



Revised Time Off to Care for a Dependant Policy

Committee Personnel

Date of meeting 26 April 2024

Date of report 18 March 2024

Report by Director of Finance & Corporate Support

1. Object of report

To request the Committee approve the revised Time Off to Care for a Dependant Policy, which has already been through formal consultation with the recognised Trade Unions.

2. Background to report

- 2.1 Carer's Leave is being introduced as a new statutory right to unpaid carer's leave. The new law will come into force in Scotland, England and Wales on 6 April 2024. As Carer's Leave allows time off to care for a dependant, it was important that the Time Off to Care for a Dependant Policy and Guidance were also reviewed and updated to ensure the Carer's Leave was referenced in those documents.
- 2.2 SPT's Time Off to Care for a Dependant Policy complies with the Employment Rights Act 1996.
- 2.3 SPT's recognised Trades Unions will be consulted on the revised Time Off to Care for a Dependant Policy and Guidance prior to implementation.

3. Outline of proposals

- 3.1 The revised Time Off to Care for a Dependant Policy confirms that the policy and associated guidance apply to all staff.
- 3.2 The scope has been added to confirm that the policy applies only to employees and not to agency workers, consultants, self-employed contractors, volunteers or interns.
- 3.3 The guidance document confirms that Time Off for a Dependant is in relation to an immediate or unexpected crisis and that long-term care is covered in the Carer's Leave Policy.
- 3.4 The full draft Time Off to Care for a Dependant Policy is attached at Appendix 1, Appendix 2 summarises the changes from the previous policy.

4. Committee action

The committee is recommended to approve the attached Time Off to Care for a Dependant Policy, which has already been through formal consultation with the recognised Trade Unions.

5. Consequences

Policy consequences	<i>The revised Time Off for a Dependant Policy and Guidance to be implemented to ensure SPT complies with the Employment Rights Act 1996.</i>
Legal consequences	<i>Time Off to Care for a Dependant Policy and Guidance complies with legislation.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>HR to ensure the changes are communicated to all SPT employees.</i>
Equalities consequences	<i>None envisaged.</i>
Risk consequences	<i>Not reviewing and updating the Time Off to Care for a Dependant Policy and Guidance may result in non-compliance with the Employment Rights Act 1996.</i>
Climate Change, Adaptation & Carbon Consequences	<i>None directly.</i>

Name Lesley Aird
Title **Director of Finance & Corporate Support**

Name Valerie Davidson
Title **Chief Executive**

For further information, please contact *Lesley Aird, Director of Finance & Corporate Support*, on 0141-333 3380 or *Janice Morgan, Head of HR*, on 0141-333 3414.

APPENDIX 1

STRATHCLYDE PARTNERSHIP FOR TRANSPORT

TIME OFF TO CARE FOR A DEPENDANT POLICY

Version Number	Purpose/Change	Author	Date
0.04	Updated to reflect current legislation and organisational changes.	Louise Mackintosh, Graduate HR Advisor	10/05/2021
0.05	Updated to reflect current legislation and organisational changes.	Janice Morgan, Head of HR	14/02/2024

1. Introduction

This Policy sets out Strathclyde Partnership for Transport's Time Off to Care for a Dependant Policy. This policy complies with relevant legislation.

This right to request time off to care for a dependant applies to all employees of Strathclyde Partnership for Transport.

All employees have the right not to be subjected to a detriment by exercising their rights under this policy.

Further information on time off to care for a dependant can be found in SPT's Time Off to Care for a Dependant Guidance which is available at <http://spt.intranet.uk/library/policies-guidance/> or from the Human Resources Department.

This policy does not form part of any contract of employment.

2. Time Off to Care for a Dependant

An employee, irrespective of length of service and whether they are part time or full time, shall be entitled to take a reasonable amount of time off work to deal with unexpected or sudden emergencies and to make any necessary long term care arrangements for a dependant. Refer to SPT's Time Off to Care for a Dependant Guidance, Section 1. for further details.

3. Scope

This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

4. Period of Notice and Duration

An employee must notify their Supervisor as soon as possible of their absence from work and the expected duration of their absence. Refer to SPT's Time Off to Care for a Dependant Guidance, Section 2. for further details.

5. Review and Update

This policy will be reviewed and updated as appropriate by the Director of Finance & Corporate Support and HR after consultation with our recognised trade unions.

6. Approval (Signature and Date)

Sign:

Date:

Print: **Lesley Aird**

Designation: **Director of Finance & Corporate Support**

APPENDIX 2

Summary of Changes to Time Off to Care for a Dependant Policy

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
1.		Introduction		
			Update/Review	Fifth paragraph added – This policy does not form part of any contract of employment.
	3.	Scope		
			Update	This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.
5.		Review and Update		
			Update/Review	Updated to revised review and update wording.
6.		Approval		
			Update/Review	Signatory changed to Lesley Aird, Director of Finance & Corporate Support.