



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Family Leave Policy

28th January 2009 v1.0

FAMILY LEAVE POLICY

Key Driver for Change/Policy Development: Overarching Policy supporting range of family leave provisions.

Drafted - 09/12/08

Management Team Review – December 2008

Agreed by Management Team – 13th January 2009

Approved By Board – TBA

Implemented with staff – January 2009

Posted to Intranet – January 2009

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Family Leave Policy

1.0 STATEMENT OF INTENT:

- 1.1 Dunbartonshire and Argyll & Bute Valuation Joint Board recognises the importance of employees who have family or caring responsibilities achieving a balance between work and family life. The Joint Board has developed a comprehensive set of schemes to support family friendly working practices.
- 1.2 Innovative working arrangements are needed to respond to important changes in society which will see the proportion of the workforce with caring responsibilities continuing to increase in the future, and support employees achieve a worklife balance.
- 1.3 The family leave schemes are intended to help employees balance work and family life through the simplification of statutory entitlements as well as enhanced benefits which the Joint Board offers through conditions of service.

2.0 LEGISLATION:

- 2.1 On 6th April 2003 a range of family friendly provisions were introduced under the provisions of the Employment Act 2002. Further rights to employees in respect of family related matters were introduced through the Works and Families Act 2006. This Policy incorporates the requirements of this legislation and will be updated to reflect any new legislation.

3.0 SCOPE:

- 3.1 The Policy will apply to all employees within the Valuation Joint Board. Many of the rights are dependent upon employees satisfying certain criteria, including periods of continuous service and these have been incorporated into the schemes in line with the statutory provisions.
- 3.2 The Joint Board will ensure that good equal opportunities practice underpins this Policy and supporting schemes.

4.0 PRINCIPLES

- 4.1 The Joint Board will consider options to support employees sustain a balance between work and family commitments to meet their caring responsibilities.
- 4.2 The Joint Board will ensure statutory entitlements are available to eligible employees as well as additional benefits agreed by the Board.

5.0 SCHEMES:

- 5.1 Separate schemes are available, which support the principles of the policy, in the following areas:-
 - Scheme of Maternity Allowances
 - Adoption Leave and Pay (Local Government Employees, Chief Officials and Craft)
 - Request for Flexible Working for Parents and Carers
 - Job Sharers Scheme
- 5.2 All schemes are available from the intranet or your Manager.

6.0 REVIEW

- 6.1 This Policy will be updated to reflect any legislative changes or additional family friendly working practices which may be introduced. Supporting schemes will be reviewed on a bi-annual basis, or earlier to meet legislative needs.