Family Friendly

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Name of Chairman: Marion Miles

Approved by: Board of Trustees
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Name of Chairman: Charles Simpson
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1. Policy Statement

This Family Friendly policy has been developed to encompass the wide variety of initiatives provided by the Hospice to support all employees in balancing their working lives and their personal commitments.

1.1 Hospice Context
St Nicholas Hospice Care is an independent charity delivering specialist palliative care to patients and their families within the communities of West Suffolk and Thetford. Care is delivered by a specially trained multidisciplinary team supported by a large team of volunteers to patients within our Sylvan Ward, Community Hospice Team, Orchard and Burton Centres. The organisation also includes an Education Department that delivers palliative care education to the local community, a Fundraising Department that manages a range of fundraising activities and a Retail Section with a warehouse and several shops in the local community staffed by paid staff and volunteers.

2. Introduction
This policy combines previous policies covering support available for carers and arrangements for leave to be taken in the following categories: maternity, paternity, shared parental leave and shared parental pay, parental, time off for emergencies involving dependants, and other unforeseen domestic emergencies, leave for civic and public duties or extended annual leave.

3. Definitions
The policy incorporates statutory requirements as well as additional approaches to flexible working adopted by St Nicholas Hospice Care and covers all employees. This policy includes and covers the following subjects (Detailed operational procedures and guidelines are provided in the attached appendices).

3.1. Maternity Leave
Following amendments to legislation (The Maternity and Parental Leave etc. and the Paternity and Adoption Leave (Amendment) Regulations 2008(SI 2008/1966), this policy has been updated to reflect maternity rights as they apply to pregnant employees and new mothers. This policy aims to give information about employment rights with St Nicholas Hospice Care both during pregnancy and after the birth of the baby. Please refer to guidelines for the employee and the organisation for further information. (See Appendix 1)

3.2. Paternity Leave
Following amendments to legislation, this policy has been updated to reflect Paternity rights as they apply to new fathers or civil partners. For further information (see Appendix 2)

3.3. Adoption Leave
This policy aims to give information about employment rights with St Nicholas Hospice Care regarding adoption of a child. Please refer to guidelines for further information. (See Appendix 3)

3.4. Parental Leave
This policy has been developed to give information about eligibility for parental leave. Parental leave is defined as looking after the welfare of a child who an employee has a responsibility for. Please refer to guidelines for further information. (See Appendix 4)
3.5 Shared Parental Leave and Shared Parental Pay

This provision has been developed to reflect the changes effective from 5 April 2015 which establishes how parents will be able to share statutory leave and pay during the first year of birth or adoption of their child. (See Appendix 9)

3.6. Time off to deal with emergencies involving dependants
It may not always be possible for an employee to plan for emergencies involving dependants, therefore this policy and following guidelines have been written with both planned and unplanned emergencies in mind. (See Appendix 5)

3.7. Bereavement Leave
There are no statutory rights to bereavement leave, but this policy aims to give information on provision for time off following the death of an immediate family or maybe a dependant living with the employee. Please refer to guidelines for further information. (See Appendix 6)

3.8. Special Leave
Special leave covers absence from work that might be requested or required to cover one off short term absences. These may be outside the employees control e.g. leaves for civic and public duties, requests for extended annual leave or unforeseen domestic emergencies. Please refer to guidelines for further information. (See Appendix 7)

3.9. Flexible Working Request
St Nicholas Hospice Care extends the right to request flexible working to all staff, regardless of hours worked and working patterns. These guidelines describe an equitable process for requesting flexible working patterns. Offering the opportunity for some flexibility in working patterns can, assist in the recruitment and retention of staff. This, in turn helps St Nicholas Hospice Care to provide continuity of care. It is recognised that in our modern, complex world, domestic needs and demands can differ – and the Hospice will offer opportunity for flexible working where it is safe and appropriate to do so. Please refer to guidelines for further information. (See Appendix 8)

St Nicholas Hospice Care is fully committed to this policy and requires all staff to comply with it. However the policy is not intended to be contractual and maybe be changed subject to approval by the Board of Trustees and consultation with the staff representative group (Staff forum).

4. Responsibilities and Accountability

4.1. Chief Executive Officer (CEO)
The Chief Executive has ultimate responsibility for implementation of this policy. The CEO will ensure that this policy is approved by the Board of Trustees.

4.2. Managers
It is the responsibility of all to familiarise themselves with these policies and its procedures and to follow these as detailed.

4.3. Employees and Volunteers

4.4. Personnel Committee
The Personnel Committee will review and recommend the policies for the Hospice.

4.5. Personnel Department
The Personnel Department will provide guidance and support to Managers.

4.6. Other relevant
The Staff forum will be consulted on any changes to this policy.

5. Procedures and Implementation
The guidelines for requesting, granting and receiving permission under any of the leave categories are detailed in the attached Appendices 1-9.

6. Monitoring and Review
This policy will be reviewed by the Hospice no more than at 3 yearly intervals, unless an earlier review is required e.g. due to changes in legislation; the review to be conducted by the Personnel Director and any amendments to be endorsed by the Board of Trustees.

7. Statutory Compliance and Evidence referenced
The Employment Protection (Consolidation) Act 1978 (as amended by the Trade Union Reform and Employment Rights Act 1993)
The Social Security Contributions and Benefits Act 1992
The Management of Health and Safety at Work (Amendment) Regulations 1994
The Maternity Allowance and Statutory Maternity Pay Regulations 1999
The Employment Relations Act 1999
The Maternity and Parental Leave Regulations 1999
Part-time Work Regulations 1999
Sex Discrimination Act 1975

The Work and Families Act 2007
The Shared Parental Leave Regulations 2014


8. List of Appendices (see page 2)
The Appendices can be found within the St Nicholas Hospice Care S:\Drive.

The Personnel Department should be informed and involved in requests for Maternity and Paternity Leave, Parental Leave, Adoption Leave, Special Leave excluding requests for extended annual leave

The policy will be available to all members of staff via the S drive/ Organisational/ Policies-current\ CURRENT policies\ PERSONNEL/ Family Friendly. Hardcopy is available by request