**Appendix 26 – Application for Carer Leave**

**Section 1: Your Details- to be completed by employee:**

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| --- | --- |
| **Employee Name:** |  |
| **Employee Position:** |  |
| **Department:** |  |
| **Name / Relationship to Dependent:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of Carer Leave Requested:** | | | |
| **From:** | \_ \_ / \_ \_ / \_ \_ \_ \_ | **To:** | \_ \_ / \_ \_ / \_ \_ \_ \_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Working Days:** |  | **Humber of Hours:** |  |

|  |  |
| --- | --- |
| **Carer Leave already taken in rolling 12 month period:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signed:** |  | **Date:** |  |

**Section 2: Line Manager Approval- to be completed by the line manager:**

|  |  |  |
| --- | --- | --- |
| **Please Circle/ Highlight:** | Approved | Declined |

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager Name:** |  | | |
| **Line Manager Position:** |  | | |
| **Signed:** |  | **Date:** |  |

As a Trust, we are committed to supporting working carers and we should do all that is reasonably possible to support any request.

In the event where, despite a manager’s best efforts, it is not possible to authorise the request, a manager may be able to postpone it by up to a month in certain circumstances; for example, they reasonably consider that business operations would be unduly disrupted. In these circumstances, the manager must seek advice from a Senior Workforce Advisor and meet with the individual before the original leave request was due to begin. Rescheduled carer leave must be within one month of the start-date of the leave originally requested.

If the leave requested has been postponed i.e., undue operational disruption that cannot be avoided, indicate reason and details:

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|  |

|  |  |
| --- | --- |
| **Date of meeting with employee and line manager:** |  |
| **Date decision confirmed in writing to employee by manager:** |  |

**Postponed Carer Leave – confirmed:**

The leave request has been postponed, why the postponement is necessary and confirm the dates of the rescheduled leave of which must be within one month of the start-date of the leave originally requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | \_ \_ / \_ \_ / \_ \_ \_ \_ | **To:** | \_ \_ / \_ \_ / \_ \_ \_ \_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Working Days:** |  | **Humber of Hours:** |  |

|  |  |
| --- | --- |
| **Carer Leave already taken in rolling 12 month period:** |  |

***“Managers should retain a copy of the application for the individual’s file and add the information to e-roster / ESR self-service.***