counsellors and legal and financial specialists, 24 hours a day, 7 days a week, 365 days a year.
- The Wisdom app and online portal with personalised wellbeing content which includes videos, webinars, podcasts.
- Structured counselling over the phone, via live chat, email, or in person: access to a global network of over 2,500 counsellors, trainers, financial specialists and critical incident responders.

The organisation code that you will need to access the website, mobile app or helpline is MHA276327.