

# RENFREWSHIRE VALUATION JOINT BOARD



## CARERS LEAVE POLICY HR26

<b>Title</b>	Carers Leave Policy
<b>Author</b>	Kate Crawford, Assessor
<b>Approved By</b>	Management Team
<b>Date of Approval</b>	17 <sup>th</sup> August 2018
<b>Reviewer</b>	Assistant Assessor
<b>Review Date</b>	As required

### Review History

<b>Review No.</b>	<b>Details</b>	<b>Release Date</b>
1	Review of Policy to align with amendments to Renfrewshire Council's Policy	March 2026

<b>Contents</b>	<b>Page no</b>
1. Introduction	3
2. Purpose and Aims	3
3. Scope	3
4. Definition of a Carer and Carers Leave	3
5. Supporting our Carers	4
6. Carers Register and Paid Carers Leave	5
7. Considering a request and reaching a decision	5
8. Confidentiality	6
9. Equality and Human Rights Impact Assessment	6
10. Monitoring and review	6
Appendix 1 – Carers Register Application Form	7
Appendix 2 – Carers Leave Request Form	9

## **1. Introduction**

- 1.1 Renfrewshire Valuation Joint Board (“the Board”) recognises that employees increasingly have caring responsibilities which sometimes can be challenging and may impact their ability to balance their work and home life. The health and wellbeing of our people has, and will remain, our number one priority, and therefore we will continue taking steps to create a healthy and inclusive workplace environment which supports our people to better balance their work and family commitments.

For carers, work can often represent a lifeline, not only financially, but in providing a life outside of caring. However, juggling work and caring responsibilities can be extremely stressful. Research shows that women represent two thirds of unpaid carers in the UK (Census 2021). As at March 2026, nearly 60% of our workforce are female, and so we remain fully committed to removing any barriers to work supporting our unpaid working carers.

## **2. Purpose and Aims**

- 2.1 The purpose of this policy is to support the Board in managing carers leave requests with a clear, fair, inclusive and transparent process. We will continue taking steps to help identify our people who are primary carers so they can be provided with practical support and advice to help them better balance their caring responsibilities with work.
- 2.2 We aim to engage with our people who are primary carers to better understand their daily challenges and seek to remove any barriers at work, whilst raising awareness of all the necessary support provisions available.

## **3. Scope**

- 3.1 This policy applies to all Board employees. Advice and guidance on this and other support and leave provisions are available from the Board’s Personnel Practitioner.

## **4. Definition of a Carer and Carers Leave**

- 4.1 A carer is someone who helps another person, usually a relative or friend, in their day-to-day life. This is not the same as someone who provides care professionally, or through a voluntary organisation (Carers Rights Act 2024).
- 4.2 The people that they care for may be impacted by:

Disability  
Physical or mental ill health,  
Frailty or  
Substance misuse.

4.3 For the purposes of this policy, a carer is defined as the person who provides primary care and provides unpaid support to the person they are caring for. They do not need to be living with that person.

## **5. Supporting our carers**

5.1 We remain fully committed to providing support to our unpaid working carers in the Board. We understand everyone's situation and needs are different. If you require support or would like to know more about the support available, you should speak to your manager in the first instance if you are comfortable doing so. Your manager can then discuss a range of workplace supports including:

- Carers Connected Support Network
- Carers Leave
- Carers Passport
- Online resources for people with caring responsibilities
- Local and national carer support organisations
- Changes to your work pattern
- Access to other HR supports, for example Occupational Health and Employee Counselling.

5.2 Paid Carers Leave

5.3 To supplement the support provisions detailed in section 5.1, people with primary caring responsibilities can request up to a maximum of 5 days paid carers leave per year (pro rata in line with their work pattern) to help them support the individual(s) that they are caring for. This leave can be requested in hours, half, and full days.

5.4 Although not an exhaustive list, some examples of when paid carers leave may be approved include:

- Providing support at appointments for the person they are caring for.
- Temporarily assisting with the care of a relative/partner/friend
- Managing an unexpected breakdown of care arrangements.
- Managing the transition to or from a care home.
- Managing the hospitalisation of a relative or partner.
- Providing 'Me Time' (respite) to support an employee's emotional or physical health.
- To attend training to help support the person(s) that you are caring for.

5.5 Carers leave can only be used by those who are registered on the Board's Carers Register and cannot be used for childcare purposes.

## **6. Carers Register and Paid Carers Leave**

- 6.1 In order to qualify for paid carers leave, you must be registered on the Board's Carers Register. This can be done by completing the Carers Registration Form and requires to be completed annually. Any changes in circumstances should be highlighted to your Line Manager and the Board's Personnel Practitioner.
- 6.2 When registering, you should complete the declaration at the bottom of the form confirming that you are the primary carer and you can provide evidence of your caring responsibilities and relationship from: either a GP signature/stamp from either the unpaid working carer or the person(s) they care for, other health professional signature/stamp, Local Carers Centre, or Social Work Department confirmation.
- 6.3 If this type of evidence cannot be provided, other forms of evidence which demonstrates a primary caring responsibility exists will be considered.
- 6.4 Once approved on the Carers Register, a carer requesting carers leave should complete the Carers Leave Request form as soon as is practically possible. Reasonable notice must be provided to allow the manager sufficient time to consider the request. Where there is a question around inclusion on the Carers Register or around leave requested, the manager should take advice from the Board's Personal Practitioner.

