

THE UNIVERSITY OF SUSSEX

HUMAN RESOURCES

GUIDANCE FOR CARERS

1. Introduction

The University of Sussex is committed to providing equality of opportunity and developing work practices and policies that support work-life balance. This institutional statement signposts the support available to staff who are

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not be expected to, carry out normal work and where it would be unreasonable to expect the member of staff to bear the expense of leave without pay. Examples of such compelling reasons would be the death of a close relative, the serious illness of a member of the family, or the illness of a dependent which requires the presence at home of the member of staff.

It is not possible to itemise every example, or how much leave should be granted in each case, but it is normal to grant between three and five days. An HR Business Partner or HR Associate should be consulted before granting more than five days.

Hospital/Clinic Appointments

When it is not possible to make appointments with GPs (unrelated to pre-natal), Dentists and Opticians out of work time, then these appointments should be made at the start or end of the working day in order to minimise disruption.

Parental Leave Policy: <http://www.sussex.ac.uk/humanresources/documents/parleave.pdf>

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g) Staff Carers Network: <https://www.sussex.ac.uk/equalities/carers/carersnetwork>

The network is open to all staff:

- The network meets informally every term
- To join the network, working group or ask any questions you can email the chair Hannah Mason-Bish who can also add you to the mailing list. Email h.mason-bish@sussex.ac.uk

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