



University of
Nottingham

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Guide for Carers 2021



INTRODUCTION

This booklet provides an overview of the key policies and support available to carers at the University of Nottingham. If you require further information as a carer, or the manager of a carer, please do not hesitate to contact your HR Employment Relations Adviser.

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Definition of a Carer

A **carer** is anyone, including children and adults who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support.

The care they give is unpaid.

Carers' Network

A carers' network has been established at the University of Nottingham and this is available for all University staff who are carers. A steering group decides on network events and activities. Individuals do not have to attend meetings to remain members of the network.

Meetings are held about three times a year to which all network members are invited. Some are informal gatherings and some more structured with invited speakers.

The network provides a forum for carers to provide mutual support and exchange information and ideas. It also acts as a mechanism for communication with the University, in particular Human Resources, and raises issues of policy, practice and procedure. The network is supported by Professional Development and Human Resources.

For further information or to join the carers' network, please contact either:

June McCombie - [Email: pcajm7@exmail.nottingham.ac.uk](mailto:pcajm7@exmail.nottingham.ac.uk)

Equality & Diversity

The University has a website dedicated to equality and diversity issues and details the commitment of the University to promote equality of opportunity for all members of staff and students at Nottingham. You can access the site at:

<http://www.nottingham.ac.uk/hr/equality-diversity/>.

Equal Opportunities Policy

The University seeks to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstance, sexual orientation or other irrelevant distinction. For further information please visit:

<https://www.nottingham.ac.uk/hr/guidesandsupport/equalityanddiversitypolicies/index.aspx>

Long Term Carers Leave Policy

The purpose of this policy is to enable an employee to provide substantial or full-time care for a spouse, partner, civil partner, parent or any other relative who lives with and depends on them or a dependant relative¹, other than children, for a period of up to a maximum of 13 calendar weeks in any period of 12 months. Employees are eligible to apply for Long Term Carers Leave provided they have a contract of employment with terms and conditions in excess of the

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A dependant relative for this purpose is a person over 18 who is an adopter, guardian, special guardian, parent-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, uncle, aunt or grandparent. Step-relatives and half-blood relatives are also included. Relatives include adoptive relationships and relationships which would have existed but for an adoption i.e. employee's natural relatives.

statutory requirements.

In circumstances requiring complete absence from work, this will be granted for a period of up to a maximum of 13 calendar weeks in any period of 12 months on an unpaid basis. Whenever possible, the employee's manager will consider, on a case by case basis, a temporary/time limited flexible working arrangement after which the employee reverts back to the original working pattern e.g. a reduction of working week or home working for a period of up to a maximum of 13 calendar weeks, whereby the employee is paid for the hours worked on a pro rata basis. Any arrangements made should be agreed in writing and specify clear start and end dates.

An employee should initially discuss their request for Long Term Carers Leave with their Head of School/Department or designated nominee. They should then complete the application form (<http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/applicationforms.aspx>) also available from their Head of School/Department, sending it to the Human Resources Department hr@nottingham.ac.uk.

The Human Resources Department will, on receipt of the application and after discussion with the Head of School/Department, confirm in writing whether or not the application has been granted, and if so, will detail the arrangements agreed, and inform payroll accordingly.

For further information visit:
<http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/long-termcarersleave/index.aspx>.

Special Leave for Unplanned & Urgent Domestic, Personal & Family Reasons

The purpose of this policy is to help employees balance the demands of domestic and work responsibilities at times of **unplanned** and **urgent** need. It enables staff to deal with an unexpected or sudden problem and make any appropriate arrangements. Parental Bereavement Leave provides support to employees who have suffered the loss of a child under the age of 18.

Circumstances where special leave can be granted include:

- if a dependant falls ill, gives birth or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than injured physically.
- to make appropriate care arrangements for a dependant who is ill or injured.
- to deal with the death of a dependant, for example, to make funeral arrangements or to attend a funeral.
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when the child minder or nurse fails to turn up
- to deal with an incident involving the employee's child during school hours: for example, if the child has been involved in an accident or is being suspended from school.

An employee who works for the University full-time or part time, regardless of length of service or type of contract, will be entitled to apply to take a reasonable period of unpaid time off for the reasons detailed above.

Those employees with a contract of employment with terms and conditions in excess of the statutory will be entitled up to the first five days paid (pro rata for part-time staff) in a 12-month period.

