



**University  
Hospitals Sussex**  
NHS Foundation Trust

# Carers Passport for staff

May 2021

**Section 1: Date of Review**

**Name:**

**Name of manager:**

**Job role:**

**Section 2: Caring responsibilities and work**

This section should include:

- a summary of your caring responsibilities
- the impact this has on your working life and the impact work has on your caring responsibilities
- any further information that may help your manager understand the impact your caring responsibilities have on you and your work



**Section 3: Potential options**

Detail flexibilities specific to your current job which would help you combine caring and work. These are intended to inform your discussion with your manager.

**Section 4: Getting support**

What support would you need to implement the options listed in section 3. These are intended to inform your discussion with your manager.



**Section 5: Agreed actions**

Set out agreed actions with dates for implementation.

Action agreed	Date of implementation	Date to review action

**Section 6: Any other actions/support agreed at the meeting**

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*I consent to my manager keeping a copy of this passport.*

<b>Employee signature:</b>	<b>Date:</b>
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<b>Manager name (Please print):</b>	<b>Manager Title:</b>
<b>Manager signature:</b>	<b>Date:</b>

<b>Date of next review:</b>	
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