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| **Carers’ Registration Form** |
| **Definition of a Carer** *A carer is anyone, including* ***children and adults*** *who regularly looks after a dependant with a long-term care need; for example, a family member, partner or friend who needs help because of their long-term illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.* |
| Employee name: |   |
| Employee number: |  |
| Name of person you care for: |   |
| Their relationship to you (eg. your mother): |   |
| **Declaration**I would like to notify the University that I have caring responsibilities and meet the criteria outlined in the definition of a carer as listed above.Placement on the register will be reviewed following a change of circumstances and it is the responsibility of the carer to inform HR of a change in circumstances.I understand that by providing this information, the University will include my details on the Carers’ register. This register is a formal list of employees who have identified themselves as carers and will be used as a means of offering support to such employees. I acknowledge that the information held on this register will only be available to my Line Manager and Human Resources (HR). This information will be disclosed sensitively and confidentially. If you do not wish for your line manager to be notified, you should discuss this with HR. |
| **Employee signature:** |  |
| **Date:** |  |
| Have you notified your Line Manager of your caring responsibilities? | Choose an item. |
| Please now send this form to HR via the [HR - Self-Service Portal](https://hwu.unidesk.ac.uk/tas/public/ssp/content/detail/service?unid=4724bada66f34d9888843f1ab5672604) |

**Carers’ Leave**

You are eligible to apply for carers’ leave regardless of your length of service, if you meet the required definition of a carer set out above. More details can be found here: [HR Hub](https://heriotwatt.sharepoint.com/sites/hr) or [HR Policy Web Page](https://www.hw.ac.uk/uk/services/human-resources/human-resources-policies.htm) under Family Friendly Policies.