

## Appendix 1

<b>Request for carer's leave</b>	
<b>Employee's name:</b>	
<b>Employee number:</b>	
<b>Job title:</b>	
<b>Department:</b>	
<b>Start date carer's leave:</b>	
<b>End date carer's leave:</b>	
Please confirm the number of full or half day(s) that you are requesting carer's leave:	
<b>A. Declaration (please tick - you must meet this criterion to be eligible to take carer's leave):</b>	
I will be absent from work for the purpose of providing or arranging care for a dependant	
<b>B. Declaration (please tick one option):</b>	
The dependant is my spouse, civil partner, child or parent <b>OR</b>	
The dependant is a person who lives in the same household as me (other than as a lodger, tenant, boarder or employee) <b>OR</b>	
The dependant is a person who reasonably relies on me to provide or arrange care.	

<b>C. Declaration (please tick one option):</b>	
The dependant for whom I request carer's leave has an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months <b>OR</b>	
The dependant for whom I request carer's leave has a condition that amounts to a disability under the Equality Act 2010 <b>OR</b>	
The dependant for whom I request carer's leave requires care for a reason connected with their old age.	
<p><b>Notes</b></p> <p>You must meet the criterion under Declaration A, as well as one criterion under Declaration B and one criterion under Declaration C.</p> <p>Carer's leave is unpaid. While sums payable by way of [wages/salary] will cease, all other benefits will remain in place. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.</p>	
<b>Employee signature:</b>	
<b>Date:</b>	
<b>Manager approval</b>	
Name of approving manager:	
Approving manager's signature:	
<p><b>Notes</b></p> <p>Please enter your proposed alternative dates if you cannot authorise the dates the employee has requested</p>	
<b>Alternative start date carer's leave:</b>	

<b>Alternative end date carer's leave:</b>	
Please confirm the number of full or half day(s) that you are proposing as alternative dates for carer's leave:	
Date:	
Carer's leave taken in the last 12 months:	