

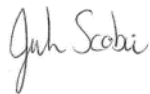
## PS-55 Carers Leave Policy

You are entitled to take reasonable unpaid time off work to care for a dependant, for up to one week (pro rata) per annum. A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care, and has one of the following;

- a physical or mental illness or injury that means they're expected to need care for more than 3 months
- a disability (as defined in the Equality Act 2010)
- care needs because of their old age.

A maximum of one-week unpaid carers leave can be taken. This can be taken at once or in sections.

Notice of taking carers leave is like that of a holiday request. You are required to give notice, at least twice as long as the time requested, In the case of emergency, no notice is needed.

A handwritten signature in cursive script that reads "Julie Scobie".

Julie Scobie  
Financial Director  
23<sup>rd</sup> August 2024