

Worcester City Council

FAMILY FRIENDLY EMPLOYMENT POLICY

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Contents

1	INTRODUCTION	3
2	SCOPE	3
3	OUR RANGE OF FAMILY FRIENDLY POLICIES.....	3
3.1	Flexible Working Policy	3
3.2	Maternity Leave and Pay Policy	3
3.3	Adoption Leave and Pay Policy	3
3.4	Paternity Leave and Pay Policy	3
3.5	Shared Parental Leave and Pay Policy	3
3.6	Unpaid Parental Leave Policy	4
3.7	Parental Bereavement Leave Policy	4
3.8	Working Carer Policy	4
3.9	Hybrid Working Policy	4
3.10	Flex-Time Working Policy	4
4	OTHER HELP AND BENEFITS	4
4.1	Support when it's needed.....	4
4.2	Learning and development	4
4.3	Health & Wellbeing	5
4.4	Cost of Living – Household Savings	5
5	RELATED DOCUMENTS	5

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. Some also apply to workers (such as Casual workers). This is detailed in the individual policy documents.

3 OUR RANGE OF FAMILY FRIENDLY POLICIES

3.1 Flexible Working Policy

This allows employees to ask to change some aspect of their working pattern, for example reducing total working hours or changing the days worked. Employers are required to consult on these proposed changes. There is no length of service requirement.

3.2 Maternity Leave and Pay Policy

Employees can take up to 52 weeks leave to enjoy being a new mother, 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 Adoption Leave and Pay Policy

Employees who have been matched with a child as the “main adopter” may take up to 52 weeks adoption leave to enjoy being a new 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

3.4 Paternity Leave and Pay Policy

Paternity Leave and Pay allows an employee to spend time with a new child and to support their partner. The Council recognises that the birth or adoption of a child is one of the most important events in your life and we are committed to helping new parents balance their family and work commitments. Eligible employees and workers are entitled to 1 or 2 weeks leave and/or pay.

3.5 Shared Parental Leave and Pay Policy

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. There can be benefits for employees and workers subject to eligibility rules.

3.6 Unpaid Parental Leave Policy

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).

3.7 Parental Bereavement Leave Policy

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. Workers (such as casuals) may be eligible for statutory parental bereavement pay but not statutory parental bereavement leave.

3.8 Working Carer Policy

The Council recognises that some of its employees have caring responsibilities. Dealing with the demands of these caring responsibilities and work is often challenging. The purpose of this policy is to outline the support which the Council offers to our employees who have a caring responsibility.

3.9 Hybrid Working Policy

An employees' principal place of work is the office or other Council premises; this Policy sets out the arrangements for working from home or offsite, where that meets business needs and using technology to support working in different ways at different locations, for eligible employees.

3.10 Flex-Time Working Policy

Worcester City Council's Flex-Time Working Policy enables eligible employees to accrue flex-time and take up to 2 days flex-time per month by working more flexibly to suit both operational requirements and their individual needs. The Flex-Time Policy aligns to our Hybrid Working Policy.

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 Health & Wellbeing

We provide access to Occupational Health, Physiotherapy and Mental Health First Aiders if you have any concerns regarding your physical and mental wellbeing. We can also offer Subsidised Eye Tests and glasses to eligible employees for good optical health. Our subsidised Gym memberships can also keep you in tip top health. Speak with your manager or HR for further information.

4.4 Cost of Living – Household Savings

The Council has set up a “Benefit Suite” – a free Website and App that can offer savings on hundreds of retailers including supermarkets, clothing, holidays and cinemas. This can help balance your family’s weekly food and spend budgets.

5 RELATED DOCUMENTS

- Flexible Working Policy
- Maternity Leave and Pay Policy
- Adoption Leave and Pay Policy
- Paternity Leave and Pay Policy
- Shared Parental leave and Pay Policy
- Parental Leave Policy
- Working Carer Policy
- Hybrid working Policy
- Flex-time Working Policy
- Parental Bereavement Leave Policy