

TIME OFF FOR DEPENDANTS POLICY

INTRODUCTION

Tayside Contracts acknowledges that many of our employees have to deal with the daily demands of caring for dependants and dealing with emergency situations. Although long-term arrangements normally exist to allow these caring commitments and domestic issues to be met, on occasion, a clash of work and domestic issues may arise requiring you to take time off work, usually at short notice.

SCOPE OF POLICY

This policy applies to all employees working at all levels and grades within Tayside Contracts.

TIME OFF FOR DEPENDENTS ENTITLEMENT

If you care for a spouse or partner, child(ren), parent(s) or any person who reasonably relies on you for the provision of care, you will be granted reasonable unpaid time off work to deal with caring commitments and domestic emergencies.

The amount of time allowed will be what is considered reasonable to enable you to deal with the particular problem in the short term or to make longer term arrangements. The amount of time off to be granted will be determined by your line manager's assessment of the specific circumstances of your case in relation to the impact of your absence on operational requirements.

Other arrangements, for coping with domestic and carer responsibilities, such as a temporary amendment to your working pattern, can also be explored and should be raised with your line manager in the first instance.

NOTIFICATION REQUIREMENTS

Requests for Time Off for Dependants must be approved, ideally in advance, by your line manager. In exceptional and emergency situations, where prior approval cannot be sought from your line manager, you must ensure that you contact your line manager as soon as possible to seek approval for your absence.

RELATED POLICIES

The Time off for Dependents Policy and Application for Time Off for Dependants Form links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Flexible Working
- Job Share
- Parental Leave

POLICY REVIEW

The Time off for Dependants Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk