

## Carers Leave Application Form – HR 108 (c)

This form is to be used by employees to apply for Carers Leave.

Information will be input on the HR/Payroll System for the purposes of Personnel and Payroll Administration.  
Please complete form in Block Capitals/Tick appropriate boxes

<b>Section 1. To be completed by the employee</b>													
Surname							First Name						
Grade							Personnel Number						
Location							PPS No						
I hereby notify my employer that I propose to take Carer's Leave in accordance with the provisions of the Carer's Leave Act, 2001, with effect													
From							To						
My request is to allow me to provide full time care and attention to:													
(Please print Name here)													
<b>Section 2. Proposed Manner in which you would like to take Carers leave</b>													
<input type="checkbox"/>	One continuous period of 104 weeks												
<input type="checkbox"/>	In periods of _____ Weeks / months (each of which must be of at least * 13 weeks duration – the aggregate of which does not exceed 104 weeks).												
<input type="checkbox"/>	Employee will be engaging in employment (up to 15 hours per week) during Carer's Leave												
<input type="checkbox"/>	Other <sup>†</sup>												
If Other please outline how you propose to take carers leave													
<b>Section 3. Confirmation</b>													
I wish to confirm that I have made an application to the Department of Social, Community and Family Affairs for a decision of a deciding officer of that Department that _____ in respect of whom I propose to take Carer's leave, is a relevant person (i.e. is in need of full-time care and attention) for the purposes of the Social Welfare (Consolidation) Act, 1993.													
Signature							Date						

\* Unless otherwise agreed with the employer

† Subject to agreement with the employer

If Faxing please ensure Employee's Name and Personnel Number are included on each page of the form

Name \_\_\_\_\_ Personnel No. \_\_\_\_\_

**Section 4. To be completed by Line Manager**

I have checked the relevant supporting documentation required for the leave requested and confirm that leave approved complies with the terms outlined in the relevant HR policy.

Application Approved (tick box)  or Application Refused (tick box)

Comments (if application is refused, state reason)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Capitals) \_\_\_\_\_ Grade \_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Section 5. Delegated Officer Approval**

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Tel No \_\_\_\_\_ Date \_\_\_\_\_

Decision No \_\_\_\_\_

**Section 6. To be completed by Human Resources Personnel Administration**

Does Incremental Date require amendment Yes  No  New Date \_\_\_\_\_

Is Employee in receipt of Interim payment Yes  No  Stop Interim payment Yes  No

Payroll notified to cease interim payment Yes  No  Date \_\_\_\_\_

System Updated by: \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**Section 7. Payroll Section**

Location Code \_\_\_\_\_

Checked by Local Payroll

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Tel No \_\_\_\_\_ Date \_\_\_\_\_

**Section 8. Circulation List**

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## Confirmation Document

**Purpose:** This document is to confirm that both the Line Manager and Employee are agreeable to the taking of Carer's Leave over the course of the From and To dates and to the way in which it will be taken, as stated below.

This document must be completed no later than four weeks before the leave is due to begin. Once this document has been signed by both parties, it cannot be altered unless both parties agree. The applicant must be given a copy of this confirmation document.

### Section 1 To be completed by Employee

Surname								First Name								
Personnel Number								PPS Number								

### Section 2 Confirmation Agreement – To be completed by Employee

From								To								
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Agreed manner and duration of Carer's Leave:	

Signature	Date								
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### Section 3 To be completed by Line Manager on behalf of HSE

Signature	Date								
Name (Print)	Tel No								
e-mail address	Mobile No								

## Explanatory Notes

The Carer's Leave Act 2001 entitles employees to avail of temporary unpaid leave from their employment to enable them to personally provide full-time care and attention for a person who is need of such care, i.e. the relevant person. The period of leave to which an employee is entitled is subject to a maximum of 104 weeks in respect of any one care recipient.

An employee may work up to a maximum of 15 hours per week during carer's leave or may attend an educational or training course or take up voluntary or community work for up to 15 hours per week.

### Entitlement to Carer's Leave

An employee must fulfil the following criteria before they are eligible to apply for Carer's Leave:

- S/he must have completed at least 12 months' continuous service with the HSE before the commencement of the leave.
- S/he must intend to take the leave for the purpose of personally providing full-time care and attention for a person who is in need of such care for the duration of the leave.
- The person receiving full time care and attention must be objectively assessed and deemed to be in need of full time care by a deciding officer from the Department of Social, Community and Family Affairs.
- Only one employee may be on carer's leave in respect of any one relevant person, at any one time.
- An employee will generally not be permitted to be on Carer's Leave in respect of more than one relevant person at any one time. However, *on one occasion only*, an employee may commence leave in respect of a relevant person, while already on leave in respect of another relevant person, where the **two relevant persons reside together**.

### Manner in which Carer's Leave may be Taken

The Act provides that the leave should be taken in one of the following ways:

- One continuous period of 104 weeks; or
- One of more periods, the total duration of which amounts to not more than 104 weeks.

Where the employee wishes to take Carer's Leave over a number of broken periods the following conditions apply:

- The minimum statutory entitlement that may be taken in one period at the discretion of the *employee* is 13 weeks.
- An employer may refuse, *on reasonable grounds* given to an employee in writing, to permit an employee to take carer's leave for any period of *less than* 13 weeks.
- There must be a gap of at least 6 weeks between periods of carer's leave taken in respect of the same relevant person.
- An employer and employee may agree arrangements for carer's leave on terms more favourable to the employee. The granting of such arrangements is at the discretion of the HSE.

- The employee is required to notify the HSE of any change of circumstances that affect his / her entitlement to Carer's Leave.

### **Notification Requirements**

The granting of carer's leave is subject to compliance with the following notification requirements:

An employee is required to complete the **Notice of Intention to take Carer's Leave Form** and submit it to his/her **Department Head** at least **6 weeks** before the date s/he proposes to commence the leave (except in emergency circumstances where it is not reasonably practicable to do so).

Upon receipt of the decision of the deciding officer (or appeals officer) from the Department of Social, Community and Family Affairs confirming that the relevant person has been medically certified as being in need of full time care, the employee must submit a copy to his/her Department Head/local HR Department.

### **Confirmation of Carer's Leave**

A "**Confirmation Document**", (which outlines the date on which the leave period will commence and the duration of the leave period) must be completed and signed by the Department Head and employee not less than 2 weeks before the leave is due to commence.

### **Revocation of Notice**

An employee who wishes to revoke the notice of his / her intention to take Carer's Leave must do so in writing prior to the date of the confirmation document.

### **Alterations to the Confirmation Document**

An employer (Department Head) and an employee may agree, after the date of the confirmation document, to postpone or curtail the leave, or vary the form in which it will be taken. Where this occurs the confirmation document should be amended to reflect the changes.

### **Return to Work**

An employee who is on Carer's Leave must notify the employer (Department Head) of his / her intention to return to work ***not less than four weeks before the date on which that employee is due to return to work.***