



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**FAMILY FRIENDLY POLICY  
(FLEXIBLE WORKING & SPECIAL LEAVE  
ARRANGEMENTS)**

Authorised by: MWDA Full Authority  
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## **1. INTRODUCTION**

- 1.1 Merseyside Waste Disposal Authority is committed to providing equal employment opportunities and to supporting staff in balancing domestic and work commitments.

This policy details the support available through family friendly (flexible working and special leave) arrangements, and subject to the needs of the service, these employment practices are open to all employees.

The Authority believes that the range of policies it provides:

- Helps employees to maintain a balance between work and home commitments
  - Helps in developing a culture where the needs of the employees to balance work and life commitments are recognised
  - Helps in the recruitment and retention of employees
  - Promotes Equal Opportunities
- 1.2 All employees can request, in writing to their Section Manager, that their post be considered for flexible working practices outlined within this policy. The employee will receive a written reply from the Manager stating whether their request can be supported or not.
- 1.3 In principle, all posts could be eligible for flexible working and all applications will be carefully considered. The refusal of any application will only be for sound objective reasons and will be justified by the Manager, in writing to the employee. Any appeals from employees in respect of the application of this policy will be dealt with in line with the Authority's Grievance Procedure.

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- 1.4 The Assistant Support Services Manager may be contacted for further advice on any aspect of the interpretation/application of this policy.

## **2. ADOPTION LEAVE**

- 2.1 An employee who is adopting a child will be granted leave under this arrangement. This policy applies to adoption (normally from outside the family unit) only, and does not include fostering.
- 2.2 This policy is designed to enable adopting parents to spend time with the children when it is most needed, i.e. when the child(ren) first joins the family unit rather than when adoption becomes legal.
- 2.3 Both paid adoption leave and paid paternity leave are available to employees where an adoption agency notifies the adopter of a match with a child on or after 6<sup>th</sup> April 2003.
- 2.4 To qualify for adoption leave, an employee must:
- Be \*newly matched with a child for adoption by an adoption agency
  - Have worked continuously for the Authority for 26 weeks ending with the week in which they are notified of being match with a child for adoption.
- \* (Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children)*
- 2.5 Employee are entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave – a total of 52 weeks' leave. Ordinary adoption leave is paid leave (see 2.9 below).
- 2.6 Adoption Leave can start from the date of the child's placement or from a fixed date which can be up to 14 days before the expected date of placement.

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- 2.7 Only one period of leave is available irrespective of whether more than one child is placed for adoption as part of the same arrangement.
- 2.8 If the child's placement ends during the adoption leave period, the employee can continue adoption leave for up to eight weeks after the end of placement.
- 2.9 During their adoption leave, Statutory Adoption Pay is paid for up to 26 weeks. The rate of Statutory Adoption pay is the same as the standard rate of Statutory Maternity Pay.
- 2.10 Employees are required to inform the Authority of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption, unless that is not reasonably practicable.
- 2.11 Employees must give the Authority documentary evidence – from their adoption agency as evidence of their entitlement to Statutory Adoption Pay and Adoption Leave.
- 2.12 During any additional adoption leave, the employment contract continues.
- 2.13 Employees who intend to return to work at the end of their full adoption leave entitlement do not have to give any further notification to the Authority. However, those employees who want to return to work **before** the end of their adoption leave period, must give the Authority 28 days' notice of the date they intend to return, or less at the discretion of the Director in consideration of the needs of the service.
- 2.14 In line with maternity regulations employees must return to work for 3 months at the end of the leave period or they will be required to repay the 6 weeks paid leave.

### **3. PARENTAL LEAVE**

- 3.1.1 Parental leave is available to employees who have parental responsibility for a child or children born or adopted after 15<sup>th</sup> December 1999 who wish to take leave to care for the child(ren).
- 3.2 Employees are entitled to 13 Weeks unpaid leave (proportionately reduced for part-timers), to be taken up to five years from the date of birth or in cases of adoption five years from the date of placement (or the child's 18<sup>th</sup> birthday, if that is sooner).

