

Carer's Passport

The Carer's Passport aims to highlight the caring responsibilities of employees and how these may be impacting on them at work in terms of performance, attendance and efficiency. It is used to raise awareness and help discussion with the employee's manager and aims to set out support or arrangements that would help the employee to meet both work and home obligations.

It can help people find short term solutions when they are suddenly thrust into a caring role and can stay with the employee if they move to another job/line manager. This means that any new line manager can instantly see the employee's responsibilities and any solutions previously agreed. Some individuals find it difficult to talk to their manager about personal issues such as their caring responsibilities. The Carer's Passport is an ideal way of opening up a discussion.

The Carer's Passport is a live document that can be reviewed periodically and updated when circumstances change.

Please be aware this document contains personal, confidential and sensitive data and the information should only be shared for the purpose it is intended and with the explicit consent of the owner of the Passport (i.e. the Carer).

Yours sincerely

Name

Email carers.passport@foryoubyyou.org.uk

www.foryoubyyou.org.uk

The Civil Service Benevolent Fund.

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For completion by line manager

Name:

Adjustments identified and agreed.

Some examples may be;

- Carers' Leave (paid or unpaid)
- Time off to accompany the person you are looking after to appointments (paid or unpaid)
- Annualised hours
- Compressed hours
- Shift swapping
- Staggered hours
- Temporary reduction in hours
- Able to use mobile phones during working hours
- Access to a private area for phone calls
- Unpaid carer's breaks with a right to return
- Flexible working
- Additional flexi debit that could be paid off over a longer period of time
- Special Leave
- Occasional home working to fit around hospital appointments etc. (If role allows)

Date of review:

To be agreed between Line Manager and employee. Suggested review date annually unless caring responsibilities change before then.

Line manager signature:

Date