

Bishop Vaughan Catholic School

Family Friendly Policy

Family Friendly Policy



Bishop Vaughan Catholic School follows the LA's policy on being Family Friendly. It is reproduced here in full.

Copies of this policy are available on our website, in policy folders on the school network and can be made available on request.

FAMILY FRIENDLY POLICY

FAMILY FRIENDLY POLICY

CONTENTS

POLICY		Page
1.	Policy Statement	3
2.	Scope	3
3.	Paternity Leave	3
4.	Maternity/Adoption Support Leave	4
5.	Parental Leave (unpaid)	6
6.	Time off for Dependants (unpaid)	7
7.	Parental Bereavement Leave	8
8.	Carers Leave (unpaid)	9
9.	Career Break (unpaid)	9
10.	Foster Care Leave	10
11.	Pension Provision	11
12.	Misuse of Family Leave Entitlements	12
13.	Swansea Family Information Service (FIS)	12
14.	Review & Monitoring	12
APPENDICES		
1	Maternity Adoption Support and Paternity Leave form	13
2	Parental Leave form	14
3	Special Leave Form	15

FAMILY FRIENDLY POLICY

1.0 POLICY STATEMENT

- 1.1. The Council's/School's family friendly policies recognise the commitment staff have to other members of their family and have established a number of entitlements for family situations.
- 1.2. The policy considers the following:
 - Paternity Leave and Pay.
 - Maternity / Adoption support Leave and Pay.
 - Unpaid Parental Leave.
 - Unpaid Time off for Dependants.
 - Unpaid Carers' Leave.
 - Career Break.
 - Foster Care leave.
 - Parental Bereavement Leave.
- 1.3. To provide a clear process for employees and managers, which is in line with approved Council procedures and relevant legislation.
- 1.4. In this policy, the term 'partner' refers to the person an employee is in a relationship with and considers to be their husband, wife, civil partner or unmarried partner/significant other. As these terms are of a personal choice, the term 'partner' is used as recognition of the diversity of relationships people have.

2.0 SCOPE

- 2.1. This policy applies to all employees, including those employed in educational establishments

3.0 PATERNITY LEAVE

3.1. Eligibility

All employees are entitled to one weeks paid paternity leave irrespective of length of service.

To be entitled to the second week of paternity pay (for fathers or partners), employees must have at least 26 weeks local government continuous service before the end of the 15th week prior to the expected week of confinement / the date notification of adoption placement is received.

The leave must be taken within 56 days of the birth date / adoption placement date.

The individual must be the biological father or the partner of the child's mother / adoptive parent and will be responsible for the upbringing of the child. They must be someone that lives with the mother / adoptive parent in an enduring family relationship but they do not have to be an immediate relative.

3.2. Entitlements

An employee satisfying the eligibility criteria is entitled to the following:

FAMILY FRIENDLY POLICY

- The child's father, or partner of the mother / adoptive parent, may apply to take up to 2 weeks paid leave. The leave can be taken as separate weeks and do not need to be taken consecutively but they must be taken as complete weeks. The pay for this leave will be one week at full pay* and one week at Statutory Paternity Support Pay.
- In the case of multiple births, the individual will be entitled to only one application for Paternity Leave under this policy.
- If the child is stillborn after a pregnancy lasting 24 weeks, the individual will remain eligible for Paternity Leave.

** A week's full pay is calculated as the normal weekly wage less statutory paternity pay, i.e. the amount payable to the individual under the current contract of employment.*

3.3. Application for Paternity Leave

At least 15 weeks before the baby is due, an employee should tell their manager/Headteacher of their intention to take maternity/adoption support leave:

- The due date.
- When the leave will start (e.g. the day of the birth or the week after the birth).
- The intention to take 1 or 2 weeks' leave.

This will give the manager sufficient time to prepare for an employee's time off work (i.e. to cover shifts etc.). An employee can do this verbally in the first instance but should be followed up by submitting an application via Fusion, if they have access, or by submitting the Maternity_Adoption Support and Paternity Leave form in **(Appendix 1)**. This must be made on or before the 15th week prior to the expected week of confinement / as soon as notification of placement is received.