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Parents of disabled children are entitled to 18 weeks' parental leave up to the child's 18<sup>th</sup> birthday, providing they have the qualifying length of service.

- 3.3 Employees requesting parental leave must have a minimum of one year's continuous service with the Authority.
- 3.4 Both male and female employees are eligible to parental leave which is additional to maternity and paternity leave.
- 3.5 Employees must give 21 days notice of their intention to take parental leave. A Manager can postpone the leave within one week of receiving a request from the employee for up to six months if the needs of the service dictate this.
- 3.6 Parental leave must be taken in blocks of at least one week.
- 3.7 The maximum leave to be taken within each year is limited to four weeks.

#### **4. PATERNITY LEAVE**

- 4.1 Fathers are entitled to two weeks' paternity leave, which consists of one week paid leave and one week statutory paid leave. This is in addition to the current right of 13 weeks' parental leave.
- 4.2 Paternity leave is available to an employee who has continuous service with the Authority of at least 26 weeks by the 15<sup>th</sup> week before the Expected Week of Confinement (EWC).
- 4.3 Paternity leave will only be granted on the production of a MAT B1 certificate (or copy) confirming the partner's expected date of confinement. Paternity should be applied for, provisionally, as early as possible and not normally later than eight weeks before the EWC.
- 4.4 The leave must be taken within a period of 56 days, beginning with the date on which the child is born.

#### **5. MATERNITY LEAVE**

- 5.1 A pregnant employee is entitled to take time off during their normal working hours to receive antenatal care, this must be agreed with their

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line manager. Antenatal care includes appointments with the GP and hospital clinics.

- 5.2 The employee should advise their line manager of the intended absence as far in advance of the appointment as possible, they may be asked to produce their appointment card.
- 5.3 There will be no deduction of salary for attendance at authorised antenatal appointments.
- 5.4 Pregnant employees are entitled to take 26 weeks' maternity leave, regardless of their length of employment with the Authority (subject to the rules set out in 5.6 below)
- 5.5 If an employee has 26 weeks' service at the start of the 15<sup>th</sup> week before the expected week of the birth, they will be able to take an additional period of unpaid maternity leave. The 26 weeks' additional unpaid leave will start from the end of the 26 week period of ordinary maternity leave
- 5.6 A pregnant employee can choose to start their maternity leave at any time after the start of the 11<sup>th</sup> week before the week in which the child is due except in the following cases:
  - If the employee is absent because of an illness related to the pregnancy at any time during the four weeks before the child is due, the Authority reserves the right to require the employee to start their maternity leave on the first day of absence.
  - If the child is born earlier than the planned date of starting the maternity leave then the maternity leave starts on the day the child is born.
- 5.7 A pregnant employee must take at least two weeks' leave at the time of the birth.
- 5.8 The employee must give notice in writing addressed to their line manager at least 28 days before they start their maternity leave stating:
  - (a) that they are pregnant
  - (b) the week in which the child is due
  - (c) whether they intend to take ordinary maternity leave(OML) only or additional maternity leave(AML) in addition
  - (d) when they want their maternity leave to start

The employee should also enclose a form MAT B1 signed by their GP or midwife with the letter.

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- 5.9 If the employee wishes to return to work before the end of their maternity leave period they must notify their line manager in writing, giving at least 28 days advanced warning of the date of return.
- 5.10 If the employee decides not to return to work at the end of their maternity leave period, they must notify their line manager at once in writing.

