

## **POLICY STATEMENT**

The Scottish Police Services Authority is committed to caring for its staff and recognises the needs for employees to balance their personal and work responsibilities. Therefore where caring responsibilities are a priority for a member of staff SPSA will consider allowing a member of staff to take a break from work for a period of up to 12 months, where exigencies of service allow. A similar approach will be taken where a member of staff wishes to engage in a period of voluntary service overseas or undertake a sabbatical.