

Updated 31 March 2020

# Managing childcare and caring responsibilities

We understand that many colleagues have caring responsibilities outside of work and that with school/nursery closures now in place this may create additional challenges for our colleagues as they try to balance work/home commitments.

In the first instance we encourage you to discuss approaches to working flexibly with your line manager. This will be different for different people depending on their needs but may include:

- setting defined blocks of time where you can work around your caring commitments,
- starting work earlier or finishing later
- taking turns with partners
- flex your working hours (without any pay reduction) and focus on the outputs you are committing to rather than the hours you are working
- any combination that works for you and your families.

None of these require formal notification and are to be agreed between you and your manager. We appreciate your commitment.

However, there will also be times when it is not possible for you to maintain working alongside your commitments and you may need to take a period of leave.

## 1. **Emergency leave: (Coronavirus related)**

As announced on 19 March, ExCo has increased the period of emergency special leave available to Corporation employees from one week to two weeks. Leave can be booked in half or full days and does not need to be booked in blocks. This leave is designed to support colleagues who cannot undertake work around their home responsibilities, for example, if their dependent is unwell and requires full-time care.

If you need to take emergency leave as a result of coronavirus please notify your manager and request special leave in MyHR. Reason for absence should be recorded as:

*Emergency Leave: (Coronavirus related)*

If you require emergency leave for a reason other than coronavirus you should continue to request this leave in the same way. For employees outside of the UK please record this leave locally, distinguishing between emergency leave related to coronavirus or other emergency leave.

Please note that the total number of days for emergency leave (whether this is related to coronavirus or not) is two weeks.

**2. Coronavirus: caring responsibilities (unable to work)**

Once you have utilised your emergency leave allowance in full and working from home is ultimately not possible for a period of time then you should notify your manager and your absence should be recorded in MyHR (or locally recorded) as:

*Coronavirus: caring responsibilities (unable to work)*

Please be sure to keep your Manager informed of your circumstances and any changes.

---