

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

Introduction

The University of Huddersfield is committed to providing equality of opportunity and support to members of staff with caring 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 members of staff 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 members of staff are encouraged to identify themselves as a carer in order to be able to access the appropriate support. The University acknowledges that each caring situation will be different and can change over time so regular meetings with members of staff 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](#)

From 6th April 2024, the statutory right to request flexible working is available to all members of staff regardless of length of employment. An employee can make two statutory requests in any 12-month period.

[Flexitime - Support Staff](#)

The flexitime scheme is available for professional service staff and is intended to allow members of staff to work pre-arranged times that suit their individual circumstances whilst ensuring service standards are maintained.

[Hybrid Working Framework](#)

Our University community is one where our people, their engagement and wellbeing are key. Hybrid working allows Professional Support Services colleagues the opportunity, where the needs of the business and their role allows, to informally agree with their managers where and when they work within our University Principles whilst still ensuring the campus remains a vibrant community whilst ensuring our students and business needs are met.

[Dependants' Leave](#)

The Dependants' Leave Policy provides for members of staff to take leave as necessary to deal with urgent and serious problems involving dependants.

Dependants' leave can be 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, cohabitee, 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 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.

Confidential Wellbeing Support for Staff

Staff Wellbeing Confidential Support is the University's external provider of wellbeing support. This provider offers free, completely confidential telephone support to any staff member on a wide range of wellbeing issues such as anxiety, stress, bereavement, family difficulties, or financial concerns. You can contact them 24/7 about any issue that is affecting your wellbeing, and it doesn't have to be work-related.

Jo Cox More in Common Centre

Our team of [Faith Advisers and Chaplains](#) are available for all employees (of all faiths, or none), offering sensitive and impartial support.

Career Returners

If you or someone you know has taken a career break of at least two years' duration for family, health or caring reasons then you may be eligible to apply for the [Daphne Jackson Fellowship](#) for research funding.

In addition [Wellcome provide grants/funding for career returners](#) in research, subject to specific eligibility criteria.

External Support

Carers Count is an organisation based in Kirklees which supports carers or those being cared for in the Kirklees area. Telephone 0300 012 0231, Monday-Friday 9am-5pm, info@carerscount.org.uk, www.carerscount.org.uk, Facebook and Twitter. They

Caring for Carers at Work

offer support in:

- Carer Wellbeing
- Advocacy- Getting your voice heard and understanding choices
- Information & Advice
- Benefits
- Mental Health Service for carers

Other Local Support Contacts:

Calderdale Carers - 01422 369101 Email enquiries@calderdale-carers.co.uk

Carers Wakefield & District - 01924 305544

Carers Leeds- 0113 380 4300 Email advice@carersleeds.org.uk

Barnsley Carers- 01226 288772 Email BarnsleyCarers@makingspace.co.uk

Bradford and Airedale, Harrogate and Ripon, and Craven districts of Yorkshire
Bradford Office- 01274 449660 Harrogate Office-01423 500555

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>

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.

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>

Carers Trust is a major charity for, with and about carers working to improve support, services and recognition for carers <https://carers.org/>

The **NHS** provides a 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/>