



Approver	Operations Committee
Pre Board Committee Scrutiny	Executive Team, Leadership Group, Staff Consultation(JCC)
Date Approved	March 2024
Classification	Policy (and Procedure)
Title	Carers Leave Policy
Revision Date	5 March 2024
Revised by	Director of Finance and Business Support and HR Manager
Next Revision Date	March 2027
Related Documents	Maternity Leave Policy Shared Parental Leave Procedures Adoption Leave Procedures Paternity Leave Procedures Parental Leave Procedures Absence Management Policy & Procedure Annual Leave Policy & Procedure Pay and Benefits Policy Special Leave Policy
Location of Electronic Copy	F:\Live Policies\HR

1. VIEWPOINT'S VALUES

1.1 Viewpoint is here to help people enjoy their later years. Everything we do is about realising this vision, which is supported by the following straightforward set of values:

- Inspire with positive smiles and words;
- Say 'yes I can, and I will;'
- Celebrate age, experience, and wisdom;
- Do according to our customers' wishes and ambitions;
- Treat people (everyone is a VIP) as we would a "loved one;"
- Work hard, have fun and laugh;
- Stay courageous, creative, and ahead of the game; and
- Work with those that share our values.

1.2 These promises shape us. They are a commitment to our tenants, residents, staff, and suppliers. They are fundamental to every single plan, decision, and project we embark on.

1.3 Ensuring that we have systems and processes in place will support us to deliver those plans, decisions, and projects, in accordance with our vision and values.

2.0 POLICY STATEMENT

2.1 This policy sets out the statutory right of employees to carer's leave to provide or arrange care for a dependant with a long-term care need, and other support that we offer to combine work with care.

2.2 Viewpoint is committed to recognising the needs of working carers and ensuring that our policies and practices enable individuals with caring responsibilities to enter into and retain employment. Being able to manage work and caring responsibilities is part of maintaining a healthy life work balance and is important for your wellbeing.

2.3 This policy is part of Viewpoints commitment to family friendly working, and it seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance and enhance the reputation of Viewpoint as an employer of choice.

2.0 SCOPE

2.1 This policy will apply to all employees of Viewpoint Housing Association regardless of length of service.

3.0 AIM

3.1 The aims of the carers policy are multifaceted, designed to provide comprehensive support and recognition to employees with caregiving responsibilities. Firstly, the policy aims to promote a work-life balance by offering flexible working arrangements that accommodate the needs of carers, allowing them to effectively manage their dual roles. Secondly, it seeks to ensure the well-being and mental health of carers by providing access to Viewpoint's Employee Assistance Programme.

3.2 Additionally, it aims to foster an inclusive and supportive workplace culture where carers feel valued, respected, and understood. By addressing the unique challenges faced by carers, the policy should contribute to employee retention, productivity, and overall organisational success

4.0 LEGISLATION / RELATED POLICY

4.1 The legislation governing carers is as follows:

- Carers Leave Regulations 2024
- Carers Leave Act 2023
- The Carers (Scotland) Act 2016
- Employment Rights Act 1996
- Equality Act 2010

Related Internal Policies

- Maternity Leave Policy
- Shared Parental Leave Procedures
- Adoption Leave Procedures
- Paternity Leave Procedures
- Annual Leave Policy & Procedure
- Pay and Benefits Policy
- Special Leave Policy

5.0 Definition of a carer

5.1 The legal definition of a carer is a person who provides or intends to provide a substantial amount of unpaid care on a regular basis for another individual. This could include someone who is living with cancer or any other critical or chronic mental or physical illness.

5.2 Carers might find it difficult to distinguish their caring role from the personal relationship they have with the individual they are caring for, be it a relationship with a spouse, civil partner, child, parent, or friend. Therefore, some employees may not immediately identify themselves as a carer.

5.3 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.

5.4 Employees are encouraged to let their line manager or HR know that they have caring responsibilities so that appropriate support is provided. Such information will be treated confidentially and in accordance with Viewpoint's Data Protection Policy.

6.0 Entitlement to carer's leave

6.1 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.

6.2 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.

6.3 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.

6.4 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.

7.0 Amount of carer's leave you can take

7.1 The amount of carer's leave that you can take is up to one week in any 12-month rolling period. This amount is pro-rated for part time employees.

8.0 RESPONSIBILITIES

8.1 Employee Responsibilities

- To inform your manager as soon as possible of your wish to take carer's leave
- To provide any information required to support your application
- To remain in contact with your line manager particularly around your intention to return to work Line

8.2 Manager Responsibilities

- To apply this policy fairly and consistently to all employees
- To ensure that the required information is provided and forwarded to payroll administration so that pay records can be amended

8.3 HR Responsibilities

- To process requests for carer's leave ensuring that pay records are amended accordingly
- To review that this policy is being applied fairly and consistently across the organisation

9.0 POLICY REVIEW

- 9.1 This Policy will be reviewed 3 years from date of approval, or earlier if legislative or other changes require it.