It is accepted that the precise dates may not usually be known in advance. Therefore, the anticipated dates should be noted on the application. The employee must then notify their Manager / Headteacher once the actual dates are known. The Matb1 or matching certificate must be provided to be entitled to Statutory parental leave

3.4. Time Off for Antenatal Care

Fathers and partners are able to take time off to attend up to two antenatal appointments. Evidence should be produced of appointment, if requested and are able to do so. All employees should endeavour to give their Manager / Head Teacher as much notice as possible of antenatal appointments and wherever possible, these should be arranged as near to the start or end of the working day.

4.0 MATERNITY/ADOPTION SUPPORT LEAVE

4.1. Eligibility

The purpose of maternity and adoption support leave is to allow a council employee a period of leave where they are the main support for the mother of a new born baby or during the adoption of a child. This discretionary leave arrangement does not ordinarily apply if an employee's partner intends to take paternity leave in respect of their child. However, it will be the manager's discretion whether to award such leave.

FAMILY FRIENDLY POLICY

Managers will give due consideration to circumstances where a baby is born prematurely and additional hospital appointments and care arrangements may be required to support the parent, e.g. requests for time off for dependents leave may be also be considered where appropriate.

Where additional support is required to help a parent who is adopting a child, the same considerations will apply to the employee who is supporting the parent who is adopting a child.

4.2. Entitlement

Maternity and adoption support Leave is one weeks leave with pay (pro rata for staff working less than 5 days per week).

Maternity and adoption support leave will be granted to the parent's / adopter's nominated carer in the absence of a partner.

A 'nominated carer' is the family member nominated by the primary parent as their primary provider of support at or around the time of birth/adoption.

There is no qualifying service requirement.

Maternity and adoption support leave can only be claimed once in a continuous 12 month period and shall be granted at the absolute discretion of the employee's manager, applying the same kind of criteria as would be applicable to a request for parental leave.

4.3. Application for maternity/adoption support leave

This leave must be taken within 8 weeks of the birth/adoption of the child.

To apply for maternity and adoption support leave, the employee must submit and an application via Fusion, if they have access, or submit an Application for Maternity_Adoption Support and Paternity Leave form (**Appendix 1**), together with a copy of the parent's maternity certificate (MATB1) / adoption certificate to the Workforce Team.

Employees who anticipate exercising this provision should keep their manager informed of their intentions and in any event submit form MSL1 with proposed leave dates at least 28 days before the expected birth/ adoption date, or as soon as is reasonably practicable. It is appreciated that these dates may need to vary depending on actual circumstances, such as premature birth.

The Workforce team will then confirm this to the employee in writing.

FAMILY FRIENDLY POLICY

5.0. PARENTAL LEAVE (Unpaid)

5.1. Eligibility

Eligible employees are those with parental responsibilities that have one year's continuous Local Government service; a parent of a child who is named on the child's birth certificate or someone who has acquired formal parental responsibility (i.e. via a court order). Also included are step parents where it is agreed by all parents that they have parental responsibility.

5.2. Entitlement

Each parent can take up to 18 weeks of parental leave for each child until each child is 18 years old. If an employee takes it, it must be:

- in blocks of weeks
- a maximum of 4 weeks a year for each child

Employees still accrue (build up) their holiday entitlement as usual while on parental leave.

An employee can take parental leave in blocks of days rather than weeks if they are taking the leave for a disabled child.

Eligible employees can take unpaid parental leave to look after their child's welfare, for example to:

- spend more time with their children
- look at new schools
- settle children into new childcare arrangements
- spend more time with family, such as visiting grandparents

An employee is precluded from undertaking work for another employer whilst taking parental leave.

The entitlement to leave is per child, therefore multiple births or multiple adoptions allows for an additional entitlement to be taken.

The leave is pro-rata for part-time employees, and if an employee has a working week that varies, the hours/weeks that an employee is normally required to work are used for calculation purposes.

Time taken as parental leave shall be treated as continuous service.

5.3. Application for Parental Leave

An employee wishing to take parental leave is required to give at least 21 days' notice, unless in exceptional circumstances, e.g. an emergency situation, to their Line Manager/Headteacher, and specify when they wish the leave to begin and end.

In considering a request, Managers may ask for evidence of the employee's entitlement e.g. birth certificate, adoption papers.

Parental leave can be taken immediately after maternity; paternity or adoption leave providing the correct notice is provided.

