



Derby City Council

# Caring for Dependants Policy - Schools

## Policy Purpose

**Caring for dependants leave entitles colleagues to a reasonable amount of unpaid time off to deal with unexpected emergencies or to arrange longer term care, where the colleague supports a dependant with a long term care need.**

## Document Control

Implementation date	6 April 2024
Author	Sara Clarke
Equality impact assessment date	February 2024
Revised/updated	February 2024
Version Control	1.2 Technical review due to Carers Leave Act 2023, introduced from 6 April 2024.
Ratified date	2 March 2024
Review required	April 2027 every 3 years



Derby City Council

## 1 Overview

- 1.1 The Council, in consultation with recognised trade unions, has agreed this policy for adoption by those employed under the delegated powers of Governing Bodies of schools. Governing Bodies of Community and Voluntary Controlled Schools are required to adopt this policy for all employees within their delegated powers.
- 1.2 Governing Bodies of non-Derby City Council schools, for example Academies, may wish to adopt this policy within their delegated powers.
- 1.3 This policy applies to non-teaching school colleagues. This policy does not apply to teaching colleagues as leave and time off for teachers is detailed in the Burgundy Book Terms and Conditions for Teachers.
- 1.4 Please refer to Appendix 1 for definitions of roles and Appendix 2 for a Glossary of terminology used in this Caring for Dependants Policy.

## 2 Roles and responsibilities

### *Colleagues*

- 2.1 You are expected to comply with the terms of the policy for making a request for leave, including the timescales for requesting leave.
- 2.2 For **unpaid carers leave** requests you will need to provide notice to your manager which is double the number of days as the period of leave required. For example for 3 days leave you need to provide 6 days notice.
- 2.3 **For Caring for dependants leave** you should request leave in advance, where possible.
- 2.4 To request leave you should complete Section 1 of the application form (insert link)

### **Headteacher and managers**

- 2.5 Managers are expected to consider and respond to your request for leave in line with the timescales and criteria for approving the leave request. Requests must be considered quickly so that this does not prevent employees taking time off to care for their dependants.
- 2.6 Managers should provide a reason where they are unable to approve leave or postpone the original leave dates requested and provide an alternative date within one month of the original date requested.
- 2.7 Where the request for leave is approved, managers should complete the form and send to HR Shared Services to adjust pay.
- 2.8 For details of the appropriate role levels for colleague, manager and Head of Service please refer to Role definitions in Appendix 2 and the policy guidance.

### 3 Policy aspects

#### Unpaid Carers Leave

- 3.1 You have a right to one week's unpaid carers leave in a rolling 12 month period to give or provide care to a dependant who has:
- a physical or mental illness or injury that means they're expected to need care for more than 3 months
  - a disability (as defined in the Equality Act 2010)
  - care needs because of their old age
- 3.2 You are only entitled to one weeks carers leave a year regardless of the number of dependants you provide support to.

#### Caring for Dependants Leave

- 3.2 You also have a right to take a reasonable amount of **unpaid** leave to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements to care for dependants.
- 3.4 You are eligible for Caring for Dependants Leave for your:
- husband or wife
  - partner
  - child
  - parent
  - grandparent
- 3.5 A dependant is someone who reasonably relies on you for care or assistance when they are ill or injured or for making arrangements for longer term care.
- 3.6 You can request leave under this policy in these circumstances:
- If a dependant becomes ill or has been injured. This includes mental illness or injury. For example, if a partner has been injured in an accident.
  - When a dependant is having a baby.
  - To make longer term care arrangements for a dependant who is ill or injured. For example, to arrange for a temporary carer to look after a parent.
  - To deal with an unexpected disruption or breakdown of care arrangements for a dependant. For example, to look after their child if the childminder does not arrive.
  - To deal with an unexpected incident involving your child during school hours. For example, if the child has been involved in an incident or accident whilst on

a school trip.

3.7 Other Leave for dependant/family circumstances can be requested using the following policies:

- To deal with a death of a dependant - you should apply for leave using the Bereavement Policy and Procedure.
- To look after a child or make arrangements for a child's welfare you should apply for leave using the Parental Leave policy.

#### **4. Caring for Dependants Leave pay**

4.1 You do not receive pay while on Caring for Dependants Leave.

#### **Pension contributions when on unpaid leave**

4.2 If you take unpaid leave of 30 calendar days or less, you will have to pay your normal pension contributions. Payroll will automatically arrange this.

4.2 If you take unpaid leave of more than 30 calendar days, you will have the option to pay normal pension contributions. Payroll will contact you about this.

#### **5. Support and guidance**

5.1 A full description of the process including guidance, supportive information and documentation can be found at:

[Caring for dependants leave](#)

Other related guidance, policies and websites can be found at:

[Bereavement policy](#)

[Compassionate Leave policy](#)

[Maternity, Adoption, Paternity, Parental & Shared Parental Leave policy](#)

[Carers Leave](#)

[Carers UK website](#)

Colleagues without access to this information can ask their manager for a printed copy.

### Role definitions

In this policy, unless the context otherwise requires, the following expressions will have the following meanings:

‘Governing Body’ means the governing body of the school in accordance with the Instrument of Government.

‘Governors’ means the governors appointed or elected to the Governing Body.

‘Headteacher’ means the most senior teacher in the school who is responsible for leadership and the day to day running of the school.

‘Your Manager’ means the person that you report to.

### Glossary

In this policy, unless the context otherwise requires, the following terms will have the following meanings:

‘School’ means the school or academy named at the beginning of this Caring for Dependants Policy and includes all sites.

‘Working day’ / ‘school working day’ means any day on which a school based colleague is contracted to work.

Calendar days means any day of the week, including weekends

‘One week’ - means the length of time you usually work over a 7 day period. For example, if you usually work 3 days a week, you can take 3 days of carer's leave. You can either take a whole week or take individual days or half days throughout the year.

‘Dependant’ means a family member or someone who reasonably relies on you for support. For carers leave this includes someone who has:

- a physical or mental illness or injury that means they’re expected to need care for more than 3 months
- a disability (as defined in the Equality Act 2010)
- care needs because of their old age