



Carer's Leave 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 new Carer's Leave Policy, which has already been through formal consultation with the recognised Trade Unions.

2. Background to report

- 2.1 The Carer's Leave Act was passed on 24 May 2023 and introduced 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.
- 2.2 SPT's Carer's Leave Policy complies with the new Carer's Leave Regulations 2024.
- 2.3 SPT's recognised Trades Unions will be consulted on the new Carer's Leave Policy and Guidance prior to implementation.

3. Outline of proposals

- 3.1 The new Carer's Leave Policy confirms that the policy and associated guidance apply to all staff.
- 3.2 The new Carer's Leave Policy confirms that, irrespective of length of service and whether they are part time or full time, employees are entitled to take one weeks' leave to care for a dependant with a long-term care need. One weeks' leave will be the employees normal working week ie an employee who works 3 days per week is entitled to 3 days carer's leave.
- 3.3 Employees must submit a request to their Line Manager and the notice given should be twice as many days as the period of time off being requested. SPT Line Manager's may waive notice periods in extenuating circumstances.
- 3.4 The full draft Carer's Leave Policy is attached at Appendix 1.

4. Committee action

The committee is recommended to approve the attached Carer's Leave Policy, which has already been through formal consultation with the recognised Trade Unions.

5. Consequences

Policy consequences	<i>A Carer's Leave Policy and Guidance document to be implemented to ensure SPT complies with the Carer's Leave Regulations 2024.</i>
Legal consequences	<i>Carer's Leave 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 introducing a Carer's Leave Policy and Guidance may result in non-compliance with the Carer's Leave Regulations 2024.</i>
Climate Change, Adaptation & Carbon Consequences	<i>None directly.</i>

Name	Lesley Aird	Name	Valerie Davidson
Title	Director of Finance & Corporate Support	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

CARER'S LEAVE POLICY

Version Number	Purpose/Change	Author	Date
0.01	New policy to reflect introduction of Carer's Leave legislation	Janice Morgan, Head of HR	14/02/2024

1. Statement of Policy

- 1.1. This Policy sets out Strathclyde Partnership for Transport's Carer's Leave Policy.
- 1.2. This policy and associated guidance is designed to deal with requests for time off to care for a dependant, with a long term care need.
- 1.3. This policy does not form part of any contract of employment or other contract to provide services, and SPT may amend it at any time following consultation with the recognised trade unions.

2. Scope of Policy

The policy and associated procedures applies to all staff. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

3. Legislation

This policy and associated guidance are designed to meet the requirements of the Carer's Leave Regulations which took effect on 6 April 2024.

4. Carer's Leave

An employee, irrespective of length of service and whether they are part time or full time, shall be entitled to take one weeks' leave to care for a dependant with a long-term care need. Refer to SPT's Carer's Leave Guidance, Section 1. for further details.

5. Period of Notice and Duration

In the case of time off to care for a dependant with a long-term care need, an employee must submit a request for time off to their Line Manager. Employees are required to give a period of notice which is twice as many days as the period of time off being requested. Refer to SPT's Carer's Leave Guidance, Section 2. for further details.

6. 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.

7. Approval (Signature and Date)

Sign:

Date:

Print: **Lesley Aird**

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