

## **PRACTICAL HELP AVAILABLE TO PARENTS AND CARERS**

The Council supports the government's initiatives to encourage a more family friendly workplace and offer practical help to employees with responsibility for caring for children and other dependants. The help available is intended to strike a balance between assisting parents as much as possible and maintaining service levels. The Council will provide the allowances and benefits required by statute. Additional benefits are entirely at the Council discretion.

### **1. What is available?**

Various practical help is available, although you may need to meet eligibility criteria (e.g. length of service) to qualify for help. You may be eligible for:

- Adoption leave            long term leave if you are adopting a child (paid)
- Dependant leave        immediate unpaid leave to assist with unexpected emergencies concerning someone in your care (unpaid)
- Flexible working        the right to request a change in terms and conditions if you have young children
- Maternity leave        long term leave if you are expecting a baby (paid)
- Parental leave         unpaid leave in short periods over a number of years if you have young children (unpaid)
- Paternity leave         short term paid leave if your partner has given birth (paid)

### **2. How do I arrange to take leave?**

The guidelines give information on how you book leave. In each case, you should give as much notice as possible. In some cases, you may lose the entitlement to leave or have your leave postponed if you do not give sufficient notice.

### **3. Further information**

For further information on family friendly policies, contact Human Resources.

### **4. Warning**

The entitlements discussed in these guidelines are offered in good faith and for the purpose of supporting employees with family responsibilities. Abuse of the entitlement may constitute gross misconduct and lead to a dismissal. If you are believed to be abusing the scheme, you will be subject to disciplinary action.