

## Carer's Leave Policy

### 1. Policy Statement

Keltech will provide carer's leave to facilitate employees who wish to avail of a period of leave in order to provide full time care and attention to a relevant person requiring it.

### 2. Purpose

- 2.1. To inform employees of their rights and entitlements in relation to carer's leave.
- 2.2. To outline the procedures that must be followed when applying for carer's leave.

### 3. Scope

This policy applies to all employees of Keltech Ltd. provided that they meet the conditions outlined in this policy.

### 4. Responsibilities

- 4.1. Employees wishing to avail of carer's leave are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring employees wishing to avail of carer's leave are familiar with and comply with the terms of this policy.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

### 5. Eligibility

- 5.1. Any employee who has one year's continuous service is eligible to apply for carer's leave.
- 5.2. The person that the employee is proposing to care for (i.e. the relevant person) must be deemed to be in need of fulltime care and attention by a Deciding Officer of the Department of Social Protection.
- 5.3. Carer's leave is granted for the purpose of personally providing full-time care and attention to a person in need of such care, and must so the employee must actually do so for the duration of the leave.

### 6. Entitlement

- 6.1. The leave may be taken as a continuous block of 104 weeks or in a number of periods not exceeding a total of 104 weeks. If carer's leave is not taken in one continuous period, there must be a gap of at least six weeks between any two periods of carer's leave.
- 6.2. It is at the discretion of Keltech Ltd. to allow periods of carer's leave that are less than 13 weeks duration. The organisation may refuse, on reasonable grounds, to permit an employee to take a period of leave shorter than 13 weeks. These reasons will be provided to the employee in writing.
- 6.3. If carer's leave for one relevant person has terminated, an employee cannot commence another period of carer's leave to care for a different person until a period of six months has lapsed since the termination of the previous period of carer's leave.

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- 6.4. Carer's leave will not be granted to an employee if the care recipient is in receipt of full-time attention from someone else.
- 6.5. An employee is only entitled to leave for one care recipient at a time. Only where two relevant persons reside together may an employee commence leave in respect of a second relevant person while already on leave in respect of another relevant person.

**7. Conditions while on Carer's Leave**

- 7.1. All employment rights will be protected while on carer's leave with the exception of the following:
  - 7.1.1. Carer's leave is unpaid, but an employee may be entitled to carer's benefit from the Department of Social Protection. Employees should apply directly to the Department of Social Protection for this.
  - 7.1.2. Annual leave and public holiday entitlements are only accrued for the first 13 weeks while on carer's leave.
- 7.2. Employees may engage in employment for up to 15 hours per week while on carer's leave, provided the income from employment is less than a weekly income limit set by the Department of Social Protection. Alternatively an employee may attend an educational/training course or take up voluntary/community work for up to 15 hours per week. Where an employee does engage in employment or attend a course, they are required to notify the HR Coordinator with details.
- 7.3. Employees must notify Keltech Ltd. of any change in circumstances that affects their entitlement to carer's leave as soon as is reasonably practicable.

**8. Notification Process**

- 8.1. Employees wishing to avail of Carer's Leave must apply to the Department of Social Protection for a decision by a Deciding Officer that the care recipient is deemed to be a relevant person.
- 8.2. Employees must also submit a Notification of Intention to take Carer's Leave form (Appendix 1) to Keltech Ltd. not less than six weeks prior to the planned commencement date of the leave. A copy of the decision of the Deciding Officer of the Department of Social Protection must accompany the notification. The request must also specify the commencement date, duration and mechanism for taking carer's leave.
- 8.3. A confirmation document will be completed and signed by you and the HR Coordinator no later than two weeks prior to the proposed commencement date, confirming details of the leave, duration, manner in which leave will be taken, etc.
- 8.4. Employees must confirm their intention to return to work no less than four weeks prior to their intended return to work date.

**9. Return to Work**

- 9.1. At the end of the period of carer's leave, the employee is entitled to return to their normal job under the same terms and conditions. If this is not feasible, suitable alternative employment will be provided with conditions no less favourable than those held in their original role.

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- 9.2. Carer's leave will terminate early in the following circumstances:
- 9.2.1. On the date of termination of the period of carer's leave as specified in the confirmation document.
  - 9.2.2. On a date agreed between employer and employee.
  - 9.2.3. Where the care recipient ceases to satisfy the conditions to be a relevant person.
  - 9.2.4. Where the employee ceases to satisfy the condition to be the provider of full-time care and attention.
  - 9.2.5. On the date that the employer notifies the employee to return to work following a decision of a Deciding Officer or an Appeals Officer that the leave should end;
  - 9.2.6. Where the relevant person dies during the period of carer's leave, the leave will terminate either six weeks after the date of death, or on the date of termination specified in the confirmation document, whichever is the earlier.
  - 9.2.7. Where the employee is employed on a fixed term or specific purpose contract, the leave will end when the contract ends.

**10. Abuse of Carer's Leave**

- 10.1. Carer's leave is granted solely for the purpose of personally providing full-time care and attention to the person in need of such care, and must actually do so for the duration of the leave.
- 10.2. Employees found to be using this leave for other purposes may be subject to disciplinary action up to and including dismissal.

**Appendix 1**

**Notice of Intention to take Carer's Leave**

**Employee Details**

Employee Name	
Employee Address	
Position	
Commencement Date of Employment	

**Care Recipient Details**

Name of Care Recipient	
Please attach with this form a copy of the decision of the Deciding Officer of the Department of Social Protection, stating that the care recipient is a relevant person	

**Proposed Dates for Carer's Leave**

Commencement Date	
Return to Work Date	

**Manner in which to be taken**

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**Declaration**

I declare that the information provided in respect of this application is true and accurate. I have read and fully understand the terms and conditions of the Carer's Leave policy. I understand that I will not receive any remuneration during a period of Carer's leave and will only accrue annual leave and public holiday benefits for the first 13 weeks, but my other terms and conditions of employment will remain the same.	
<b>Employee Signature:</b>	
<b>Date:</b>	

**Note: This form must be completed by the employee not later than six weeks before the commencement of carer's leave. A copy of the decision of the Deciding Officer of the Department of Social Protection, stating that the care recipient is a relevant person must accompany this application.**