



Carer's Leave Policy

Introduction

Dublin City University (DCU) is committed to providing an equal, inclusive and diverse environment in which all members of the University community should expect to be able to thrive and be respected and valued for their unique perspectives and contributions. This policy specifies the arrangements in place at Dublin City University for the administration and monitoring of the University's Carer's Leave Policy.

Purpose

The purpose of the Carer's Leave Policy is to provide clarity regarding carers' entitlements to temporary unpaid leave from work to enable them to undertake their caring duties in accordance with the Carer's Leave Act 2001 within Dublin City University.

Scope

This policy applies to all units of the University, both academic and professional employees, including its research centres and its wholly owned campus companies. These are all hereinafter collectively referred to as the 'University'.

Policy Statement

It is the policy of the University to introduce and fully implement the terms and provisions of the Carer's Leave Act 2001, having regard to the University's operational requirements.

Carer's leave is unpaid, but an employee may be entitled to an allowance from the Department of Social Protection.

Entitlement to Carer's Leave

- All employees who have one year's continuous service are eligible to apply for carer's leave.
- The person requiring care (the relevant person) must be deemed to be in need of full-time care and attention by a Deciding Officer of the Department of Social Protection.
- Leave may be taken for a minimum of 13 weeks and maximum of 104 weeks for each Relevant Person.
- The total amount of carer's leave cannot exceed 208 weeks should you be caring for more than one relevant person.

- If an employee does not take carer's leave in one continuous period, there must be a gap of at least 6 weeks between each period of carer's leave.
- An employee who is on carer's leave may apply once for a second set of leave, if a second Relevant Person resides with the first Relevant Person.
- A minimum period of 6 months must have elapsed before an individual can take more leave in respect of a different Relevant Person.
- An employee must not be engaged in employment during the period of Carer's Leave, with the exception of those incidences specified in the Act.
- An employee must take the carer's leave for the purpose of personally providing full-time care and attention to the person in need of such care and must actually do so for the duration of the leave.
- Carer's leave will not be granted to an employee if the care recipient is in receipt of full-time attention from someone else.

Employment Rights During Carer's Leave

- The employee's service will continue to remain unbroken, and increments will continue to apply, however, service accrued during Carer's Leave is not counted for superannuation/pension benefit purposes.
- The right to annual leave is restricted to the first 13 weeks only of the carer's leave in respect of any one relevant person. Therefore, annual leave is only accrued for the first 13 weeks only.
- The right to public holiday benefit is likewise restricted to the first 13 weeks only of the carer's leave entitlement in respect of any one relevant person.
- Accrued public holiday entitlement and annual leave, must be taken immediately following a continuous block of 104 weeks carer's leave.
- Absence from employment while on carer's leave shall not be treated as part of any other leave to which the employee is entitled (e.g., sick leave, annual leave, adoptive leave, maternity leave, parent's leave, parental leave or force majeure leave).
- All employees are entitled to return to their own position at the end of the leave.
- An employee must notify DCU People of any change in circumstances that affects their entitlement to carer's leave as soon as is reasonably practicable.

Working while on carer's leave

- You can work for up to 18.5 hours per week and earn up to €332.50 take-home pay (your pay after deductions).
- Instead of working, you can go on a training course or take up voluntary or community work for up to 18.5 hours per week.
- You must make sure that the person you are caring for has adequate care while you are working.
- You are entitled to annual leave and public holidays for the first 13 weeks of carer's leave. Thereafter, your annual leave and public holiday entitlement is calculated based on your reduced working hours.

Postponement of Leave

Postponement of leave by an employee is subject to agreement by the Head of School/Unit and DCU People

Return to Work

- An employee must confirm in writing their intention to return to work at least 6 weeks in advance of their scheduled return date.
- If an employee wishes to return to work earlier than the originally approved return date, they must apply in writing to DCU People and their Head of School/Unit giving at least 6 weeks' notice.