FAMILY FRIENDLY POLICY

The employee has a right to return to their existing job under the same terms and conditions. In exceptional circumstances (e.g. general re-organisation), it may not be possible for the employee to return to their present job. In such cases the employee will be subject to the relevant policies and provision of the council/school.

Parental leave can be postponed where the operation of a business would be unduly disrupted if the leave is taken, however, leave cannot be postponed for more than six months from the date of the original request. If leave has to be postponed, managers must discuss this with their employee, and confirm in writing no later than 7 days after the original request the reasons for the postponements of the leave and confirm the dates when the leave may be taken. The leave must be granted for the same length of time as the employee's original request.

An exception to this is if an employee wishes to take parental leave at the time of the birth or adoption of a child then they cannot be asked to postpone their leave.

Requests can be made by completing the Parental Leave Form (**Appendix 2**).

6.0. TIME OFF FOR DEPENDANTS (Unpaid)

6.1. Eligibility

Time off for dependants allows employees to take a reasonable amount of time off work without pay to deal with certain unforeseen emergencies involving the employee's dependants and to make any necessary longer-term arrangements.

The right to time off applies to all employees regardless of their length of service or whether their appointment is fixed term, temporary, casual or permanent.

6.2. Entitlement

The entitlement to time off for dependants is unpaid.

A dependant is quite narrowly defined as a:

- Husband, wife, civil partner, or partner.
- A parent
- A child of the employee,
- Someone who lives in the household as part of the family, rather than being a lodger or a tenant.

The definition is extended to any person who reasonably relies on the employee for assistance to make care arrangements where that person has fallen ill, or been injured or assaulted.

The Circumstances under Which an Employee Can Take Time Off (Not Exhaustive):

- If a dependant falls ill, has been injured or has been assaulted - the illness or injury of the dependant needn't be serious or life threatening. As well as for an unforeseen illness or injury, the employee is permitted to take time off where an existing illness, injury or condition deteriorates.
- When a dependant is having a baby.
- To make long term care arrangements for a dependant who is ill or injured, i.e. arranging a carer.

FAMILY FRIENDLY POLICY

- To deal with the death of a dependant including time off to attend a funeral or make funeral arrangements (this needs to be considered in addition to any entitlement within the Special Leave policy or Leave of Absence Policy for schools' staff).
- To deal with the unforeseen breakdown of care arrangements for a dependant. This may be where the usual carer of the dependant fails to turn up as arranged.
- To deal with an unexpected incident involving an employee's child during school hours.

Circumstances When the Leave Cannot be Taken:

- The leave should not be used in circumstances where the need to take leave could have been foreseen, in these circumstances annual leave should be used in the normal way.
- This leave is for the purpose of making immediate arrangements only. It is not in the spirit of the leave that it should be used for an extended period. It is expected that an employee will only need a maximum of 2-3 days leave as time off for dependants in order to make any necessary longer-term arrangements. For any additional periods required other leave policies should be considered and discussed e.g. annual leave, leave of absence policies for schools.

6.3. Application for Time off for Dependents

The employee should complete a Special Leave Form (**Appendix 3**) and submit to their line manager/headteacher. Their line manager/headteacher will forward to the Service Centre for processing.

7.0 PARENTAL BEREAVEMENT LEAVE

7.1. Eligibility

An employee who suffers the devastating loss of a child who is under the age of 18 will be entitled to parental bereavement leave.

A 'parent' is a biological parent, adoptive parent (including a person with whom a child has been placed for adoption, so long as the adoption is not disrupted), an intended parent, anyone with whom the child has lived with and who has provided care for the child for a continuous period of 4 weeks ending with the date of death, or a partner of one of the aforementioned.

The right to time off applies to all employees regardless of their length of service or whether their appointment is fixed term, temporary, casual or permanent.

7.2. Entitlement

The employee will be entitled to 2 weeks statutory bereavement leave. An employee will receive full pay during this period of leave.

