

Transgender and Transitioning – FAQs Transgender Employee Perspective

Q1. I identify as transgender and wish to transition, who do I need to contact first for support?

You can get confidential advice and support from your line manager. However, if you prefer, you can contact an HR Adviser initially. The HR Adviser will provide advice and support and can link with your line manager if you want this and attend any meetings with you.

Q2. What support will I get if I am transitioning?

Your line manager, with advice and support from an HR Adviser if required, will talk through your planned transition and cover key areas to consider including dates and timescales. There is no set format applied as your transition is unique to you and your line manager will discuss how you would prefer your transition to be handled. They will cover whether regular review meetings would be beneficial or whether you would prefer more informal discussions.

A confidential action plan template is available as part of the Transgender Equality and Transitioning in the Workplace Guidance that can be used to aid this process.

Q3. Will I get time off for any medical appointments and treatment?

Yes, and the length of time off required will vary depending on the individual's circumstances and the treatment they undergo. There may be waiting times for particular treatments or you may have to travel to receive the treatment. All of this should be discussed as far as possible in advance with your line manager who will be supportive and flexible in terms of time off, using special leave provisions such as absence for medical appointments or taking annual leave, flexi leave or time-off in lieu etc.

Q4. Will my colleagues be informed of my transition and if so, what will they be told?

This will be something you will discuss with your line manager and agree how colleagues are informed and the timing of this. You will lead how you wish this to be handled and your wishes will be respected as far as possible. You may want to be the one informing colleagues and discussing your transition, or you may prefer your line manager to do this with or without you present. Your line manager should be able to provide and discuss general information about transgender equality but also specific information in line with your wishes and maintaining confidentiality. You may want to take some time off work and return in your new name with annual leave normally used for this purpose.

Q5. Can I use the facilities, for example changing rooms and toilets, which match my gender identity?

Once the transition occurs and you change your gender expression, inform colleagues and are living and working in your new gender on a full time basis then you will be able to use the toilet and changing facilities (where applicable) appropriate to your new gender. This may be a difficult stage for some people and you may not be comfortable using assigned gender facilities straight away and you may prefer instead to use assigned gender neutral facilities initially (where they exist). You will not be asked to use such facilities and this will be led by you and will be your choice.

Q6. Will my personal records be updated?

Yes, you do not need to have a Gender Recognition Certificate (GRC) in order to change your details on records or systems. At the appropriate time, agreed with your line manager, relevant personal records will be changed to reflect your new gender and name.

Q7. What records will require to be updated?

Your ID badge along with any email addresses, any other ICT accounts and the employee finder on the Zone will need to be updated. You can discuss this with your line manager at an early stage and consider the timing of this eg your new ID badge could be available for when colleagues are informed.

If you obtain a full GRC the HMRC are usually informed automatically but you should make sure the Council is aware of this as payroll records and National Insurance contributions will require to be updated.

If you are a member of a PVG Scheme you will be required to notify Disclosure Scotland.

If you are a member of a registered body such as SSSC then you should check with the body for any requirements in relation to change in name or gender.

Q8. What do I do if I feel someone is using inappropriate language towards me because I am transgender or transitioning?

You should inform your line manager as soon as possible so that appropriate action can be taken.

Q9. What should I do if I feel I am being bullied or harassed about my transition or gender identity?

If you feel you are being bullied or harassed on the grounds of being transgender or transitioning then you should inform your line manager so that appropriate action can be taken.

Please see the Transgender Equality and Transitioning in the Workplace Guidance for further details on Protection from Harassment and Protection from Victimisation.

Q10. What other information or resources are available?

There are various resources available to supplement the Transgender Equality and Transitioning in the Workplace Guidance all available on the Zone.

- Definitions document
- Useful Contacts document
- FAQs
- Equality and Diversity pages within Your Employment in AskHR