## 6. **EMPLOYMENT BREAK POLICY**

- 6.1.1 Merseyside Waste Disposal Authority acknowledges that employees may find it necessary to have a break from work for domestic or personal reasons, approved by a manager, on an individual basis. Appropriate reasons include the care of children or dependant relatives or other domestic situations. Other appropriate reasons will be considered.
- 6.2 A career break is a formal arrangement between the individual and Merseyside Waste Disposal Authority for an extended period of unpaid absence from employment, involving an understanding on both sides that the employee will return to employment at the end of the agreed time period. This policy should be regarded as a broad framework enabling Managers to meet the needs of their own section and staff.
- 6.3 Potentially, all employees of Merseyside Waste Disposal Authority are eligible to apply for a career break providing they meet the following criteria:
- One year's continuous service with Merseyside Waste Disposal Authority
  - Have applied for an employment break in writing normally giving three months notice prior to the start of the requested break.
  - Have given a written undertaking to remain with Merseyside Waste Disposal Authority as follows

*For an unpaid period of absence of three months to one year – at least six months after return.*

*For an unpaid period of absence of one to three years – at least one year after return.*

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- 6.4 Each applicant's request will be considered on an individual basis. Managers should consider the following aspects when a request is received:
- length of service
  - current and anticipated skill shortages
  - ability to guarantee re-employment in same or similar post
  - ability to continue to provide the service
- 6.5 The length of any career break is subject to the agreement between managers and the individual employee, and will be between three months and three years. There will be a minimum requirement of two years service between each break.
- 6.6 The length of any career break should balance the needs of the applicant with the needs of the service.
- 6.7 If the circumstances of the career break change, the policy does allow for employees to apply for an extension of their break, or to return early, with the appropriate notice. The period of notice may be mutually negotiated in appropriate circumstances.
- 6.8 Where the employee requires less than three months time off, the use of family leave, annual leave and unpaid leave should be considered.
- 6.9 Consideration will be given by the manager to any request for an unpaid period of absence of over three months and up to three years, the decision being based on 6.3 and 6.4 above.
- 6.10 Managers should consider requests positively wherever possible, but any refusals should be based on sound, objective reasons and confirmed in writing.
- 6.11 To assist in arriving at their decision managers may wish to consider some or all of the following:
- ability to recruit a temporary replacement on a fixed term temporary or secondment basis
  - any financial implications
  - the balance between the needs of the employee and the needs of the service.
- 6.12 Where the request is accepted a written agreement will be completed by the manager, signed by both parties and countersigned by the Director (See Appendix 1). The agreement reflects that the employee will be re-employed at the end of the period **in the same or an**

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**equivalent post, at the same grade and salary point** as before the period.

- 6.13 Managers must seek the advice of the Assistant Support Services Manager as soon as they receive an application for a career break.
- 6.14 Before commencing a career break, employees should ensure that they fully understand all the implications in doing so.
- 6.15 Employees entering into a career break under this policy must ensure that any changes to their personal circumstances are notified to their manager as soon as possible.
- 6.16 Employees are required to keep in regular contact with the workplace. Details of such contact will be agreed with the manager prior to the period of absence, and must include the following:
- an appropriate number of days paid work, which should be no less 10 days per year. Payment will be made at the same pay point enjoyed by the employee prior to commencing their career break
  - attending the appropriate training, updates and briefings
  - receiving policies, procedures, notes of meetings etc
  - meeting with their manager and colleagues at appropriate intervals
- 6.17 It should be noted that, where appropriate, it is the employee's own responsibility to attend any compulsory training/refresher course to maintain full competence.
- 6.18 To ensure that the implications of a career break, including pension arrangements are clear to both the manager and employee, no decision will be given until the full implications of entering into a career break have been fully discussed with the Assistant Support Services Manager.
- 6.19 It is also the duty of the managers to keep employees informed of changes with the Authority by regular contact.
- 6.20 Managers will inform the employee of training and development requirements throughout the career break and ensure that they are met. Managers in conjunction with the Assistant Support Services Manager, are responsible for all aspects of administration of the career break.

