



# Family Provisions Policy



**Signed – Governor**

Dawn Laverick-Brown

**Print Name**

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Adopted HCC HR

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## **1. Introduction**

Batchwood School recognises the valuable contribution of all employees in achieving the School's objectives and seeks to retain and develop their skills and experience wherever possible. This policy, together with other School's policies, provides a range of provisions designed to assist employees who have family responsibilities.

## **2. Purpose**

This policy describes the range of Family Provisions which are available, including the relevant eligibility criteria, entitlements, pay and leave arrangements for Maternity, Adoption, Paternity and Parental Leave.

## **3. Scope**

This policy applies to all Teaching and Non-Teaching employees. The policy contains details of the provisions available to employees who are expecting or adopting a child and outlines the amount of time off they may take, how much they will be paid and when they should return to work. Provisions in the case of adoption, paternity leave, parental leave, emergency leave and related arrangements are also included.

## **4. Exclusions**

This policy does not cover the following:

- Flexible working arrangements, for which separate arrangements apply
- Shared Parental Leave, for which separate arrangements apply
- Time off Work and Career Breaks, for which separate arrangements apply

## **5. Responsibilities**

### **5.1. The Governing Body**

The Governing body will decide to adopt the model policy and then review it regularly to ensure it remains fit for purpose, that it is being used fairly and consistently for employees whilst also supporting the educational needs of the school and sustainability against the school's budget.

### **5.2. Line managers**

Are responsible for informing HR of an employee's intention to take up any of the Family Provisions as soon as reasonably practicable.

### 5.3. Employees

Are responsible for advising Line Managers of their intention to apply for any of the Family Provisions within the specified timescales, using the correct forms / documentation outlined in the Appendices of this Policy.



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