



SPARKEN HILL
ACADEMY

CARERS LEAVE POLICY

Rev	Date Issued	Prepared By	Approved	Comments
1.0	April 2026	CEFM/UF	7 May 2026 (FGB)	No change

CARER'S LEAVE POLICY

The governing board of Sparken Hill Academy applies the statutory provisions for carer's leave, providing eligible employees unpaid time off for the purpose of providing or arranging care for a dependant with a long-term care need.

Eligibility

The right to take carer's leave applies to all employees, regardless of length of service, who have a dependant with a long-term care need.

A person is a 'dependant' for the purpose of carer's leave if they:

- Are a spouse, civil partner, child or parent of the employee.
- Live in the same household as the employee (but is not the employee's boarder, employee, lodger or tenant) or reasonably rely on the employee to provide or arrange care.

'Long term care need' for the purpose of carer's leave is defined as:

- An illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months.
- A disability as defined by the Equality Act 2010.
- Care for a reason connected with old age.

Entitlement

Eligible employees have a statutory right to take one week's unpaid carer's leave to provide or arrange care in each rolling 12-month period.

Carer's leave can be taken in increments of half working days or individual working days, up to a maximum of one week in total, to be taken over a 12-month period.

A working day means the period in which the employee is normally expected, or required, to work on the day the leave is to be taken.

A week of carer's leave is a period of absence from work equal in duration to the period the employee is normally expected or required to work in a week at the time of making the request.

Notification

Any employee wishing to take carer's leave must notify the academy of their intention to take leave specifying:

- That they are eligible to take carer's leave.
- The days on which the carer's leave is to be taken and if leave relates to part of a day.

Notice must be provided in twice as many days in advance of the period of leave required, or three days in advance, whichever is the greater.

Postponement of carer's leave

Where an employee has given notice to take carer's leave, the request may be postponed for the following reasons:

- The academy reasonably considers that the operation of the business would be unduly disrupted if the employee took carer's leave during the period the carer's leave has been requested.
- The academy consults with the employee and agrees to allow the employee to take a period of carer's leave of the same duration, within a month of the period initially requested.
- The academy provides the employee with written notice of a postponement within seven days of the employee's initial request, stating the reason for the postponement and setting out agreed dates the employee can take carer's leave.

This policy will be reviewed bi-annually.