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| **Carers’ Leave Request Form** | |
| **Definition of a Carer**    *A carer is anyone, including* ***children and adults*** *who regularly looks after a dependant with a long-term care need; for example, a family member, partner or friend who needs help because of their long-term illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.*  You are eligible to apply for carers’ leave regardless of your length of service, if you meet the required definition of a carer set out above.  The leave can only be taken for dependants for whom you have a caring responsibility.  In line with the University’s Procedure for Applying for Carers’ Leave you can request up to a maximum of 5 days paid and 5 days unpaid leave in a rolling 12-month period. The entitlement remains the same, regardless of the number of dependants you have caring responsibilities for.  Carers’ leave should be requested by completing the below form and submitting this to your line manager. | |
| **Name of Employee:** |  |
| **Have you registered with the University as a Carer in line with the University’s Procedure for Applying for Carers’ Leave?** | Choose an item. |
| **If no, do you meet the criteria as set out above in the definition of a Carer?** | Choose an item. |
| **Leave Type:** | Choose an item. |
| **Duration (days):** |  |
| **Date on which the leave shall begin:** |  |
| **Comments:** |  |
| To be signed and dated by a line manager and passed to HR via the HRHelpdesk. | |
| **Signed:** |  |
| **Dated:** |  |

***HR Use Only***

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| Carers’ Register Checked (if they have advised they are not registered and do not have previous carers leave on ERP, please refer to HRC for the relevant area to discuss with line manager) |  |
| Previous leave on ERP checked for remaining entitlement |  |
| ERP Updated |  |
| Employee Notified if leave approved/declined |  |
| HR Signature |  |
| Date |  |