



PRIFYSGOL
BANGOR
UNIVERSITY

CARER'S LEAVE POLICY

Rev	Date	Purpose of Issue/Description of Change	Review Date
1.			
2.			
3.			
Policy Officer	Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Catherine Jones	Steffan Griffith	Compliance Committee 04/2025	

PURPOSE AND SCOPE

The purpose of this policy is to outline the support which the University offers to Bangor University staff who have a caring responsibility, and in line with the Carer's Leave Act 2023 will:

- help them balance their working and caring commitments, and continue to be resilient and effective in their work role; and
- help the University to recruit and retain colleagues with caring responsibilities.

PRINCIPLES

The University recognises that colleagues may need to balance work and caring responsibilities and seeks to provide reasonable support to those with caring responsibilities.

Line managers are required to duly consider all requests for support on a case-by-case basis and will not unreasonably deny requests for support. Colleagues taking Carer's Leave will have the same employment protections as associated with other forms of family related leave. This includes protection from dismissal or detriment as a result of having taken the leave.

Colleagues will never suffer any disadvantage from telling Bangor University that they are a Carer and Line Managers will treat this confidentially.

ELIGIBILITY

Definition of a Carer

A carer is any person who is responsible for the long-term care requirements of a dependant (defined below) who needs help because of their illness (of 3 months or longer), frailty, disability under the Equality Act, a mental health condition or an addiction and cannot perform normal daily tasks without support. The care they give is unpaid.

be defined as a:

- spouse
- partner
- parent/parent-in-law
- grandparent
- civil partner
- child
- any adult who lives with the colleague as part of their family and who is dependent on the colleague
- anyone for whom the colleague holds power of attorney.

Caring responsibilities can include, but are not limited to:

- Helping with personal care
- Helping with mobility
- Managing medication
- Carrying out practical household tasks
- Providing emotional support; and
- Helping with financial matters or paperwork.

The policy is intended to deal with short-term needs. Parents wishing to take leave for family responsibilities which fall under the scope of the provisions of other policies and may require short- or longer-term considerations E.g., Emergency Time Off / Parental Leave / Flexible Working, should refer to those policies. Carers who need some additional flexibility to deal with caring responsibilities may

also want to enquire whether their department would support the purchase of additional annual leave when the next annual window opens.

VISA HOLDERS

The Carer's Leave policy allows for 5 days of paid leave, any leave over and above 5 days will be unpaid. As any unpaid leave must be reported to the Home Office, part of the University's responsibilities under the Skilled Worker sponsor requirements is to maintain a record of absences from work.

Whilst sponsored migrants are permitted to take up to 4 weeks authorised unpaid leave in any calendar year (1 January to 31 December), this only applies where a valid exception reason (permissible absences) applies. At present Carers Leave does not fall within the permissible absences and as such sponsored migrants will only be able to make use of the 5 days (pro rata if part-time) paid leave absence.

ENTITLEMENT

Carer's Leave is available in the form of:

- Leave that can be taken in either half or whole days that will be granted on a case-by-case basis, and is irrespective of the number of dependants, but generally will be granted up to 5 days of paid leave of (Pro Rata for part time colleagues) then
- Up to 5 days of unpaid leave (to be taken in whole or half days in any rolling 12-month period).

Carer's Leave may be used for the specific purpose of supporting non-emergency/planned elements of their caring responsibilities. Examples (non-exhaustive) of applicable use may include:

- supporting dependants at or around hospital or other care related appointments
- attending care related training (e.g. how to administer medication)
- being present for the design/installation of adaptations to a dependant's living space.

APPLICATION

Carers are encouraged to discuss their situation with their Line Manager as soon as reasonably possible. This will include the nature of the relationship and the likely type of care that will be required. Managers will treat such information with sensitivity and confidentiality.

Colleagues will be required to give notice which is either twice the length of time being requested, or three days, whichever is the longest. The Line Manager can waive the notice requirement provided the colleague is otherwise eligible to take carer's leave.

The Line Manager is not able to deny a colleague's request for Carer's Leave but can postpone it if they reasonably consider that the College/School/Department would be unduly disrupted if the leave were approved. If the Line Manager does postpone the leave, the colleague must be allowed to take the requested leave within a month of their original request. Both paid and unpaid leave days must be booked via iTrent.

KEEPING IN CONTACT

In some circumstances, Carers may benefit from having close access to a means of being contacted by a dependant (or vice-versa). This is likely to be through having a mobile phone accessible during work time and having an understanding that there may be a requirement to take calls (within reason) during work time.

FURTHER SUPPORT

Line Managers are encouraged to adopt a positive approach to colleagues who have care responsibilities. Other forms of support include agreeing a contingency, however, if the Carer is called away at short notice, they should refer to the Emergency Time off Policy.

The University is aware that colleagues who have a caring responsibility may apply for a carer's assessment to be carried out by their local social services department to check they are getting the support that they need. In awareness that this assessment could take place at the workplace, Line Managers are asked to be considerate of this and allow flexibility in leave or access to a private space wherever possible and practicable.

Carers may need additional support, which can be accessed via the University's confidential Employee Assistance Programme, details of which are available on the HR web pages.

Carers 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.

POLICY REVIEW

This Policy and Procedure will be reviewed at regular intervals of not less than three years and will at all times be read and applied subject to the general law. All reviews will be undertaken in consultation with the recognised campus Trade Unions and any changes agreed with them, prior to approval from the University Council. This policy has been equality impact assessed prior to its implementation.