



**REQUEST 17443**

1. How many days of paid and/or unpaid leave per year can staff who are carers take?
2. When were the last changes made to the hours/days registered carers can take and what change was made?
3. Is your organisation a Carer Confident employer?
4. How many staff members are registered carers in your organisation?
5. How many days of paid and/or unpaid carer's leave were taken on average per registered carer in 2023 and 2024?
6. Was an Equality Impact Assessment completed for the policy?
7. Was the policy reviewed alongside related policies, such as flexible working arrangements?
8. Do managers receive training on the nature of being a carer and how best to support staff's individual needs?
9. If there is training, is it mandatory?
10. Is there a Carers Network in the organisation? If there is, does it have a senior sponsor and what is their role within the organisation?
11. Please provide a copy of your carers leave policy as a PDF and email/direct me to the policy. If there is not a stand-alone document, please provide the policies that contain and reference this, such as special leave or time off for dependents and a copy/link.
12. Was the carer's leave policy, or the policies that contain and reference this, co-produced with staff?

## RESPONSE

1. 10 Days Paid Leave
2. N/A – 10 Days Paid Leave since conception of Carers Leave.
3. Yes, currently Level 2.
4. 1090 Employees as of January 2025
5. 183 employees took carers leave in the period 01/04/2023 – 31/03/2024 amounting to 488.82 days
6. We have various policies that reference support for carers, as well as a full 'Caring for our Carers' internal website with tools, information and support for carers. We have reviewed and developed policies impacting upon carers with the workforce. This includes the launch of the Supporting Attendance policy and toolkit in 2023 which now include access to 10 paid days of Carers Leave in addition to 10 days of Special Leave which was previously available.

Additionally, in 2024 Wigan Council adopted unpaid Carer as a local protected characteristic and will consider the impact of all decisions on carers as we do for the other 9 protected characteristics of the Equality Act 2020.

7. Yes, as outlined above.
8. Yes.
9. Training is available however it's not mandatory.
10. Yes, we have Carers Champions across the organisation, as well as a Carers Network with a senior sponsor who is a Director within the organisation.
11. Details from the different policies can be found below:
  - Flexible working requests – To help you manage your caring responsibilities, all employees have a right to submit a flexible working application from their first date of employment. When applying for a flexible working arrangement employees must complete a flexible working application form which should be sent to their immediate line manager for review.
  - Special Leave - Helps to support staff with paid time out during exceptional circumstances. Managers will have the discretion to grant up to 10 paid days of special leave in any given year, based on a rolling 12-month period (pro-rata for part-time employees). The days can be taken consecutively, as individual days, in half-day increments, or in hours as needed.
  - Carer's Leave - Employees can self-certify that they are a carer for dependant(s) with a long-term health need. They are entitled to 10 days of carer's leave within a 12-month rolling period and can take this from the first day of their employment.

Whilst away from work, their employment rights, including holidays and returning to work are protected. Carer's leave boosts productivity by preventing carer burnout, supports the retention of valuable expertise and reduces recruitment and induction costs

- Unpaid leave - To help you manage your caring responsibilities you can also request unpaid leave.

12. Yes