This leave will apply to any parent if they lose a child under the age of 18 or suffer a stillbirth from the 24th week of pregnancy, irrespective of their length of service with the Council. The leave may be taken as a block of 2 weeks or 2 separate blocks of one week, which must be taken within 56 weeks beginning with the date of the child's death. The employee should give as much notice as is reasonably practical if they intend to take Parental Bereavement Leave and ideally, notice will be given before

FAMILY FRIENDLY POLICY

the employee is due to start work on the first day of the leave. In cases where 2 separate blocks are taken, at least one weeks' notice must be given to take the second week.

7.3. Application for Parental Bereavement Leave

The employee should provide their information in writing to their line manager/headteacher (this could be via email/text) who will complete a Special Leave Form (**Appendix 3**) and submit to the Service Centre. This should include:

- name of the employee
- how much leave is being taken - either 1 or 2 weeks
- the dates of the period leave from and to
- the date of the child's death or stillbirth
- relationship to the child or baby needs to be confirmed as per requirements on the [ww.gov.uk](http://www.gov.uk) website.

8.0. CARERS LEAVE (Unpaid)

8.1. Eligibility

Carers' leave allows employees the opportunity to take time off work to give or arrange care for a dependant who needs long term care (A dependent has long term care need if they have a disability as defined under the Equality Act 2010, an illness or injury and needs care for at least 3 month or a care need related to old age).

The right to time off applies to all employees regardless of their length of service or whether their appointment is fixed term, temporary, casual or permanent.

8.2. Entitlement

Employees can take up to 1 week of carer's leave every 12 months. The entitlement to carers leave is unpaid.

Employees can choose to take leave as:

- half days – this is the minimum they can take
- full days
- a whole week

An employee is entitled to a period of leave that is equal to their usual working week.

8.3. Application for Carers Leave

The employee should complete a Special Leave Form (**Appendix 3**) and submit to their line manager/headteacher. Their line manager/headteacher will forward to the Service Centre for processing.

9.0 CAREER BREAK (Unpaid)

9.1. Eligibility

In order to request a career break, an employee must have completed a minimum of six months' continuous service and completed their probationary period with the council.

It will be unusual for an employee to request a career break if they are employed on a fixed term contract. However, the employee should not be treated less favourably than permanent employees when considering the request.

FAMILY FRIENDLY POLICY

9.2. Entitlement

The scheme allows a break from employment for a minimum period of 6 months up to a period of 48 months (4 years).

More than one break may be taken provided that:

- there is more than two years of conventional employment between breaks and
- the overall duration of the breaks is no more than 2 years in total during an individual's employment with the council.

During the career break all council benefits and remuneration cease. Holiday, sickness and redundancy pay entitlements will be based on the number of years' service accrued before taking the break. In the year of returning, these benefits will be pro-rata depending on the number of full months remaining in the year. The career break will not count towards an employee's continuous service calculation e.g. removed from calculation of redundancy.

If an employee takes a career break immediately following maternity or adoption leave but either resigns during the break or fails to return at the end of the break, the employee will be expected to repay occupational maternity/adoption payments as stated in the maternity policy.

There will be no entitlement to the occupational maternity or adoption scheme or pay if an employee becomes pregnant or adopts a child whilst on career break.

9.3. Application for Career Break

Employees who wish to take a career break should informally approach their line manager/headteacher to discuss the feasibility of such a break in the first instance.

If, following this informal discussion, the employee wishes to proceed with an application, they must confirm their request in writing to their line manager/headteacher.

This must be submitted no less than 3 months before the date the employee wishes to start the break, unless particular personal circumstances make this impossible.

Where the employee meets the criteria in 9.1, it will be at the manager's discretion as to whether a break is approved, however the needs of the service must be the paramount consideration. If other alternatives are available these should be duly considered. The employee should be provided with reasons if career break is not agreed. There is no right of appeal against the decision.

Manager should inform the Workforce Team when a career break request has been approved, stating the following details:

- name of employee
- commencement date of career break
- length of career break

9.4. What happens to the employee's substantive post during the break?

The substantive post will usually be held 'open' for the employee for the period of the career break. When considering a career break request, a manager must consider what action is necessary to cover the employee's substantive post. If the

FAMILY FRIENDLY POLICY

employee's workload cannot be managed through the distribution of tasks to other members of the team, then temporary cover will be arranged for the duration of the career break.

The onus is on the employee to keep up to date with developments in respect of their substantive post with their line manager throughout the period of the career break.

