



RCSI

Carer's Leave

Purpose

The Carer's Leave Act 2001 provides for staff who are required to leave their employment temporarily to provide full-time care for someone in need of full-time care and attention.

The purpose of this policy is to ensure compliance with respective legislation, and to outline RCSI's policy and procedure relating to Carer's Leave

Scope

You can apply for carer's leave provided:

- You have 12 months continuous service in RCSI.
- The person needing care is considered to be a 'relevant person' (Relevant Person' – A care recipient will be considered to be a 'relevant person' if they need continual supervision and frequent assistance throughout the day in connection with normal bodily functions OR need continual supervision in order to avoid danger to themselves). This decision shall be taken by the Deciding Officer of the Department of Social and Family Affairs.
- No employment will be undertaken during the absence.

Policy Statement

- This is unpaid leave from employment for the purpose of providing full-time care and attention to a 'relevant' person for a minimum period of 13 weeks not exceeding 104 weeks.
- This can be a continuous block of 104 weeks or an aggregate of periods not exceeding 104 weeks. However, there must be a six- week break between periods.

Procedure

Notice and Confirmation

- You must inform your Head of Department no later than 6 weeks before the proposed commencement of leave, that you intend to take carer's leave. You must apply for carer's leave using the core portal, no later than 4 weeks before the proposed commencement date.
- You must send on the written decision from the Deciding Officer for the Department of Social and Family Affairs to hrqueries@rcsi.ie
- Your carer's leave will then be approved on the core system by your line manager.

Conditions of Carer's Leave

- Only one person will be allowed to use carer's leave for a specific care recipient at any one time.
- You are only entitled to leave for one care recipient at any one time. (Exception if second relevant person resides with first).
- You must live with the care recipient, or, under certain circumstances, in close proximity.

When do you return to work?

- When the period of leave specified in the confirmation document expires.
- By agreement between you and your Head of Department/nominee.
- Where the person for whom leave was taken, ceases to satisfy the conditions of a 'relevant person'.
- Where you cease to satisfy the conditions for the provision of full-time care and attention.
- The date on which you notify your Head of Department/nominee of your return to work, following a decision from a Deciding Officer or an Appeals Officer that the leave should end.
- 6 weeks from death of 'relevant person' (unless natural expiry of leave occurs first).

Terms and Conditions of Employment while on Carer's Leave

All statutory and contractual rights are protected except:

- Remuneration
- Annual leave (after 13 weeks)
- Public holidays & Privilege days (after 13 weeks)
- Pension or any other pay contributions

You are entitled to return to work:

- When notification of 4 weeks is given to your Head of Department/nominee.
- To the job held immediately before leave containing the same terms and conditions (or suitable alternative employment) and no less favourable.

For further information in relation to Carer's Allowance- please contact:

Carer's Benefit Section,
Social Welfare Services Office,
Government Buildings,
Ballinalee Road,
Longford

Tel: (043) 334 0000
Locall:1890927770

Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this policy and procedure.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.