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- 6.21 Employees are required to give a minimum of three months notice, in writing, to their manager, of their intention to return to work. If a return date changes, three months notice from the amended date must be given.
- 6.22 The manager will hold an interview with the employee to discuss details of the return to work. The manager may use discretion if the employee wishes to return to work on a different basis.
- 6.23 The return to work may be considered on a part-time or job share basis
- 6.24 The return to work will be subject to a medical clearance by the Authority's Medical Officer.
- 6.25 If the employee fails to comply with the agreed arrangements for the career break, the manager may cancel the arrangements, after giving the employee the opportunity to explain the situation.

6.26 **GENERAL CONDITIONS**

**Remuneration:** There will be no entitlement to pay during the period of absence, except when returning to work during the break for updating or training requirements. Those employees receiving increments will be paid on the same incremental point on return to work, as that applicable at the start of the period of absence.

**Break in Service:** The period of absence will not be regarded as a break in service. It will however, not count as reckonable service, except for any paid employment during the period. Therefore, the accrual of enhanced conditions of service will not be affected, but the period of absence will not count towards pensionable service, in the calculation of redundancy payments, or maternity leave rights. Employees may wish to seek advice from the Pension Fund regarding pensionable entitlements.

**Sick Leave/Annual Leave:** These do not accrue during the period of leave.

**National Insurance Contributions:** These will only be paid by the Authority during the period of absence when work is actually undertaken for the Authority.

**Allowances:** Allowances such as essential car user and telephone user allowance will cease during the period of absence.

**Car Loans:** The following options will be discussed with the employee in liaison with the Assistant Support Services Manager and the Management Accountant:

- Payment of the outstanding loan in full
- Possible suspension of payments for the duration of the career break
- Continuation of normal loan repayments

6.27 While every effort will be made to accommodate appropriate applications, having regard to the exigencies of the service, it may not be possible to approve every application for a career break. However, should any member of staff consider that their application has been unfairly dealt with, they are entitled to pursue the matter through the Authority's grievance procedure. They may wish to consult with their trade union representative for advice before doing so.

6.28 Monitoring of this policy will be the responsibility of the Director in conjunction with the Assistant Support Services Manager, and will be reviewed annually.

## **7. ADDITIONAL LEAVE**

7.1 Additional leave with or without pay may be granted in special circumstances at the discretion of the Director of Waste Disposal. Requests for such leave must be made, in writing and addressed to the Director.

7.2 Details of the special circumstances in which leave may be granted are as follows:-

- **Leave for urgent personal reasons**

The Director shall have discretion to grant special leave for unforeseen urgent personal reasons. Normally the period of absence should not exceed five days with and five days without pay in any one leave year. In particular circumstances the period of leave can be extended beyond the 10 days by the Director in consultation with the Clerk to the Authority.

- **Leave for attendance at Court as a Witness**

An employee who is required to attend Court in the capacity of a witness outside the course of their normal duty shall be granted

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special leave with pay. Any witness fee (as distinct from expenses must be paid to the Authority)

▪ **Leave for Magisterial Duties**

Leave with pay shall be granted to employees undertaking magisterial duties.

▪ **Leave to stand as a Candidate in a Parliamentary Election**

Leave with pay shall be granted, up to a maximum of 20 days, to an employee standing as a candidate in a Parliamentary (including European Parliament) Election.

▪ **Leave to serve as a Member of Another Local Authority**

Leave with pay shall be granted to an employee performing approved duties as a member of another local authority. No deduction will be made from the salary of employees concerned.

▪ **Leave to serve in the Community**

Leave with pay will be granted to an employee who acts in a voluntary capacity as a school governor or as a member of other statutory bodies. Applications for this should be made in writing to the Director, which will be considered on a case-by-case basis according to the needs of the service.

▪ **Election Duties**

Leave with pay from normal duties may be granted where employees are appointed by returning officers to assist at any Elections and Referenda.

