## 

### Human Resources

## CARER’S LEAVE NOTIFICATION FORM

Please refer to the Carer’s Leave Policy for further details regarding notifying your manager of your Carer’s Leave dates.

This form is only to be used if Carer’s Leave has been agreed for the dates requested. If the line manager is considering postponing the Carer’s Leave request, they need to contact their [HR Partner/Adviser](https://www.reading.ac.uk/human-resources/about-us/professional-and-advisory) in the first instance as a formal response must be sent to the employee within 7 days.

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| --- | --- |
| **Employee Name:** | **Department:** |
| **Position:** | **Employee Number:** |
| **Planned Start Date of Absence:** | **Planned Date of Return to Work:** |
| **Total number of working days absent:** | |
| Please indicate the actual working days absent by highlighting the relevant days / half days below:  WEEK 1: MON TUE WED THUR FRI SAT SUN  WEEK 2: MON TUE WED THUR FRI SAT SUN | |
| **Signed (Line Manager):**………………………………………………… **Date:**………………………………………………  **Name (PRINT):**……………………………………………………………… **Position**:……………………………………….. | |

**The completed form should be sent to the HR department at** [**hr@reading.ac.uk**](mailto:hr@reading.ac.uk)**. The form will be retained on the employee’s file.**