

East Herts Council Report

Human Resources Committee

Date of meeting: 05 June 2024

Report by: HR and Organisational Development Service Manager

Report title: General Leave Policy

Ward(s) affected: None

Summary

A new legislation passed in April 2024 added a statutory requirement that entitles employees to carer's leave. This report proposes updating the general leave to establish this entitlement and explain how to take paid and unpaid leave to attend to caring duties. The Local Joint Panel has recommended this policy for approval by the Human Resources Committee on 5 June 2024.

RECOMMENDATIONS FOR Human Resources Committee:

- a) To approve the updated General Leave Policy

1.0 Proposal(s)

- 1.1 The proposals are set out in the recommendations below.

2.0 Background

- 2.1 Carer's leave is a new right for employees that was passed into law in April 2024. This gives employees the right to request unpaid leave of up to five days FTE per year to care for dependents.
- 2.2 For more information on the new leave, please see ACAS.

<https://www.acas.org.uk/carers-leave>

<https://www.acas.org.uk/time-off-for-dependants>

3.0 Reason(s)

- 3.1 We propose to add the carer's leave to the General Leave Policy connected to our current Dependents Leave (5 days paid leave per year to give emergency leave to dependants) and split the current pot of five paid days between both types of leave. This will allow employees to take leave to support their caring duties for planned or unplanned situations.
- 2.2 The policy changes are in section 7 in Appendix 1. We have to add statutory carer's leave, describe the leave in line with the legalisation, and explain how to access paid and unpaid leave to care for dependents via carer's leave, dependants leave, flexitime, unpaid leave, and annual leave as required.
- 3.3 The policy has been approved by the Leadership Team and Unison.

4.0 Options

- 4.1 N/A

5.0 Risks

- 5.1 None

6.0 Implications/Consultations

- 6.1 This policy was considered by the Local Joint Panel on 21 May 2024.

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

Yes – as set out in the report.

Human Rights

No

Legal

No

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 The updated policy can be found in Appendix 1.

Contact Officer

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