

Carers Policy Statement

Policy Number: RTC 11	Issue Number: 01
Issue Date: July 19 th 2016	Review Date: 21 st May 2019
Originator: L McCormick	Agreed: RTC Monthly Meeting 15 th May 2018

BACKGROUND

POLICY

Ripley Town Council has adopted this Carers Policy Statement to provide a sound structure to the way it conducts its business

Time off for carers / dependants

- Time off for dependants is unpaid unless an employer is willing to give paid time off under the terms and conditions of employment.
- The right is to a reasonable amount of time off - normally a day or two but this will depend on individual circumstances.
- The right to time off is to deal with emergencies involving a dependant.
- A dependant is someone who depends on an employee for care.

The Council agrees that all employees have the right to time off during working hours for dependants, this time off is intended to deal with **unforeseen** matters and **emergencies**.

A dependant could be a spouse, partner, child parent, or someone who depends on an employee for care, for example an elderly neighbour.

The leave can be taken for example:

- to deal with a breakdown in childcare
- to put longer term care in place for children or elderly relatives
- if a dependant falls ill or is taken into hospital
- to arrange or attend a funeral.

The right is to a reasonable amount of time off. In most cases a day or two will be sufficient to deal with the immediate crisis, but it will depend on the individual circumstances. The employee must tell the Council as soon as possible the reason for the absence and how long they expect to be absent.