During the career break, if there is any possibility of change such as redundancy or reorganisation that may affect the individual's job, managers must contact the employee to advise them of this and the same considerations must be given to them as if they were still in work, such as the same information and right to attend consultation meetings as those in work will be given.

9.5. Responsibilities during the career break

During the duration of a career break, the employee:

- must not work for another employer unless specifically approved by the council
- must maintain their personal and professional development
- may attend any professional updating courses organised by the council, if invited
- must inform their line manager of any changes of personal or contact details
- may undertake 10 days' work per year, where appropriate for the employee and the service area, at the appropriate rate of pay within the council, as approved by appropriate line managers and HR.

10.0 FOSTER CARE LEAVE

10.1. Eligibility

Foster care leave is paid time off to help you if you are applying / training to be a foster parent and when you are an approved foster parent in order to meet the needs of a foster child in your care. Swansea Council has a commitment to the promotion of foster parents and the valuable role they play supporting vulnerable children.

Foster care leave is available for fostering children through the local authority or other recognised agencies and normally does not apply to the short or long-term care of children who are family members. However, foster care leave may also be available to members of staff where children of very close relatives would otherwise have to be fostered or go into local authority care for a period not normally less than 6 months.

To be eligible for foster care leave staff must have been continuously employed by the authority for at least 6 months (26 weeks).

10.2. Entitlement

To support staff make the necessary arrangements to receive a child being fostered, to attend relevant meetings, to undertake training and any emergency circumstances pertinent to their role as a foster parent a maximum of 5 days paid leave per year will be allowed. This can be taken as single days, a block or in hours.

10.3. Application for Foster Care Leave

FAMILY FRIENDLY POLICY

If you require leave for foster care, applications should be made using the special leave application form (**Appendix 3**) and sent to your line manager/headteacher. You will also be required to provide relevant documentation in evidence of the arrangement. If emergency leave is required verbal agreement should be sought and form should be completed as soon as possible on return to work.

11.0 PENSION PROVISION

- 11.1. Any period of unpaid parental leave will not count for pension purposes unless extra pension contributions are paid to buy the pension that has been 'lost'. The extra contributions are known as Additional Pension Contributions or APCs. If the employee elects to pay APCs to buy 'lost' pension within 30 days of receiving a quotation from the pension section, the cost will be split between the employee who will pay 1/3 and the employer who will pay 2/3 of the cost. The employer has discretion to give the employee longer to decide. If a decision to buy back "lost" pension is made outside of the determined timescale, the employee will pay the entire cost.
- 11.2. If they are a member of the Teachers Pensions Scheme, pension contributions cannot be made during a period of unpaid leave.
- 11.3. A career break is a period of unpaid special leave and will be classed as a period of 'authorised unpaid leave of absence'. Therefore, pension contributions by both the employee and council will not be paid automatically.

Employees in LGPS can elect to 'buy back' these pension contributions and if the employee chooses to cover the period of absence for pension purposes this will be by paying an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the period of authorised unpaid leave of absence. Employees will need to contact the pension section for advice and guidance.

If you are a member of the Teachers pensions scheme, please visit the following teachers pension web pages (teacherspension.co.uk) Break in service | Work events | Working Life | Teachers' Pensions (teacherspensions.co.uk) for further information. For family leave it would be the following page Family leave | Life events | Working Life | Teachers' Pensions (teacherspensions.co.uk).

FAMILY FRIENDLY POLICY

12.0 MISUSE OF FAMILY LEAVE ENTITLEMENTS

- 12.1. Any misuse of this policy may be dealt with under the Council's/School's *Disciplinary Policy*. The following are examples of misuse:
- Taking parental leave for purposes other than for caring for a child and/or a dependant.
 - Making a false statement as to entitlement to family leave, for example the age of the child, the relationship with the child or the amount of leave taken with a previous employer.
 - Knowingly giving information to obtain leave that is subsequently found to be false.

13.0 SWANSEA FAMILY INFORMATION SERVICE (FIS)

- 13.1. The Swansea Family Information Service (FIS) is a one stop shop, providing free, quality, impartial information on a wide range of childcare, children's, family support and family related issues and where relevant a signposting service www.swansea.gov.uk/fis

14.0. REVIEW & MONITORING

- 14.1. The Council will monitor the application of this policy and has discretion to review it at any time through the appropriate consultation mechanisms.

