



HUMBERSIDE FIRE AND RESCUE SERVICE

People and Development

Carers Leave Policy

Owner	Executive Director of People and Development
Responsible Person	Head of Human Resources
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What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

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1. INTRODUCTION

In accordance with [The Carer's Leave Act 2023](#) and the [Carer's Leave Regulations 2024 \(SI 2024/251\)](#), this policy sets out the statutory right of individuals to carer's leave to provide or arrange care for a dependant with a long-term care need, and other support that Humberside Fire & Rescue Service (HFRS) offers to combine work with care.

The Service recognises the challenges that carers face while trying to balance the demands of caring, work, and looking after their own health. The Service is committed to doing what it can to help ensure that it supports the health and wellbeing of individuals with caring responsibilities.

This policy applies to individuals employed by the Service. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation. The policy does not form part of an individual's contract of employment and the Service reserves the right to amend it at any time.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, individual s and service users.

3. AIM AND OBJECTIVES

The purpose of this policy is to highlight the support that is available to individuals with caring responsibilities and to set out the expectations and process associated with the same.

The Service is a caring and supportive employer and will make every effort to provide this type of leave. However, beyond the parameters of this policy, individuals are also afforded flexibility to explore other options for time off in accordance with their duty systems, such as flexi-time, duty exchanges, leave exchanges, etc.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- [Flexible Working Request Policy](#)
- [Grievance Policy](#)
- [Time off for Dependants Policy](#)
- [Compassionate Leave Policy](#)
- [Domestic Emergencies Policy](#)
- [Parental Bereavement Leave Policy](#)
- [Data Protection Policy](#)
- Legal References
 - [Carer's Leave Act 2023](#)
 - [Carer's Leave Regulations 2024 \(SI 2024/251\)](#)
 - [Equality Act 2010](#)
- National Guidance

There is no specific National Guidance relevant to this policy.

5. DEFINITIONS

A carer is anyone with caring responsibilities who provides care, assistance and support to any other individual who may be seriously ill or unable to care for themselves.

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 individuals may not immediately identify themselves as a carer.

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
- Help with financial matters or administration

6. REQUESTING SUPPORT

The Service recognises that caring can be unpredictable and emotionally upsetting. An individual may acquire caring responsibilities overnight or caring responsibilities may develop over time. The Service appreciates, too, that caring is a subject not everyone finds easy to talk about. However, it encourages all individuals to be as open as possible about any particular issues that they may be experiencing to ensure they are provided with the right level of support. In particular, individuals are encouraged to speak to their line manager about their caring responsibilities to explore the support available to them.

If, for any reason, an individual feels unable to approach their line manager, they can speak to Occupational Health, the Service's Wellbeing Manager or their HR Service Partner. Any information disclosed during discussions with line managers or the HR

team will be treated sensitively and in the strictest confidence.

7. RIGHTS TO CARER'S LEAVE

All individuals 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:

- An individual's spouse, civil partner, child or parent.
- Any person who lives in the same household as the individual (other than as a lodger, tenant, boarder or individual).
- Any other person who would reasonably rely on the individual 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.

8. AMOUNT OF CARER'S LEAVE

The amount of carer's leave that an individual can take is up to one week (in accordance with the individual's relevant contract) [in any 12-month rolling period. A week of carer's leave is the same duration as the individual's normal working week and can be taken in one continuous block, as individual days, or as half days but this will be subject to Service need.

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

9. NOTICE TO TAKE CARER'S LEAVE

If an individual needs to take carer's leave, they should submit their notice using the form at Appendix A which contains a declaration that will need to be signed. An individual should give as much notice as possible when requesting carer's leave so that the Service can plan for the absence. In any event, an individual must give notice in advance that is either twice the number of working days that they wish to take as carer's leave, or three days, whichever is earlier.

All carer's leave must be approved in advance by the individual's Group Manager or Head of Function.

10. PAY DURING CARER'S LEAVE

You do not have a statutory right to be paid during carer's leave. Therefore, any leave taken as carer's leave is unpaid. While sums payable by way of salary will cease, all other benefits will remain in place.

