Caring for Carers at Work

A guide to policies and support available to staff with carer responsibilities

Introduction

The University of Huddersfield is committed to providing equality of opportunity and support to employees with care responsibilities. The University acknowledges that some carers have significant caring responsibilities that can have a substantial impact on their working life. The following guidelines outline the support available for employees with caring responsibilities to help manage and maintain a positive work-life balance.

Definition of a Carer

A carer is an individual who, without payment, is responsible for the regular care and support of a parent, partner, sibling, child or other dependant who is unable to care for themselves.

Line managers play a key role in supporting carers so employees are encouraged to identify themselves as a carer in order to be able to provide the appropriate support. The University acknowledges that each caring situation will be different and can change over time so regular meetings with employees will ensure a manager can provide appropriate support as circumstances change.

How can the University Support Employees?

(please click on the relevant links for more detailed information)

Flexible Working

The statutory right to request flexible working is available to all employees who have at least 26 weeks’ continuous service at the date the application is made. An employee can only make one statutory request in any 12-month period, this is regardless of the reason for the previous application or whether it was agreed or declined.

Flexitime - Support Staff

The flexi-scheme is intended to allow employees to work pre-arranged times that suit their individual circumstances whilst ensuring service standards are maintained.

Dependants’ Leave

The Dependants’ Leave Policy entitles employees to take leave as necessary to deal with urgent and serious problems involving dependants.
Dependants’ leave is leave requested to deal with unexpected or sudden problems involving dependants. The right to time off applies where it is necessary for an employee:

- to give assistance when a dependant is ill, is injured or gives birth;
- to arrange for an ill or injured dependant to be cared for;
- as a result of a dependant’s death (in addition to any paid bereavement leave);
- because a dependant’s care arrangements have been unexpectedly disrupted or ended; or
- to deal with an incident involving a child during school time.

A dependant is classed as a spouse, cohabite, child, parent or someone who reasonably relies on the employee for assistance if they fall ill, or are injured, or relies upon the employee for help, or in making arrangements in the provision of care.

**Parental Leave**

The Parental Leave policy entitles employees (with one’s year’s continuous service) to request unpaid time off work to look after a child or make arrangements for the care of the child.

The entitlement for each qualifying child is 18 weeks leave (pro rata for part-time staff). Parents can take parental leave up to the child’s eighteenth birthday.

**SilverCloud - Employee Assistance Programme**

SilverCloud is an online course to help you manage stress, anxiety and depression. You work through a series of topics selected by a therapist to address specific needs. The eight-week course is designed to be completed in your own time and at your own pace.

**Education Support Partnership**

The Education Support Partnership offer free confidential help and support, no matter what the problem. Their trained counsellors are available 24/7 to everyone working in education and is available UK wide on 08000 562 561.

**The Faith Centre**

Our team of Chaplains and Faith Advisors are available for all employees (of all faiths or none) offering sensitive and impartial support.

**External Support**

**Carers UK** is an organisation of and for carers which offers support in obtaining practical, emotional and financial support. Tel: 0808 808 7777 or [http://www.carersuk.org/Home](http://www.carersuk.org/Home)

**Mind** offers guidance on how to cope when supporting someone else, giving practical suggestions for what you can do and where you can go for support [https://www.mind.org.uk/information-support/helping-someone-else/carers-friends-family-coping-support/#.XPT5azqWy72](https://www.mind.org.uk/information-support/helping-someone-else/carers-friends-family-coping-support/#.XPT5azqWy72)
**Carers Trust** is a major charity for, with and about carers working to improve support, services and recognition for carers [https://carers.org/](https://carers.org/)

The **NHS** provides a social care and support guide [https://www.nhs.uk/conditions/social-care-and-support-guide/](https://www.nhs.uk/conditions/social-care-and-support-guide/)

**Working Families** provides a helpline for parents and carers [https://www.workingfamilies.org.uk/](https://www.workingfamilies.org.uk/)