



Process flowchart – Statutory Carer's Leave

Step	Process
1	<ul style="list-style-type: none">Employee to give required notice to their line manager of their intention to take carer's leave
2	<ul style="list-style-type: none">One week of unpaid leave in any 12-month rolling period.
3	<ul style="list-style-type: none">Leave period is agreed by line manager and notification is submitted by the employee or line manager (or designated person), within UniCorePayroll is automatically informed.
4	<ul style="list-style-type: none">Where the requested absence may disrupt business operations, an alternative leave period must be identified within one month of the carer's leave originally requested.The employee's line manager must confirm any postponements in writing within seven working days of receiving the notice to take carer's leave, or earlier if applicable.

Process flowchart – Additional Unpaid Carer's Leave

Step	Process
1	<ul style="list-style-type: none">Employee to give required notice to their line manager of their intention to take carer's leave
2	<ul style="list-style-type: none">Up to 12 weeks unpaid leave within a rolling 12-month period.
3	<ul style="list-style-type: none">Leave period is agreed by line manager and notification is submitted by the line manager (or designated person), in UniCoreLeave period is agreed by Head of School/ Department, within UniCore.Payroll is automatically informed.
4	<ul style="list-style-type: none">If additional unpaid carer's leave is refused, the line manager and employee should discuss possible alternative arrangements.
5	<ul style="list-style-type: none">If alternative arrangements are agreed, the line manager (or designated person) or HR will complete the notification, within UniCore. Alternative arrangements is agreed by Head of School/ Department, within UniCore.Payroll is automatically informed.