Staff requesting Special Leave for Unplanned and Urgent Domestic, Personal and Family Reasons should apply through their Head of School/Department or designated nominee as

soon as is reasonably possible. The staff member must state the reason for the absence and how long they expect to be away from work.

It is **unlikely** that staff would need to take the full entitlement in a given period as they will be required to make speedy arrangements so that they can resume work as soon as possible. However, each situation should be dealt with individually.

For further information visit:

<http://www.nottingham.ac.uk/hr/guidesand-support/worklifebalance/specialleave/index.aspx>.

Parental Bereavement Leave

Parents or adults with parental responsibility who suffer the loss of a child under the age of 18 will be entitled to two weeks' Parental Bereavement Leave.

Adults with 'parental responsibility' includes adopters, foster parents and guardians. This also applies to 'kinship carers', who may be close relatives or family friends that have assumed responsibility for looking after a child in the absence of parents. For full details of eligibility based on relationship to the child, please see the Government web site at:

<https://www.gov.uk/parental-bereavement-pay-leave/check-if-youre-eligible>.

Parental Leave

Parental leave is unpaid leave taken to look after your child's welfare. It is available for each of your children up until they are 18 years old. You will need at least one year's service to be eligible for parental leave and must be the parent named on the birth certificate or adoption certificate, with legal parental responsibility for the child. For each child, you can take up to 18

weeks unpaid leave during the first 18 years of the child's life and this can start once the child is born or placed for adoption or as soon as one year's service has been completed, whichever is sooner. One-week blocks of leave should be taken unless agreed with your manager.

Examples of when parental leave would be taken include:

- staying with a child who is in hospital
- spending more time with your child
- making arrangements for them to settle into a new school

During parental leave, you will continue to accrue statutory annual leave and are entitled to return to the same job provided you have taken four weeks or less of parental leave.

The full provision can be found on the HR pages of the University website:

[https://www.nottingham.ac.uk/hr/guidesandsupport/msplapsupport/parental/documents/ordinary-parental-leave-policy-\(october-2015\).pdf](https://www.nottingham.ac.uk/hr/guidesandsupport/msplapsupport/parental/documents/ordinary-parental-leave-policy-(october-2015).pdf)

Flexible Working Arrangements Policy

From 30 June 2014, all employees who have a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request dealt with in a reasonable manner.

Eligible Criteria for applying In order to have a right to apply to work flexibly the employee:

- needs to have worked continuously as an employee of the University for the last 26 weeks or more at the date the application is made;
- should not have made a request to work flexibly under this right during the past 12 months from the date the application is made;

The business case for refusing a request made by an

employee for flexible working must come from at least one of those listed below and as set out in Employments Rights legislation:

- burden of additional costs
- detrimental effect on ability to meet customer demand
- inability to reorganise work amongst existing staff
- inability to recruit additional staff
- detrimental impact on quality
- detrimental impact on performance
- insufficiency of work during the period the employee proposes to work
- planned structural changes

It is up to the employee to make a considered application in writing to their manager. Accepted applications will mean a **permanent** change to the employee's own terms and conditions of employment unless otherwise agreed between both parties, which will also have an impact on pension contributions and benefits such as death in service. Employees have the right to make one application per year.

It is important therefore that before making an application, the employee gives careful consideration to which working pattern and/or arrangements will help them best care for their child or adult dependant; any financial and pension implications it might have on them in cases where the desired working pattern will involve a drop in salary; and any effects it will have on the University's business and how these might be accommodated.

Where an employee who is not eligible (i.e. they do not have the 26 weeks' continuous service and/or they have made a flexible working request in the previous 12 months) an informal request for flexible working may be made, however, these employees are not protected by the same statutory

rights.

For further information visit:

<http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/flexibleworking/index.aspx>.

Job Share

Job sharing is a variation of part-time working where two people jointly share the responsibilities of one full-time post. Part-time employment is where employees are contracted to work less than the relevant basic week and only have responsibility for their particular post.

The University's Job Share policy applies equally to men and women who are existing full-time members of staff and who wish their full-time post to be converted to a job share. In considering requests or deciding priority between competing claims, the interests of the University will be taken into account. The hours of each partner in the job share do not have to be equal as long as the combination between the two job share partners covers the full-time hours of the post.

For further information visit:

<http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/jobshare/index.aspx>.