Responsibility for the implementation, monitoring and development of this policy lies with the Head of Human Resources and Service Centre. Day to day operation of the policy is the responsibility of nominated officers who will ensure that this policy is adhered to.

Version Number	Details of Change	Date
1.0	New policy development combining all family friendly policies (paternity leave/pay, maternity / adoption support leave/pay, unpaid parental leave, unpaid time off for dependants, unpaid carers' leave, unpaid career break, foster care leave and parental bereavement leave.	January 2025

FAMILY FRIENDLY POLICY

APPENDIX 1



Application for Maternity/Adoption Support Leave Application for Paternity Leave

Please complete and submit this form via email to workforce.transactional@swansea.gov.uk
You must also attach a copy of the MATB1 certificate

Section A: For completion by the Applicant

Name:	
Pay Number:	
Position:	
Name of Expectant Mother:	
Relationship to Expectant Mother:	
Expected Date of Birth:	
Proposed Dates of Leave:	

In accordance with the provisions of the Swansea Council's Maternity/Adoption Policy, I am applying for:

- ❖ Up to one week Maternity/Adoption Support Leave only at full pay
- ❖ Up to one week Maternity/Adoption Support Leave plus one week of Paternity Leave at the statutory rate

(Please delete as appropriate)

Declaration: I declare that all the details contained herein are true and correct

Signature (Employee)		Date:	
Signature (Line Manager)		Date:	

Section B: For completion by the Expectant Mother

Full Name of Mother:			
Name of Applicant:			
I declare that the Applicant is my:	<input type="checkbox"/> Primary nominated carer (eligible for maternity/adoption support only) <input type="checkbox"/> spouse or partner		
Signed:		Date:	

APPENDIX 2



Application for Parental Leave

Please complete and submit this form via email to workforce.transactional@swansea.gov.uk

For completion by the Applicant	
Name:	
Pay Number:	
Position:	
In accordance with the provisions of the Swansea Council's Parental Leave Policy, I am applying for a period of unpaid parental leave:	
Start date:	
End date:	
Total number of weeks:	
If you have taken parental leave previously, please provide the dates:	

I confirm that I have at least one year's continuous service with Swansea Council and one of the following applies (please tick which applies):

- I have a child under the age of five
- I have a child who is disabled (i.e. in receipt of disability living allowance or PIP) and under the age of 18
- I have a child who was adopted within the past five years and is under the age of 18
- I have – or expect to have – parental responsibility for the child

Declaration: I declare that all the details contained herein are true and correct			
Signature (Employee)		Date:	
Signature (Line Manager)		Date:	

FAMILY FRIENDLY POLICY

APPENDIX 3

SPECIAL LEAVE / EXTRANEIOUS DUTIES REQUEST

To be emailed to servicecentrehelpdesk@swansea.gov.uk

SPECIAL LEAVE					
I wish to apply for Leave with pay <input type="checkbox"/> without pay <input type="checkbox"/> under the terms of Paragraph _____ of the: Special Leave Policy <input type="checkbox"/> OR Extraneous Duties Policy <input type="checkbox"/> OR Parental Leave Policy/Time off for Dependents' Policy/Maternity Leave Policy/Adoptions Policy <input type="checkbox"/>					
FULL NAME:				Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	
POST/SECTION/DEPARTMENT:					
PAY NO:					
DATE FROM:		DATE TO:		Number of Hours:	
		(inclusive)			
REASON:					
SIGNATURE:					
DATE:					
<p>N.B. i) If leave is requested for a Special Medical Appointment; please ensure you have shown your line manager a copy of the appointment card or letter.</p>					
FOR OFFICIAL USE ONLY					
I (LINE MANAGER) SUPPORT THE ABOVE REQUEST					
With Pay <input type="checkbox"/>		Without Pay <input type="checkbox"/>		Combination of With and Without Pay <input type="checkbox"/>	
For the period from:		To:		(inclusive)	
SIGNATURE: (Line Manager)		Date:			
Name of Manager:		Manager's Pay No:			

N.B. During any period of authorised unpaid leave you will not build up pension benefits.
 To buy back the period of lost pension, please contact the Service Centre Helpdesk for further guidance.