

Work Life and Family Policy

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Worklife and Family Policy

Document Control / History

Revision No	Reason for change
5	Review of process and create a separate procedure document, templates updated to incorporate new values logo.

Consultation

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To be read in conjunction with any policies listed in Trust Associated Documents.

1 Introduction

- 1.1 Intranet - If you would like a Braille or large print copy of this policy please contact the Human Resources Department and it will be arranged.
- 1.2 Medway NHS Foundation Trust is committed to providing members of staff with access to leave arrangements which support them in balancing work responsibilities with personal commitments and home life.
- 1.3 The Trust recognises that employees have dependents and that from time-to-time they may need time off to deal with emergency situations, such as looking after their dependents or dealing with a death of a dependent.
- 1.4 Whatever the circumstances, the Trust aims to help its staff balance work and home life, offering reasonable time off when required. Some of the entitlements outlined in this policy and supplementary Standard Operating Procedures are individual employment rights and, therefore, are an entitlement, whilst others are specific NHS provisions.
- 1.5 This policy applies to all employees regardless of grade and hours worked. Certain types of leave may require specific eligibility criteria to be met – this is explained clearly in the relevant Standard Operating Procedure.
- 1.6 The following Standard Operating Policies and Procedures are associated with this Policy:
 - Adoption Leave
 - Annual Leave
 - Career Break
 - Flexible Working
 - Maternity Leave
 - Paternity Leave
 - Bereavement Leave
 - Unpaid Leave
 - Parental Leave
 - Carer/ Dependent Leave
 - Leave for Medical and Dental Appointments
 - Leave for Domestic Emergencies
 - Leave for Public Duties
 - Notification of Leave
 - IVF Fertility Treatment
 - Medical Staff Leave

2 Purpose / Aim and Objective

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- 2.1 The aim of this Policy and associated Standard Operating Procedures is to give a clear and straightforward explanation of employees' rights and responsibilities in relation to Worklife Balance.
- 2.2 The Medway NHS Foundation Trust is committed to providing support to employees at times where they may need time off work.

3 Definitions

- 3.1 Worklife Balance aims to provide employees with a healthy balance between work-life and home-life.

4 (Duties) Roles & Responsibilities

- 4.1 The Trust has a responsibility to:
- Ensure staff and managers are fully aware of their rights and responsibilities relating to this Policy and associated Standard Operating Procedures.
 - Ensure that managers receive the appropriate training and guidance so that they can apply the Policy and associated Standard Operating Procedures appropriately and effectively.
- 4.2 The manager has a responsibility to:
- Ensure they apply this Policy and associated Standard Operating Procedures in a fairly and consistently.
 - Respond to requests under this Policy within a reasonable timeframe.
 - Provide support to their staff in enabling them to fully utilise this Policy and associated Standard Operating Procedures.
- 4.3 The individual employee has a responsibility to:
- Notify their line manager at the earliest opportunity of a request to take leave under this Policy and associated Standard Operating Procedures.
 - Complete the appropriate forms (if applicable) and submit to the line manager with plenty of notice.
 - Ensure their line manager is provided with accurate and true information relevant to their requests.
- 4.4 The HR Employee Relations team has a responsibility to:
- Support line managers and advise on how the Policy and associated Standard Operating Procedures should be applied.
 - Inform staff about their rights and responsibilities relating to Worklife Balance.

5 Monitoring and Review

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What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Policy review	First review in one year and then every three years. Additional reviews when legislative changes require.	Senior HR Advisor	Deputy Director of Workforce	Where gaps are recognised action plans will be put into place

5.1 The circumstances and outcomes of all cases handled under this procedure will be monitored with the aim of applying any learning to the improvement of our practice in this area. Specifically, HR will record data on all cases with respect to: the grade, post, directorate and equal opportunities monitoring category of the employee and the outcome of each case. This data will be reported to and analysed within the Joint Staff Committee structure.

6 Training and Implementation

6.1 The HR Employee Relations team will ensure that managers are trained in applying this policy and associated Standard Operating Procedures fairly and consistently. Bite size training sessions will be run in conjunction with the Learning and Development team when required.

7 Equality Impact Assessment Statement & Tool

All public bodies have a statutory duty under The Equality Act 2010 (Statutory Duties) Regulations 2011 to provide “evidence of analysis it undertook to establish whether its policies and practices would further, or had furthered, the aims set out in section 149(1) of the [Equality Act 2010]”; in effect to undertake equality impact assessments on all procedural documents and practices. Authors should use the Equality Impact Toolkit to assess the impact of the document.

In the first instance this will mean screening the document and, where the screening indicates, completing a full assessment. The Toolkit can be found on the Trust website <http://www.medway.nhs.uk/our-foundation-trust/publications/equality-and-diversity/equality-impact-assessments/>

A document will not be considered approved until the author has confirmed that the screening process has been carried out and where required a full impact assessment has been completed. Where a full assessment is completed this should be submitted along with the document for approval.

8 References

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Document	Ref No
References:	
Trust Associated Documents:	
SOP0279 - Adoption Leave Procedure	
Annual Leave SOP	
Career Break SOP	
Flexible Working SOP	
SOP0278 - Other Leave Procedure	
SOP0276 - Maternity Leave Procedure	
SOP0274 - Paternity Leave Procedure	
Bereavement Leave SOP	
Unpaid Leave SOP	
SOP0275 - Parental Leave Procedure	
SOP0277 - Carer-Dependant Leave Procedure	
Leave for Medical and Dental Appointments SOP	
Leave for Domestic Duties SOP	
Leave for Public Duties SOP	
Notification of Leave SOP	
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