

Purpose

Many of our employees have caring responsibilities. We will help employees to combine work and care by providing access to supportive policies and procedures.

Our employees contribute to the Council and the local community. We understand that if we support our employees through times when they are under additional pressure we will retain their skills and contribution. We want to remove barriers and attitudes that prevent carers from continuing employment with the Council.

Managers are expected to be aware of the ongoing and changing needs of their staff. The health and well-being of staff must be taken seriously, by exploring appropriate adjustments to work. Managers will review this regularly.

Guiding Principles

An employee is a carer if he or she is responsible for the care and support of a **disabled, elderly or sick**, partner, relative or friend who is unable to care for him or herself. This is likely to have a substantial impact on their working life.

An employee with caring responsibilities may wish to make use of the following procedures:

- job sharing
- career break
- emergency leave
- compassionate leave
- flexible working arrangements
- converting annual leave to hours

We provide annual leave, flexi leave and TOIL. One week of unpaid leave is also available to employees from the first day of their employment. These benefits can be particularly helpful to carers. Managers and employees should consider all leave options when arranging time off for caring responsibilities.

In all cases we will investigate working arrangements to balance caring commitments, employee well-being and the delivery of effective services.

Caring responsibilities change through time. We expect employees to initiate discussions with their line manager when it is necessary to reassess their working arrangements.

Scope

This policy applies to all employees of Fife Council.

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