

## Carers Leave

### Application Form

Please complete form and give to your line manager in the first instance.

<b>Employee Name</b>	
<b>Employee number</b>	
<b>School / section</b>	
<b>Location</b>	
<b>Date(s) requested Carer's Leave (unpaid)</b>	
<b>Date(s) of any previous Carer's Leave taken within 12 months</b>	

I confirm that I am entitled to Statutory Carers Leave (unpaid) as defined in the Carers Act 2023 and I have not exhausted my entitlement within the last 12 months.

<b>Employee's Signature</b>	
<b>Date</b>	
<b>Head of School/Section Name</b>	
<b>Approved / Not Approved</b>	
<b>Head of School/Section Signature</b>	
<b>Date</b>	

Send completed form to: [hr@abdn.ac.uk](mailto:hr@abdn.ac.uk)