



Policy

# People

Carer's Leave Policy

1 April 2024

## Key Principles

1. At Landsec we support and encourage equality and diversity, therefore, this policy sets out an equal and consistent approach for anyone who has caring responsibilities.
2. We are committed to doing what we can to help to ensure that the health and wellbeing of employees with caring responsibilities and this policy sets out the support you may receive.
3. This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment and we may amend it at any time.

### Being a Carer

A carer is anyone with caring responsibilities who provides care, assistance and support to a dependent who may be seriously ill or unable to care for themselves. The activities that carers undertake are wide ranging, including but not limited to:

- help with personal care;
- help with mobility;
- managing medication;
- practical household tasks;
- emotional support; and
- help with financial matters or administration.

### Am I entitled to Carer's Leave?

Whatever your length of service, you have a statutory right to take carer's leave to provide or arrange care for a dependant if they have a long-term care need.

In the context of statutory carer's leave, a dependant means:

- your spouse, civil partner, child or parent;
- any person who lives in the same household as you (other than as a lodger, tenant, boarder or employee); or
- any other person who would reasonably rely on you to provide or arrange care.

A dependant has a long-term care need if they:

- have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months;
- have a condition that amounts to a disability under the Equality Act 2010; or
- require care for a reason connected to their old age.

This statutory right to carer's leave applies to a wide range of caring situations, but excludes general childcare, except where your child meets the definition of a dependant with a long-term care need.

### **How much Carer's Leave am I entitled to?**

The amount of carer's leave that you can take is up to one week unpaid leave in any 12-month rolling period.

You can take the leave in one continuous block, as individual days, or as half days. This one week is unpaid time off.

If you are caring for more than one dependant, you do not have a separate entitlement to carer's leave for each dependant.

### **How do I request support?**

We realise that caring is a subject that not everyone finds it easy to talk about. However, we urge you to be as open as possible about any particular issues that you are experiencing to ensure that you are provided with the right level of support.

In particular, you are encouraged to speak to your line manager about your caring responsibilities to explore how we can help you with any challenges that you are facing. If for any reason you are unable to discuss this with your line manager, please contact the People Team ([people@freshservice.landsec.com](mailto:people@freshservice.landsec.com)).

As a reminder, we also have our Employee Assistance Programme - for confidential advice and support, employees can contact Lifeworks through their helpline on 0800 980 6559.

Alternatively, you can obtain various factsheets via their website [generali.lifeworks.com](http://generali.lifeworks.com) using the below access code:

Access code: generaliuik

Password: generaliuik

### **What notice do I need to provide?**

If you need to take carer's leave, you should submit your notice via Workday.

We ask that you give as much notice as possible when requesting carer's leave so that we can plan for your absence. In any event, you must give notice in advance that is either twice the number of working days that you wish to take as carer's leave, or three days, whichever is earlier.

All carer's leave must be approved in advance by your line manager.