▪ **Reserve Forces Annual Training Camps**

Two weeks leave with pay will be granted for attendance at annual training camps.

▪ **Special leave for Trade Union Purposes**

All applications for leave for this purpose will be determined by the Director on the following basis:-

- i) leave with pay may be granted to enable employees to attend appropriate meeting of bodies set up by Trade

Unions for the purpose of research or the further advancement of knowledge.

- ii) Leave with pay may be granted to a reasonable number of employees appointed as delegates to attend annual conferences of their trade unions
- iii) Leave with pay will be granted to an employee who is elected by his/her trade union to the office of President, to enable the employee to discharge the duties of that office
- iv) Leave with pay will be granted to employees who by virtue of their trade union membership are called before the Royal Commissions to give evidence, or are summoned to attend by a Minister of the Crown or Government Department to discuss rates of pay/conditions of service.

▪ **Meetings of Professional Associations and Outside Bodies**

The attendance of Senior Officers at meetings of professional associations and approved outside bodies be limited to 15 days leave with pay in any one leave year.

▪ **Payment in Lieu of Holidays**

Employees who leave the service of this Authority to take up an appointment outside the Local Government Service who have been unable to take their annual leave entitlement will receive payment in lieu of any outstanding annual leave at the date of termination.

▪ **Pre-Retirement : Adjustment of Hours**

Employees who are suitably qualified by service/age shall be granted pre-retirement leave amounting to one day per week during the last year of work before their planned normal retirement date.

Employees concerned should make arrangements with their line manager having regard to the exigencies of the service, to determine a specific day in the working week to be allocated for that pre-retirement leave.

In the event of an employee being required to work on the specified day, that pre-retirement leave be forfeited. During a period of sickness, annual leave, public or statutory holiday, the pre-retirement leave will not operate.

## **8. FLEXI-TIME**

- 8.1 Flexi-time working for employees allows for a considerable degree of flexibility to be exercised with regard to the arrival and departure of individual participants. Employee's work between agreed 'core' times in the day, the balance of their contracted time is fulfilled flexibly within agreed limits.
- 8.2 Unlike annual leave entitlement, which is honored, credit flexi-time may have to be postponed as the working of the scheme is subject to the needs and priorities of the service and staff must arrange hours with their manager to ensure that each section remains fully effective between office opening hours.
- 8.3 The maximum number of hours which can be accrued in any one four week period is 12 hours, the maximum number of hours to which the employee can be 'in debt' by the end of the four week period is 4 hours.
- 8.4 One day/ two half day's flexi-leave can be taken in any four week period.
- 8.5 Flexible working hours do not affect either the employee's commitment to work their contracted hours or their manager's responsibility to ensure their section is operational during normal office opening hours.

### **Core Time**

The periods during which staff should be present

These are:- 09.30 - 11.45  
14.00 -16.00

### **Flexible Hours**

The periods outside core time during which employees can work as a matter of choice, subject, of course to the exigencies of the Service

These are:- 08.00 – 09.30

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16.00 - 18.30

- 8.6 Lunch breaks must be taken between 11.45 and 14.00. A maximum of two hours lunch break can be taken. A minimum of thirty minutes lunch break must be taken.
- 8.7 Although the scheme allows for a degree of flexibility, it must be remembered that the provision of the correct level of service to members of the public and their elected representatives must always be the first consideration.
- 8.8 Some sections may need to be staffed for longer periods than others because of their direct links with the public or because of the nature of their work and this means that the degree of flexibility allowed to participants can vary from day to day, section to section and according to the particular circumstances prevailing at the time.
- 8.9 Flexi-time should be request and recorded on the employee's annual leave request card.
- 8.10 A leaflet detailing the recording and monitoring of flexi-time will be give at induction to all new starters, and is available to employees from Corporate Services.

