

# HUMAN RESOURCES & PERFORMANCE



## FAMILY FRIENDLY POLICY, PROCESS and GUIDANCE

### ANNEX 4

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APPROVED AT ..... MEETING, ON .....DATE.....

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## FAMILY FRIENDLY POLICY

### **1 Policy**

- 1.1 The provisions of the Peak District National Park Authority (PDNPA) Family Friendly Policy are based on Employment Law and local government national conditions of service.

The Policy confirms that employees with dependents have statutory rights that entitle them to time off work, paid and/or unpaid. It sets out the policy and procedures for both the employee and the Authority to follow in order to qualify for the provisions.

The rates of entitlements referred to in the guidance notes associated with the policy are updated annually to reflect changes in statutory pay and benefits.

### **2 Scope**

- 2.1 The Family Friendly Policy applies to all PDNPA employees who qualify. It covers statutory and Authority provision for:
- Maternity, paternity, and adoption leave and pay arrangements,
  - Parental leave, time off for care of dependents and compassionate leave.

### **3 Process**

- 3.1 A manager and an employee will meet to discuss family friendly provisions. The employee's request will be considered by the manager in the context of the individual, the team and the organisation and where operational reasons mean that requests cannot be met, or cannot be met in full, the reasons will be given to the employee in writing.
- 3.2 As a minimum, statutory requirements will be fulfilled. Consideration will also be given to requests for work life balance and the provisions of the Flexible Working Policy should be taken into account.
- 3.3 The employee has right to appeal a decision made by the manager through the PDNPA Appeals policy.

### **4 Equality & Diversity**

- 4.1 Family friendly options must be managed fairly and be free from discrimination, whilst set in the context of statutory requirements and national conditions of service.
- 4.2 When agreeing family friendly arrangements those involved should manage of the tensions that can arise between working to enable family friendly provisions and meeting the specific operational needs of the organisation and aspirations of individual members of staff.
- 4.3 Statutory provisions, e.g. equalities legislation, will always take precedence.

## **5 Manager responsibilities**

- 5.1 To ensure HR&P are informed of all issues/cases, for monitoring purposes and seek advice from HR&P, where appropriate.
- 5.2 To ensure notes are taken of any meeting. To communicate constructively, keep an open mind and consider all options. To maintain confidentiality of information
- 5.3 To decide the outcome, with advice from HR&P if required, and confirm same in writing together with a note of the right of appeal.
- 5.4 To take equality and diversity and corporate values into account.

## **6 HR&P responsibilities**

- 6.1 To give advice and guidance to managers and staff on how the policy works.
- 6.2 To confirm changes to contracts of employment in writing and maintain employment records.
- 6.3 To monitor cases and provide management information and maintain confidentiality of information.
- 6.4 To review this policy in line with drivers from change in legislation, through feedback as a Learning Organisation or developments in best practice.

## **7 Employee responsibilities**

- 7.1 To communicate constructively, keep an open mind and consider all options and maintain confidentiality of information.
- 7.2 To ensure documents are provided in a timely way.
- 7.4 To be aware of the appeals policy if appropriate.

## **8 Relevant Legislation and Key PDNPA Policies**

Equality Act 2006  
Employment Act 2002  
Data Protection Act 1998  
Work and Families Act 2006  
Age Discrimination Act 2006  
Employment Rights Order 2006  
Employment Relations Act 2004  
Disability Discrimination Act 2005  
Trade Union and Labour Relations (Consolidation) Act 1992  
PDNPA Comprehensive Equality Policy (particularly Equality in Employment)  
PDNPA Joint Performance and Achievement Review process  
PDNPA employment policies  
PDNPA Appeals Policy

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## FAMILY FRIENDLY PROCESS

