



Process flowchart – statutory carer's leave

Step	Process
1	<ul style="list-style-type: none"> Employee to give required notice to their line manager of their intention to take carer's leave
2	<ul style="list-style-type: none"> One week of unpaid leave in any 12-month rolling period
3	<ul style="list-style-type: none"> Leave period is agreed by line manager and notification form is submitted by the employee or line manager to HR@nottingham.ac.uk HR@nottingham.ac.uk will confirm leave dates and inform Payroll accordingly
4	<ul style="list-style-type: none"> Where the requested absence may disrupt business operations, an alternative leave period must be identified within one month of the carer's leave originally requested The employee's line manager must confirm any postponements in writing within seven working days of receiving the notice to take carer's leave, or earlier if applicable

Process flowchart – additional unpaid carer's leave

Step	Process
1	<ul style="list-style-type: none"> Employee to give required notice to their line manager of their intention to take carer's leave
2	<ul style="list-style-type: none"> Up to 12 weeks unpaid leave within a rolling 12-month period
3	<ul style="list-style-type: none"> Leave period is agreed by line manager and notification form is submitted by the employee or line manager to HR@nottingham.ac.uk HR@nottingham.ac.uk will confirm leave dates and inform Payroll accordingly
4	<ul style="list-style-type: none"> If additional unpaid carer's leave is refused, the line manager and employee should discuss possible alternative arrangements
5	<ul style="list-style-type: none"> If alternative arrangements are agreed, employee or line manager will complete the notification form and submit this to HR@nottingham.ac.uk HR@nottingham.ac.uk will confirm leave dates and inform Payroll accordingly