

Foster Care Leave Policy

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1. Introduction

At Strathclyde we're committed to supporting colleagues throughout the foster care process. We also appreciate that, at times, the process - as well as providing support for vulnerable children - can be a challenging experience for affected colleagues. We recognise that, in such cases, colleagues have specific obligations towards the child/children in accordance with their arrangement with the local authority and the child/children may require a high level of care.

In this policy you'll find more information about time off for foster related appointments as well as foster leave and pay, how it works, how to apply and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#) (staff login required).

2. Who is Covered by this Policy?

This policy applies to employees of the University.

3. What Time Off Is Available?

If you have at least 26 weeks' continuous employment, and have a fostering or kinship arrangement in place, you are entitled to:

- One week's paid foster care leave per fostering arrangement or long-term kinship arrangement. This can be taken as a continuous period, or split into days, and can be taken before and/or after fostering or kinship arrangement begins.
- Time off to attend up to five appointments in advance of long-term foster care or long-term kinship care beginning.

If you require time off for appointments related to short-term foster or kinship arrangements, speak to your manager about using annual leave or working time back where this is possible.

More information can be found in our [Agile Working Toolkit](#) (staff login required).

If you've been approved as an adopter by your local authority, a child may have been placed with you in a "foster to adopt" arrangement. In this situation you'll be entitled to time off for adoption appointments as well as adoption leave and pay. Please see our [Adoption and Surrogacy Leave & Pay Policy](#) for further information.

4. What Do I Have to Do?

If you're a member of staff, you are expected to:

- Notify your manager that you intend to foster as early as possible.
- Request time off to attend foster care appointments (in the case of long-term foster care arrangements).
- Notify your manager when you intend to take foster leave, ideally giving at least 28 days' notice.

We recognise that appointments and foster care arrangements can be scheduled or changed at short notice, for example in the case of emergency foster care and respite foster care.

Providing as much notice as possible allows us to provide suitable support throughout the foster process and to plan for your absence during foster care leave.

If you're a manager, you are expected to:

- Provide appropriate support to staff, including approving time off for leave and appointments as outline above.
- Signpost staff to additional available support, including our [Employee Assistance Programme](#) (EAP) provider and the [Wellbeing Hub](#).

5. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#).

Our free and independent Employee Assistance Programme (EAP) provider can also offer confidential support. Visit our [Wellbeing Hub](#) for more information.

6. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) on our People Hub (staff login required).