

## Worcester City Council

# FAMILY FRIENDLY EMPLOYMENT POLICY

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## **1 INTRODUCTION**

We recognise that many employees often do two jobs – they have family responsibilities and go to work. We want to do all we can to support our employees in adopting a healthy work life balance. We want our people to feel confident, fully motivated and able to perform to the best of their ability.

As a caring employer, we value everyone's contribution and have therefore developed a range of Family - Friendly procedures, practices and support mechanisms to make the work life balance that bit easier.

## **2 SCOPE**

This applies to all our employees, but some of the procedures enact employment legislation and require a minimum length of service. This is detailed in the individual procedural documents.

## **3 THE PROCEDURES**

### **3.1 Flexible Working**

This allows employees to ask to change some aspect of their working pattern, for example reducing total working hours or changing the days worked. Such requests are often linked to family caring responsibilities but that does not have to be the case.

### **3.2 Maternity or Adoption Leave and Pay**

Employees can take up to 52 weeks leave to enjoy being a new mother or parent, with the knowledge that they can return to work in the same or similar role, whilst retaining their terms & conditions of employment, benefits and career opportunities.

### **3.3 Paternity Leave and Pay**

Fathers can take one or two week's statutory leave to support the mother/adopter and child in the first 8 weeks after a birth or adoption. A great opportunity for the new family to bond – or for the father to take the reins if their partner needs to put their feet up!

### **3.4 Maternity and Adoption Support Leave and Pay**

A great accompaniment to Paternity Leave and Pay. We can offer fathers (or the primary supporter) full pay for up to 5 days as part of your statutory paternity leave. We know that every penny counts when you have a new member of the family.

### **3.5 Shared Parental Leave and Pay**

We want to be able to give parents and adopters more flexibility in the first year with their child. They may be able to share up to 50 weeks of statutory leave with their partner. It could help partners both financially and in terms of time to enjoy the parental experience.

### **3.6 Parental Leave**

Parents can take up to 4 weeks unpaid leave every year (from when a baby is born or on adoption, until they are 18 years old) up to a maximum of 18 weeks (for the welfare needs of the child).

#### **Parental Bereavement Leave**

We are committed to supporting employees through their grief by ensuring that bereaved parents can take parental bereavement leave. Bereaved parents can be absent from work for two weeks on full pay.

## **4 OTHER HELP AND BENEFITS**

### **4.1 Support when it's needed**

Employees can access our 24/7 confidential and independent helpline on 0808 168 2143 to help with any emotional, health or practical needs of being a new parent. The helpline has a wealth of free expertise at the end of a line. The service can also be accessed online.

### **4.2 Learning and development**

The Learning Lounge contains an array of online and workshop learning to support employees on their return to work. We can help people refresh or develop new skills.

### **4.3 Family Health**

Our Orchard Healthcare plan offers help with everyday medical costs. Additionally, Maternity / Paternity Grants are payable on the birth of each child.

#### **4.4 Agile Working practices**

Give flexibility around time, location and role whilst at work, to meet the values and vision of the Council

### **5 RELATED DOCUMENTS**

- Flexible Working Procedure
- Maternity or Adoption Leave and Pay Procedure
- Paternity Leave and Pay Procedure
- Maternity and Adoption Support leave and Pay Procedure
- Shared Parental leave and Pay Procedure
- Parental leave Procedure
  
- Parental Bereavement Leave