Application Process

- Application for Carer's Leave must be made using the [Carer's Leave Form](#) available on request to ask.dcupeople@dcu.ie
- The Application Form, together with documentation from the DSP confirming the relevant person is medically-certified as needing full time care, must be submitted to the DCU People Department using the appropriate form to: ask.dcupeople@dcu.ie
- The Application Form must be signed by the Head of School/Unit.
- The Application must be submitted to DCU People at least 4 weeks in advance of the start date of the proposed period of Carer's Leave.

Roles & Responsibilities

The Employee

- Read this policy and be aware of their entitlements as well as their obligations.
- Discuss the request for Carer's Leave with their Line Manager in advance of submitting an application for leave to DCU People. Discussions will include how their workload may change and will be managed over their period of leave.
- Ensure that the Carer's Leave Application Form is signed by their Line Manager.

- Ensure the signed application form together with documentation from the DSP confirming the relevant person is medically-certified as needing full time care are submitted by email to:
ask.dcupeople@dcu.ie
- Keep a record of the documentation and paperwork issued in relation to their leave request.
- Notify DCU People of any change in circumstances that affects their entitlement to carer's leave as soon as is reasonably practicable.
- Engage with discussions with their Line Manager regarding their return from leave and to explore any support that may be appropriate.

The Line Manager

- Read this policy and be aware of employees' entitlements.
- Ensure a discussion takes place with the employee in order to assist them to prepare for taking leave. Discussions will include how the employee's workload may change and will be managed during the leave period.
- Discuss the employee's request for leave with the DCU People Business Partner. Discussions will include how the employee's absence will be accommodated and the resource plans for the unit taking into account that temporary cover may not be possible.
- Subject to agreement, sign the Carer's Leave Form to indicate their support of the application.
- Upon the employee's return from leave, ensure a discussion takes place with the employee in order to assist them with their return including exploring any support that may be appropriate.

DCU People

- Help ensure that employees are aware of the content of this policy.
- Respond promptly to requests from employees for Carer's Leave.
- Process all applications for Carer's Leave in a timely manner.
- Will have final approval of Carer's Leave having regard to all information relating to the leave request.
- Issue the employee with a Parent Carer's Leave Letter confirming the approval of the leave arrangement.
- Complete the applicable section of the 'Carer's Benefit' (*CARB1*) application form in support of the leave application.
- Ensure that all documents are sent to the employee with a copy retained by the University.
- Will update the employee's leave record and personal file.
- Carry out equality monitoring of leave applications and uptake.

Sanctions

- If reasonable grounds for believing a parent is not using Carer's leave for the purpose of taking care of a Relevant Person, e.g. they are working somewhere else, the University may refuse the leave and/or revoke the leave.
- The University may take appropriate action in the case of misuse of Carer's Leave. This may include formal disciplinary action.

Definitions

Relevant Person

- Relevant Person or person in receipt of care will be considered to be a 'relevant person' if they need continual supervision and frequent assistance throughout the day in connection with conventional personal requirements or need continual supervision in order to prevent danger to themselves.
- The person needing care does not have to be a family member or spouse and can be a friend.
- A medical practitioner must certify the nature and extent of the care recipient's disability for the Deciding Officer.

Deciding Officers

- Deciding Officers are employed by the Department of Social Protection to accept or reject claims made in Ireland for social welfare payments.
- Deciding officers are given the power to make these decisions through the Social Welfare Consolidation Act 2005 as amended and other social welfare legislation.

Contact

Any queries regarding this policy should be directed to:


E: ask.dcupeople@dcu.ie

Ph: 01 700 5149

Policy Review

This policy will be reviewed every 3 years or as soon as practicable after there has been a substantial change in any matter to which this policy refers.

Version Control

Policy Name	Carer's Leave Policy		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
Unit Owner	DCU People		
Version Reference	Original Policy V1.0	Reviewed Policy– N/a	
Approved by	Executive	N/a	
Effective Date	4 th February 2025	N/a	

End.