## **7. Considering a request and reaching a decision**

- 7.1 The line manager should discuss the request with the carer, considering any relevant personal circumstances. The line manager must clarify the reasons for the application and ensure that carers leave is the most appropriate option as other alternatives may be more suitable. Before reaching a decision on the request, the line manager should consider the following:
  - Is the carer approved on the Carers Register.
  - The nature of the leave request.
  - The amount of carers leave requested (hours/half/days).
  - The date the carers leave will start and finish.
  - The operational impact on service delivery and any costs associated with backfilling if required and/or whether work needs to be redistributed.
  - Details of any shared carers leave with a spouse, partner, family member or friend who also work with the Board.
- 7.2 Managers must ensure that decisions are made no later than 14 days after a request has been received. If a Line Manager is unable to approve a request, they must confirm to the carer clear business reasons for refusal. The Line Manager's decision is final and there is no right of appeal.

- 7.3 Any costs associated with a request should be considered based on what is fair and reasonable, taking into account the circumstances of the request.
- 7.4 The manager will record approved Carers Leave in the Carers Register.
- 7.5 If a carer is providing care to more than one person, they can only request up to 5 days paid carers leave in total (pro rata).

## **8. Confidentiality**

- 8.1 Information relating to Carers Leave, Carers Register and confidential discussions linked to caring responsibilities will be recorded, maintained and processed securely by the service. Information will not be divulged to any third parties without your written consent.
- 8.2 Information processed may include paper or electronic records and will be done so in line data protection legislation.

## **9. Equality and Human Rights Impact Assessment**

- 9.1 This policy has been impact assessed in line with the Board's obligation to comply with the Equality Act 2010 and the Public Sector Equality Duty.

## **10. Monitoring and review**

- 10.1 This policy will be reviewed regularly and in line with any legislative and organisational changes. The recognised trade unions will be consulted on any future changes to this policy.

## APPENDIX 1 – CARERS REGISTER APPLICATION FORM

### RENFREWSHIRE VALUATION JOINT BOARD CARERS REGISTER APPLICATION FORM - HR&OD/CL/1



The Board's Carers Register is a list of employees who have identified themselves as carers. The purpose of the register is to help the Board identify carers to ensure that they receive appropriate support and information. Acceptance on the register is conditional upon employees meeting the qualifying criteria set out in the Carers Leave Policy (Section 5) and detailed on this form.

#### 1. Personal details

Name:

<b>Designation:</b>		<b>Service:</b>	
<b>Work location:</b>		<b>Home Address:</b>	
<b>Employee number:</b>		<b>Work phone Number:</b>	

#### 2. Application/Eligibility Criteria

I would like to apply to for inclusion on the Board's Carers Register. I am making this application as I have caring responsibilities as defined within the Carers Leave Policy (Section 5).

I confirm:

I have caring responsibilities in line with the Carers Leave Policy

I have provided evidence of my primary caring responsibilities from my GP/Carers Centre

Please provide details if you share caring responsibilities with another Board carer

### 3. Consent and Declaration

I consent to you sharing this information with my line manager in the event that I request a period of carers leave.

I confirm that all information I have given on this application form for the Carers Register is accurate.

**Signature:**

**Date:**


### 4. GP/Carers Centre Confirmation

I confirm that \_\_\_\_\_ is a carer and regularly carries out caring responsibilities.

**GP/Carers Centre Signature or Stamp:**

**Date:**

**APPENDIX 2 – CARERS LEAVE REQUEST FORM**

<p><b>RENFREWSHIRE VALUATION JOINT BOARD</b>  <b>CARERS LEAVE REQUEST FORM - HR&amp;OD/CL/2</b></p>	
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**Note to the employee**

This form should be used to make a request for paid Carers Leave. Please ensure all sections are completed before sending to your line manager for their consideration.

**Note to the line manager**

On receiving a request for paid carers leave, the line manager should discuss the request with the employee, taking into account the carer’s personal circumstances. The line manager must clarify the reasons for the request with the employee and ensure that carers leave is the most appropriate option. Before reaching a decision on the request, the line manager should consider the following:

- Is the carer approved on the Carers Register
- The nature of the leave request
- The amount of carers leave requested (hours/half/days)
- The date the carers will start and finish
- The operational impact on service delivery and any costs associated with backfilling if required and/or whether work needs to be redistributed
- Details of any shared carers leave with a spouse, partner, family member or friend who also works for the Board.

**1. Personal details**

<b>Name:</b>			
<b>Designation:</b>		<b>Service:</b>	
<b>Work location:</b>		<b>Home Address:</b>	
<b>Employee number:</b>		<b>Work phone Number:</b>	

**2. Carers Leave Request**

I confirm I am eligible to apply for paid Carers Leave and I am listed on the Carers Register as per Section 5 of the Carers Leave Policy.

I would like to request paid Carers Leave as detailed below:

Start Date	End Date	No of days or hours requested	Reason for Request

### 3. Carers Leave Request Form Declaration

I confirm that all information I have given on this form is accurate. If this request is found not to be genuine the Board's Disciplinary Procedures will be applied.

**Signature:**

**Date:**

### 4. Outcome of Carers Leave request – To be completed by the line manager

**Manager Name:**

**Designation:**

**Request  
Approved/Declined**

**If the request is declined, please provide the reason:**

**Board's Personnel  
Practitioner:**

I have checked that the employee is listed on the Carers Register and meets the qualifying criteria.

**Signature:**

**Date:**

**Date passed to  
Service Co-  
ordinator:  
(if approved)**