



Carer's Leave Application Form

Job title	
Employee number	
Department / section	
Base location	
Date(s) requested Carer's Leave (unpaid)	
Date(s) of any previous Carer's Leave taken within 12 months	

I confirm that I am entitled to Carer's Leave as defined under the Carers Act 2023 and I have not exhausted my entitlement within the last 12 months.

Employee's Signature	
Date	
Manager / Head of Division	
Approved / Not Approved	
Signature	
Date	

Send completed form to the relevant email address below

Adult Care Payroll (Corporate Services and Transformation)

- CST.AdultCarePayroll@derbyshire.gov.uk

Childrens Services Payroll (Corporate Services and Transformation)

- CST.ChildrensServicesPayroll@derbyshire.gov.uk

CST & Place Payroll (Corporate Services and Transformation)

- CST.PlacePayroll@derbyshire.gov.uk