11. POSTPONEMENT OF CARER'S LEAVE

While every effort will be made to meet a leave request, the Service may need to postpone a period of carer's leave if it considers that an individual's absence will disrupt the Service and its ability to operate. If a decision is taken to postpone carer's leave, the respective line manager will consult with the individual to find an alternative leave period within one month of the carer's leave period originally requested. The line manager will then write to the individual within seven days of receiving the request, clarifying the reason for the postponement and the revised dates on which the carer's leave can be taken.

Carer's leave can be cancelled and taken at a different time as long as the line manager and HR know before the leave has started. Any carer's leave which has already begun cannot be cancelled.

12. OTHER TYPES OF LEAVE

The statutory right to carer's leave is intended to be for caring commitments that are able to be planned for and/or are foreseen. If an individual needs to take time off to manage an unexpected or sudden problem relating to a dependant and make any necessary longer-term caring arrangements, please see the Time off for Dependents Policy. (Also currently undergoing consultation).

The Service acknowledges that, on occasions, an individual may require a longer period of time off work that goes beyond their statutory entitlement to carer's leave under this policy. In such cases, the individual may be able to the time off work as annual leave.

13. FLEXIBLE WORKING

The Service realises that flexible working can help navigate the challenges of caring while working and it supports flexible working practices within the workplace. If an individual feels they would benefit from a permanent change to their working arrangements to help balance work and caring responsibilities, they are encouraged to look at the Service's Flexible Working Policy.

The Service also recognises that the option to work flexibly on a temporary (rather than permanent) basis may be enough to balance an individual's work and caregiving responsibilities. If an individual feels they would benefit from a temporary change to their working arrangement on an ad hoc basis, they should discuss these with their line manager. Every effort will be made to try and facilitate temporary flexible working arrangements wherever possible.

14. OTHER SOURCES OF INTERNAL SUPPORT

How the Service supports an individual with caring responsibilities will vary depending on their specific needs and individual circumstances. Support that may be able to be offered includes help and support through our [CiC Employee Assistance Programme](#) which offers information and advice.

15. EXTERNAL SOURCES OF SUPPORT

There are various organisations that provide help and support to carers, including:

- [Carers UK](#), which provides help and advice for carers on employment rights, benefits and tax credits, assessments, and other practical matters for carers.
- the [NHS website](#), which provides a wealth of information for carers.
- [Grace Care Consulting](#), which provides advice and support on care, special needs and neurodiversity.
- [Age UK](#) and [Independent Age](#), both of which offer information and support to anyone providing informal unpaid care to an older person through a range of local services.
- [Contact a Family](#), which provides support, advice and information to families with disabled children.
- [Carers Trust](#), which works with other organisations to provide access for carers to breaks, information, advice, education, training and employment opportunities.

16. DATA PROTECTION

We will process any personal data collected in accordance with our Ddata Protection Policy. [Data Protection Policy](#)

If you require further guidance / information relating to this document, please contact Human Resources

APPENDIX A: REQUEST FOR CARER'S LEAVE

Request for carer's leave	
Name:	
Job title:	
Section:	
Start date:	
Please confirm each day or half day that you are requesting carer's leave:	
A. Declaration (please tick - you must meet this criterion to be eligible to take carer's leave):	
I will be absent from work for the purpose of providing or arranging care for a dependant	
B. Declaration (please tick one option):	
The dependant is my spouse, civil partner, child or parent	
The dependant is a person who lives in the same household as me (other than as a lodger, tenant, boarder or individual)	
The dependant is a person who reasonably relies on me to provide or arrange care.	
C. Declaration (please tick one option):	
The dependant for whom I request carer's leave has an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months	

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The dependant for whom I request carer's leave has a condition that amounts to a disability under the Equality Act 2010	
The dependant for whom I request carer's leave requires care for a reason connected with their old age.	
<p>Notes</p> <p>You must meet the criterion under Declaration A, as well as one criterion under Declaration B and one criterion under Declaration C.</p> <p>You do not have a statutory right to be paid during carer's leave. Therefore, any leave taken as carer's leave is unpaid. While sums payable by way of salary will cease, all other benefits will remain in place.</p> <p>Please note that in signing the declaration below, you confirm that the information provided by you in sections A, B and C is true. False information in relation to taking carer's leave may be treated as a disciplinary matter and progressed accordingly.</p>	
Individual signature:	
Date:	
Senior Manager approval	
Name:	
Signature:	
Date:	
Amount of carer's leave taken in the last 12 months:	