

Draft



Family Support Policy

1. Scope

This policy applies to all staff employed by TACTRAN (Tayside and Central Scotland Transport Partnership).

2. Aim of the document

TACTRAN (Tayside and Central Scotland Transport Association), as an equal opportunities employer, has adopted a Family Support Policy in recognition of the domestic and other responsibilities of its employees, both male and female.

3. Leave entitlement

Staff can apply for the following support leave:

Requesting flexible working for childcare responsibilities

Special circumstances

Additional bereavement leave

Time off for exams and exam preparation where the course of study has been approved by TACTRAN

Entitlement to leave should be negotiated and agreed with the Partnership Director.

4. Entitlement information

To obtain further advice on entitlement to family support leave please contact the TACTRAN Office Manager

5. Notification

The Partnership Director should be notified in writing of any request for family support leave which he/she will then discuss with the employee.

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