

Carer Passport – Confidential

Please read Lothian's Carers Procedure before completing this Carer Passport.

If you have caring responsibilities you believe could have an impact on your work at present, or at some time in the future, it is important that you complete this document.

The passport should be reviewed regularly (at least every twelve months, or sooner if there is any change to the job or caring responsibilities) to check if the adjustments are still appropriate and effective. This document is confidential and will be stored in your employee file.

1.	Employee Name:	Job Title:
	Name of Line Manager:	
	Location:	Date Completed:
	Review date (no more than 12 months from original meeting date):	
2	Overview of your caring responsibilities:	
	<p>This section should include:</p> <ul style="list-style-type: none"> • A summary of your caring responsibilities • The impact this has on your working life • Any further information that may help your manager understand the impact your caring responsibilities have on you and your work. 	
3.	Adjustments which would be helpful:	
	<p>This section should include any adjustments and accommodations specific to your current job which would help you combine caring and work. These are intended to inform your discussion with your manager:</p>	
4.	Adjustments agreed between you and your manager:	
	<p>This section deals with adjustments and accommodations specific to your current job which would help you combine caring and work. Set out agreed actions with dates for implementation.</p> <p>Action(s) agreed:</p> <p>Date of implementation:</p> <p>Date to review action:</p>	
Employee signature:		Date:
I consent to my manager keeping a copy of this passport: (Y/N)		
Managers signature:		Date:
I have discussed and agreed the above adjustments and passport application: (Y/N)		