## **9. JOB SHARE**

- 9.1 Job share is permanent employment in which two employees voluntarily share the work duties and responsibilities of the same established full time post. The salary and terms and conditions of service are shared on a pro-rata basis according to the hours worked by the job sharers. The incremental point of each job sharer, however, will be determined on an individual basis.
- 9.2 The Authority recognises that many posts could be arranged so that the duties and responsibilities are shared between post holders. All full time posts are suitable for job sharing, unless the post's unsuitability for job share can be positively demonstrated.
- 9.3 All employees are covered by the National Joint Council for Local Government Services terms and conditions of service. Job sharing partners will have an individual statement of Terms and Conditions of Service covering salary, increments, entitlement to leave, long service leave, public holidays, sick pay entitlements, access to superannuation and cover arrangement.

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- 9.4 Hours and the pattern of the working week will be agreed between the job sharing post holders and their manager and will be varied only by the agreement of all parties.
- 9.5 A post may be shared by two people on a split-day, split week or alternate week basis, giving each employee a pro-rata share of the full-time hours of the post. Job sharers who work alternate weeks maintain their continuity of employment and this will be stated in the Contract of Employment.
- 9.6 Job sharers will be paid the salary for the grade of the pro-rata post in accordance with the appropriate agreements. Public holidays will be pro-rata between the two job sharers (where holidays have been overtaken due to working arrangements, this can be paid back by accruing flexi time or by annual leave). In line with current practice for full time staff, annual leave will only be taken following the specific approval of the job sharer's manager.
- 9.7 Where there is an on-call requirement for a particular post this should be shared equally between job-sharers with on-call payments paid pro-rata and call out paid in accordance with the appropriate regulations.
- 9.8 All job sharers will have the option to join, opt out or remain in the superannuation scheme.
- 9.9 Job sharers will have the same access to training facilities and opportunities as full time employees.
- 9.10 Taking into account the needs of the service, limited overlap arrangements may be incorporated into the job share with the agreement of the job sharers manager.
- 9.11 Where one part of a shared post is unoccupied due to sickness, maternity or other leave, the remaining job sharer may be invited, but not required, to undertake additional hours up to and not exceeding the full time hours of the post.
- 9.12 Request for job share should be submitted in writing to the line manager. Applications for job share can be made with or without a partner. Where an application is approved for job share, subject to the remaining portion of the post being filled in accordance with the

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scheme, recruitment for the remaining portion of the post will be undertaken in accordance with the Authority's recruitment policy.

- 9.13 Until a job-sharing partner has commenced employment, the existing employee will continue to work full time.
- 9.14 If after advertising twice for a job share partner, the post remains unfilled, the existing employee will be informed that a job share arrangement is not possible at that time. A re-application will be considered after six months from the closing date of the last advertisement.
- 9.15 Where one job sharer leaves the employment of the Authority, the remaining job sharer will be offered the position on a full time basis.
- 9.16 If the employee does not wish to take up this option, the remaining hours will be advertised in line with normal procedures. If after advertising, the post remains unfilled, the remaining job sharer will retain his/her existing contract and the manager will determine what action is to be taken in covering the remaining unfilled hours. It is not expected that an existing job sharer will cover the whole duties of the full time post.
- 9.17 Job descriptions will specify the arrangements to allow job sharers to communicate and will clearly indicate which responsibilities are shared and which are allocated to individual job sharers.

## **10. PART TIME WORKING**

- 10.1 Part time working entails when one person is working less than full time hours in a job with its own allocated tasks and objectives.
- 10.2 The Authority realizes the benefits that can be gained from part time working. Part time employees may be employed where:-
  - i) There is insufficient work for the job to be done on a full time basis
  - ii) The nature of the work or working hours are best suited to part time work
  - iii) It is difficult to find suitable employees. In this situation full time hours may be made up by part time employment up to their value. Part time employees should not be expected to perform the whole duties of the full time post.
  - iv) A full time employee wishes to return to work part time after maternity leave.