Career Break

The Career Break policy was introduced as part of the University's commitment to family friendly policies, to provide staff with the opportunity, in defined circumstances, to leave their employment without a break in service to fulfil personal commitments whilst maintaining their career in the intervening period.

Applications to take a career break will be considered from both full-time and part-time staff who have a minimum of five completed years continuous service with the University.

Applications under the policy will be considered in the light of the purpose of the Career Break policy and the compatibility of the request with the operational needs of the University.

The application criteria for a career break are:

- To undertake caring responsibilities. (Please note that these provisions are in addition to the separate provisions for maternity leave, adoption leave, parental or paternity leave and long term carers leave).
- To undertake a period of further full-time education/training (which should be relevant to the employment of the member of staff).
- To undertake a period of voluntary service overseas.
- To accompany a partner (employed by the University) who is working overseas.

Employees interested in making an application under this Policy are encouraged to seek the advice from hr@nottingham.ac.uk or <http://www.nottingham.ac.uk/hr/contactus/contactus.aspx>) at an early stage and to raise the matter informally with their Head of School/Department or appropriate manager.

A formal application should be made by completing a Career Break Application Form (see: <http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/applicationforms.aspx>) also available from their Head of School/Department, which should be forwarded to the Human Resources Department, giving a minimum of four months' notice of the date on which the career break is due to start.

Applications giving less notice may be accepted at the discretion of the University. Where appropriate, relevant documentation must be provided to accompany the career break proposal.

For further details please visit:
<https://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/careerbreaks/careerbreakpolicy.aspx>

Employee Assistance Programme (EAP)

The Employee Assistance Programme provides 24/7 free and confidential advice, 365 days of the year, and is available to all University staff through our provider Care First. This is a professional service manned by qualified professionals who staff can talk to in private about anything, whether it's personal or to do with work. No issue is off limits, this could include aspects such as domestic or family issues, consumer rights, bereavement, bullying or financial and debt support, Up to 6 free face-to-face counselling sessions per year are available. Find out more about the service through the [Employee Hub](#).

Counselling Service

The University Counselling Service (UCS) is a free confidential service available to all members of University staff. It can be difficult to pay attention to your own needs when you are caring for someone else but there may be times when it is helpful to talk to someone outside the situation.

An initial appointment of 30-50 minutes will allow staff the opportunity to talk over concerns and reach a joint decision on the best way forward if one session is not sufficient. Ongoing counselling may be offered at UCS or the counsellor may suggest other sources of help if that seems more appropriate.

The main University Counselling Service base is in the Orchards Building at University Park.

UCS also offers sessions at Sutton Bonington and at Boston, Derby, Lincoln and Mansfield (for staff of the School of Nursing, Midwifery and Physiotherapy) and the Graduate Entry Medical School at Derby. Staff from these sites may also choose to see a counsellor at University Park.

The University Counselling Service is working to current university and government guidance and are working online offering appointments by telephone, MS Teams and video, and are currently unable to see clients face-to-face.

For an appointment see

<https://www.nottingham.ac.uk/counselling/staff-counselling/register-for-a-consultation.aspx>

University Wellbeing Services, Resources and Information

The University provides a range of services, resources and information to support staff wellbeing. This can be access through the [Wellbeing Resources](#) webpage.

External Web Resources

General Resources

Age Concern provides a wide range of factsheets and advice on long term care. Tel: 0800 678 1602 or visit: www.ageconcern.co.uk

The **Carers Federation** supports carers and the people for whom they care. The organisation provides a wide range of services and useful information, and is managed by a board of carers, former carers and people who use services. Tel: 01159 629 310 or visit: <http://www.carersfederation.co.uk/>

Carers UK is an organisation of and for carers which offers support in obtaining practical, emotional and financial support. Tel: 0808 808 7777 or visit: <http://www.carersuk.org/Home>

The Care Inspectorate inspects and reports on care homes. <https://www.careinspectorate.com/>

The **Department for Work and Pensions Disability and Carers Service** provides financial help to disabled people and carers. They deal with: Disability Living Allowance, Attendance Allowance, Carer's Allowance and Vaccine Damage Payments. For further information visit: <https://www.gov.uk/carers-allowance>

Elderly Accommodation Counsel for First Stop Care Advice - an advice line run by the EAC in conjunction with partners. They can provide lists of care homes. Visit: www.housingcare.org

First Stop is a one stop help service for all aspects of care advice. Visit: www.firststopcareadvice.org.uk

Help the Aged www.helptheaged.org.uk