**Carers Registration Form**

***Please complete and return to HR via the*** [***HR Helpdesk***](https://enzj.fa.em3.oraclecloud.com/hcmUI/faces/FuseWelcome?_adf.no-new-window-redirect=true&_adf.ctrl-state=1086okj0ei_1&_adf.no-new-window-redirect=true&_afrLoop=1503992336296818&_afrWindowMode=2&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1280&_afrMFH=578&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0)

**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.

**Your Details**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| Employee Number |  |
| Your campus  |  |

**Details Of Person You Care For**

|  |  |
| --- | --- |
| Relationship To Person You Care For |  |
| Title |  |
| First Name |  |
| Surname |  |

**Declaration**

I would like to notify the University that I have caring responsibilities and meet the criteria outlined in the definition of a carer as listed above.

Placement on the register will be reviewed following a change of circumstances and it is the responsibility of the carer to inform HR of a change in circumstances.

I understand that by providing this information, the University will include my details on the Carers’ Register. This register is a formal list of employees who have identified themselves as carers and will be used as means of offering support to such employees. I acknowledge that the information held on this register will only be available to my Line Manager and Human Resources (HR). This information will be disclosed sensitively and confidentially. If you do not wish for your line manager to be notified you should discuss this with HR.

Have you notified your Line Manager of your caring responsibilities? Yes/No

|  |  |
| --- | --- |
| Employee Signature |  |
| Date |  |

**Carers’ Leave**

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. Carers’ leave should be requested by completing the Carers Leave Request Form and submitting this to your line manager. Your line manager should then raise a ticket via the [HRHelpdesk](file:///C%3A%5CUsers%5Clf68%5CDownloads%5CHRHelpdesk) , attaching the Carers Leave Request Form, to request this leave.

For more information, please refer to the Procedure for Applying for Carers Leave and the Supporting Family Life Policy on the [HR Hub](https://heriotwatt.sharepoint.com/sites/hr) or   [HR Policy Web Page](https://www.hw.ac.uk/uk/services/human-resources/human-resources-policies.htm) under Family Friendly Policies.

***HR Use Only***

|  |  |
| --- | --- |
| Added to Carers’ Register | INSERT DATE |
| Line Manager Notified and issued with management guidance (if applicable) | INSERT DATE |
| Employee and Line Manager (where applicable) issued with registration email and signposted to relevant policies etc |  |
| HR Signature  |  |
| Date |  |