

Throughout this document “the Company” refers to Yamazaki Mazak UK Ltd and/or Jonathan Lee Workforce Solutions Limited where appropriate.

Carer's Leave Policy

1) Overview

This policy explains your statutory right to carer's leave – that is, leave to provide or arrange care for a dependant with a long-term care need. It also summarises the additional support we offer to colleagues who need to balance the demands of caring with their work. The company is supportive of colleagues with caring responsibilities and aims to ensure that their health and wellbeing are looked after.

2) Eligibility

This policy applies to the company's colleagues. It does not apply to volunteers, contractors, consultants, or any self-employed individuals working for the company.

Entitlement to Carer's Leave

All colleagues have a statutory right to take carer's leave to provide or arrange care for a dependant who has a long-term care need.

In this context, a dependant is:

- your spouse, civil partner, child or parent;
- anyone who lives in the same household as you (other than as a lodger, tenant, boarder or employee); or
- any other person who would reasonably rely on you 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.

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

Length of Carer's Leave

You can take up to one week of carer's leave in any 12-month rolling period.

A week of carer's leave is the same duration as your normal working week. For example, if you work full-time, you would be entitled to five days of carer's leave in a rolling 12-month period and if you work a three day week, you would be entitled to three days of carer's leave in a rolling 12-month period.

If the duration of your normal working week varies and/or you work some weeks but not others, how much carer's leave you are entitled to is calculated by taking an average of the duration of your working week over the 52-week period ending with the last day of any block of carer's leave that you request.

You can take your carer's leave in one continuous block, or in discontinuous blocks of whole or half days.

3) Requesting Carer's Leave

If you need to take carer's leave, you must give the Company notice of at least twice as many days as the period of leave requested, subject to a minimum of three days' notice. For example, if you wish to take half a day of carer's leave, you would need to give the Company three days' notice, while if you wish to take two days of carer's leave, you would need to give the Company four days' notice.

In any event, we would ask that you always give the Company as much notice as possible to enable the Company to plan for your absence.

We would ask that you use the form appended to this policy to make your request.

All carer's leave must be approved in advance by your Line Manager.

4) When We Need To Postpone Your Carer's Leave

We will make every effort to agree to requests for carer's leave. However, we may postpone a requested period of carer's leave if we consider that the operation of our business will be unduly disrupted by your absence at that time.

If we need to postpone your carer's leave, your Line Manager / the HR Department will, following consultation, confirm the new date(s) on which you can take your leave. The new date(s) will be within one month of the carer's leave period that you originally requested.

The Company will then write to you to explain the reason for the postponement and the revised agreed date(s) on which you can take your carer's leave. This written confirmation will be provided as soon as reasonably practicable and will be given either before the first day of the period of carer's leave you had originally requested, or within 7 days of your request to take that leave, if earlier.

5) Cancelling Your Carer's Leave

You can choose to cancel your carer's leave and take it at a different time provided you let your Line Manager/the HR Department know before your leave has started.

You cannot cancel any period of carer's leave that has already begun.

6) Pay and Benefits During Carer's Leave

You are not entitled to receive pay during carer's leave. However, all other benefits will remain unchanged.

7) Returning To Work

You are entitled to return to the same job following a period of carer's leave on terms and conditions that are no less favourable than the terms that would have applied had you not been absent. Your continuity of employment is not affected.

If you take carer's leave and any other statutory family-related leave consecutively, the time spent on carer's leave does not count towards a period of continuous absence that could affect your right to return to your previous job. For example, if you are returning to work from family-related leave that exceeds 26 weeks, and it is not reasonably practicable for you to return to your previous job, you are entitled to a suitable alternative position on no less favourable terms and conditions. For this purpose, any time you have spent on carer's leave will not be taken into account when calculating how long you have been off work, and so won't affect your right to return to your previous job.

8) Other Types Of Leave

Carer's leave is intended to be used for planned and foreseen caring commitments. If you need to take time off in an emergency, to deal with an unexpected issue relating to the care of a dependant, whether or not with a long-term care need, you may be able to take unpaid emergency time off – see our Time Off for Dependants statement.

Carer's leave does not cover general childcare unless your child meets the definition of a dependant with a long-term care need. If you need to take time off to care for a child who does not meet this definition, you may be able to take unpaid parental leave – see our Parental Leave statement.

The Company recognises that, to meet your caring commitments, you may sometimes need a longer period off work than is available under this policy or other relevant policies. If you feel you need an extended period of time away from work, you may (if eligible) make a request for a period of unpaid leave/a sabbatical. In both circumstances, we would ask that you discuss the situation with your Line Manager / the HR Department.

9) Flexible Working Requests

If you feel that you would benefit from a temporary or permanent change to your working arrangements to help balance your work and caring responsibilities, you may make a request for flexible working – see our Flexible Working Policy.

10) Other Support

We aim to support colleagues with caring responsibilities as appropriate based on their individual circumstances. Types of support that we may be able to offer include:

- access to a private area within the workplace so that you can make and receive calls in connection with your caring responsibilities;
- access to our employee assistance programme (EAP), which provides information and advice on some of the practical issues that carers may face, as well as counselling services;
- access to a carers network and support groups that provide practical peer-to-peer support and information for carers.

External resources and support

You may find it helpful to look up the following organisations that provide help and support to carers:

- [Worcestershire Association of Carers \(carersworcs.org.uk\)](http://carersworcs.org.uk) Worcestershire Association of Carers – who offer local practical support.
- [Carers UK](#), which provides help and advice for carers on employment rights, benefits and tax credits, assessments and other practical matters;
- the [NHS website](#), which offers information and advice for carers, including on how to access social care provision and benefits;
- [Age UK](#) and [Independent Age](#), 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; and
- [Carers Trust](#), which works with a network of partner organisations to provide carers with access to breaks, information, advice and local support.

11) Status of this policy

This policy does not give contractual rights to individual colleagues. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Policy:	Carer's Leave Policy
Written By:	Sara Atter, Senior HR Advisor
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