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- 10.3 When reviewing a vacancy and assessing the workload of the section, the manager should take into account how certain duties in the section would be covered on a part time basis. Recruitment to a part time post would be via the usual recruitment procedure.
- 10.4 Requests from existing employees to work part time should be made in writing to their line manager. Any requests will be fully considered taking into account the needs of the service.
- 10.5 Each request should be fully discussed with the employee concerned to ensure they are fully aware of all the implications of moving to part time work, in particular the effect on their terms and conditions of employment.
- 10.6 If a manager is uncertain whether a change to a part time post will meet their service needs, they could consider if the position could be covered part time for a trial period, with all parties being made aware about what will happen if the trial is unsuccessful. In deciding whether a trial can become a permanent arrangement the focus of the managers' attention will be on the post and not the post holder.
- 10.7 Part time employees will be given written details of their terms and conditions of employment highlighting the terms which differ from those enjoyed by full time employees.
- 10.8 If a part time working request is granted, the Manager may decide to recruit to the balance of the hours that the employee will no longer be undertaking.

## **11. BEREAVEMENT LEAVE**

- 11.1 The Authority aims to provide a sensitive and compassionate response to employees who suffer bereavement
- 11.2 Paid leave to a maximum of 5 days may be granted to staff that suffers a bereavement of a close relative. (This includes spouse or partner, child, parents or grandparents or other close relatives)
- 11.3 The actual total amount of leave granted will be determined by the manager taking into account the individual circumstances.
- 11.4 All requests for bereavement leave should be made in writing to the appropriate manager.

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11.5 Up to a further 5 days without pay may be granted by the Director in exceptional circumstances. (The period of absence should not exceed five days with and five days without pay in any one leave year see 11.2 above)

## **12. SPECIAL CARERS LEAVE**

12.1 The Authority recognises that some employees have responsibilities for dependents, which on occasions may give rise to an immediate need for time away from work

12.2 Special Carers' Leave is designed to cover urgent, unpredictable, one-off situations only. The purpose of such leave is to help employees to take time off work to resolve a situation or to arrange for the longer term care of the dependent.

12.3 Typical cases may include;-

- Where a dependent falls ill/injured
- Arrangements for caring for a dependant break down
- Where a dependent dies
- An unexpected incident involving a dependent child during school hours or on a school trip

12.4 The legal right is to unpaid leave and reasonable unpaid leave may be taken to deal with such emergencies.

12.5 The Director at his discretion may grant up to a maximum of 5 days paid leave in any one year. (See 6.2 above) The need for such leave should normally be discussed with the employees line manager.

12.6 **Paid leave is not intended to cover normal family sickness.**

Normal family sickness will usually be covered by the employee taking either unpaid leave or annual leave. The line manager may insist that annual leave is used before paid leave is granted.

## **13. MONITORING**

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- 13.1 The Authority actively supports the use of flexible working and special leave as a means of helping employees in balancing home and work commitments.
- 13.2 A crucial aspect to the success of this policy is to ensure consistency in the application of the policy across the Authority and to ensure that the policies are implemented by managers wherever practicable.
- 13.3 To ensure this is happening the Authority has implemented a monitoring procedure to record and review applications:-

#### **Procedure**

- i) All requests for flexible working or special leave must be made in writing.
- ii) A copy of all applications will be forwarded to the Assistant Support Services Manager, together with the recommendations.
- iii) The applications will be reviewed annually by the Assistant Support Services Manager to identify:-
  - How many applications are being made
  - The areas in which the applications are being successful/unsuccessful
  - Which aspects of the policy are most/least in demand
- iv) By analysing this information the Authority will check to see if the policy is meeting the needs of its employees and the organisation.
- v) Following analysis a report will be give to the Director.
- vi) Applications and outcomes will be retained for a period of one year.

#### **14. APPEALS**

- 14.1 Appeals against the application of these policies may be made using the Authority's Grievance Procedure.