

Carers Support Policy

*We will provide this policy on request at no cost,
in large print, in Braille, on tape or in another
non-written format.*

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋੜਹੀਣਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	<i>Executive Team</i>
Date of approval	<i>27 September 2022</i>
Review Year	<i>October 2025</i>
Customer engagement required	<i>No</i>
Trade union engagement required	<i>Yes - For Consultation</i>
Equality Impact Assessment	<i>No</i>

1. INTRODUCTION

- 1.1 Wheatley Homes South Limited (WHS) wishes to reduce the distress encountered by families and Employees during these periods. If an Employee becomes seriously ill during the course of their employment, then their absence from work will be managed in accordance with WHS's Attendance Support Policy.
- 1.2 However, if an Employee's Close Family Member or person with whom they have a Close Personal Relationship becomes seriously or terminally ill, and the Employee becomes the Carer, then WHS will commit to support these Employees.
- 1.3 This Policy is designed to prevent Employees from feeling that they have to ask their GP to sign them off work in order to care for a seriously or terminally ill Close Family Member or person with whom they have a Close Personal Relationship.

2. SCOPE

- 2.1 This Policy and Procedure applies to any Employee who is a recognised carer of a Close Family Member or person with whom that employee has a Close Personal Relationship who has been diagnosed as having a Serious or Terminal Illness and require emotional and physical support.
- 2.2 This Policy and Procedure is non-contractual and may be amended or withdrawn at any time at the discretion of WHS, following consultation with the Trades Unions.

3. BASIC PRINCIPLES

- 3.1 The following definitions are relevant to this Policy and Procedure:
 - 3.1.1 Carer means an Employee confirmed, by notification from the GP of the Employee's Close Family Member or person with whom the Employee has a Close Personal Relationship who has been diagnosed as suffering from a Terminal or Serious Illness, as the primary carer of the terminally or seriously ill individual.
 - 3.1.2 Close Family Member means the Employee's parents, spouse, civil partner, cohabitee, and children (whether biological, adopted, or children of the Employee's cohabitee).
 - 3.1.3 Close Personal Relationship means anyone other than a Close Family Member with whom the Employee lives in the same household.
 - 3.1.4 Employee means any person employed under a contract of employment with WHS.
 - 3.1.5 Serious Illness means an illness, which is not a Terminal Illness, but is confirmed, by notification from the GP of the Employee's Close Family Member or person with whom the Employee has a Close

Personal Relationship, as serious and/or potentially degenerative and requiring frequent hospital or GP visits. Serious Illness does not include planned operations such as knee replacements etc.

3.1.6 Terminal Illness means an illness confirmed, by notification from the GP of the Employee's Close Family Member or person with whom the Employee has a Close Personal Relationship, as being an active and malignant disease that cannot be cured or adequately treated and that is reasonably expected to result in the death of the patient within 6 months.

3.1.7 Where an Employee is appointed as Carer to a person not falling within either of definitions in clauses 3.1.2 and 3.1.3, WHS reserves the right to exercise its discretion on a case-by-case basis when determining whether the Employee should benefit from this policy. In these circumstances the Employee should contact his/her line manager in the first instance

4. RESPONSIBILITIES

General responsibilities are outlined in this section for:

4.1 Responsibilities of EMT and / or Board

The Board and Executive Management Team's responsibilities include but are not to be limited to reviewing this policy in line with the policy review dates and ensuring that it is reflective of WHS values and practice.

4.2 Responsibilities of the Line Managers

The line managers' responsibilities may include, but will not be limited to:

- Bringing any breach of this policy to the attention of the Human Resources department.

4.3 Responsibilities of the Employees

The employees' responsibilities may include, but will not be limited to:

- Bringing any behaviour in breach of this policy to the attention of the line manager or where appropriate to the Human Resources department.

5. POLICY

5.1 Supporting Terminal Illness

5.1.1 Any Employee confirmed as the Carer of a Close Family Member or person with whom they have a Close Personal Relationship, who has a Terminal Illness will be entitled to paid time off in order to fulfil their responsibilities as a Carer. This entitlement will match the Employee's entitlement under WHS's Attendance Support Policy and is outlined in the table at clause 1.2 below. Any paid time off taken under this clause 1 will reduce the Employee's entitlement to time off under WHS's Attendance Support Policy on a pro rata basis. For the avoidance of doubt, paid time off taken under this clause 5.1 will not reduce the Employee's entitlement to SSP.

Entitlement to paid time off under this clause 5.1 will vary according to length of continuous service:

Service at first day of absence	Full Allowance	Half Allowance
13 weeks or less	Nil	Nil
Less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

5.2 Carers' Leave

5.2.1 Any Employee confirmed as the Carer of a Close Family Member or person with whom they have a Close Personal Relationship who has a Serious Illness will be entitled to up to 10 days Carers' Leave, in addition to the Employee's annual leave entitlement, in order to fulfil their duties as a Carer.

5.2.2 WHS's annual leave year runs from 1 January to 31 December and paid time off may be taken under this clause 5.2 at any point during this leave year.

5.3 Procedure

5.3.1 Where an Employee's Close Family Member or person with whom they have a Close Personal Relationship is diagnosed as having a Serious or Terminal Illness, the Employee should notify his/her line manager in order that an initial meeting may be arranged between the Employee, his/her line manager, a member of WHS's HR department and a representative from WHS's Occupational Health Provider.

5.3.2 The Employee should bring to this meeting the GP's notification of Serious or Terminal Illness, which notification should also confirm the Employee's position as Carer of the Close Family Member or person with whom they have a Close Personal Relationship.

- 5.3.3 The representative from WHS's Occupational Health Provider will review the GP's notification and confirm the nature of the Serious or Terminal Illness and the Employee's position as Carer.
- 5.3.4 If this process can be facilitated without the requirement of a face-to-face meeting, then a meeting will not be arranged. The required documentation must be provided in all instances.
- 5.3.5 Follow up meetings with the Employee will be scheduled on an as and when required basis at the discretion of WHS.

6.1 Contact

- 5.4.1 Employees taking time off in order to fulfil their obligations as Carers under clauses 5.1 and 5.2 above must maintain regular contact with WHS in terms of clause 5.4.2 below.
- 5.4.2 The Employee should contact their Line Manager by telephone or email on a weekly basis.
- 5.4.3 Where an Employee fails to contact WHS in terms of clause 5.4.2 above a member of WHS's HR department or the Employee's line manager may contact the Employee. Where an employee continues to fail to contact WHS then WHS may progress this matter under WHS's Disciplinary and Capability Policy and Procedure.

5.5 Additional Support

- 5.5.1 Additional Support such as counselling and advice may be available through WHS via partner organisations such as Employers for Carers and the Occupational Health Service.
- 5.5.2 Further information on Additional Support is available from WHS's HR department.

6. GOVERNANCE AND REGULATION

- 6.1 This policy is the responsibility of the Human Resources Department.
- 6.2 The policy is due for formal review every three years and the next review will occur in January 2022.

7. SANCTIONS

- 7.1 Any breaches of this policy may be subject to disciplinary action under WHS's Disciplinary Policy.

8. RELATED / REFERENCED POLICIES

- WHS's Attendance Support Policy
- WHS Compassionate Leave Policy
- WHS Disciplinary Policy

WHEATLEY HOMES SOUTH – CARERS SUPPORT POLICY

- WHS Flexible Working Applications Policy
- WHS Grievance Policy
- WHS Maternity Leave Policy
- WHS Parental Leave
- WHS Paternity and Maternity Support Policy