



Staff Employment and Work Life Balance Policy

Updated: November 2015

Next revision date: November 2016

1. Objectives

- 1.1. To support employees to create harmonious relationships between work and family arrangements.
- 1.2. To provide effective conditions of employment.

2. Scope

- 2.1 To cover all activities carried out by Develop

3. Key Principles

- 3.1 Develop recognises that members of staff have a number of priorities outside the workplace, many of which will revolve around the family and that there is a need to balance work and family life.
- 3.2 Develop will support staff to create harmonious relationships between work and family arrangements. Develop will profit by the enhanced relationships and the increased understanding it has with its staff.
- 3.3 Develop has adopted a family friendly approach towards its working requirements and operates a flexible working practice to enable staff to manage home commitments, such as balancing care arrangements and travel to and from work, while still including core working hours.
- 3.4 Annual leave entitlement is based upon each member of staff's individual length of service with Develop. In addition to the annual leave entitlement, staff will be entitled to leave on the following Public Holidays:
 - New Years Day
 - Good Friday
 - Easter Monday
 - May Day
 - Spring Bank Holiday
 - Summer Bank Holiday
 - Christmas Day

Document name		Location/File path	
Staff Employment and Work Life Balance Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
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Mark Pike	01/12/2015		Mark Pike

- **Boxing Day**
- 3.5 Develop supports staff who, through their religious beliefs, take part in religious festivals e.g. Eid, Diwali, Rosh Hashana. Paid time off for these and other religious festivals will be taken from the employee's quota of annual leave or the time taken off will be made up in agreement with the CEO.**
- 3.6 Leave of absence for Jury Service of Appearance as a Court Witness will be provided.**
- 3.7 Staff appointed as a Magistrate will be entitled to paid leave in connection with the performance of their duties at the discretion of the Executive Director.**
- 3.8 Staff appointed as a Local Authority Member will be entitled to paid leave in connection with the performance of their duties at the discretion of the CEO.**
- 3.9 Staff who are members of Britain's Volunteer Reserve Forces and are required to attend a two week summer training exercise will be allowed two weeks' paid leave for this purpose.**
- 3.10 Compassionate Leave for difficult personal matters is discretionary. Leave of up to one day will be allowed.**
- 3.11 Reasonable time off work to deal with emergencies involving dependants will be allowed. In excess of one day will be unpaid.**
- 3.12 Reasonable time off work to attend appointments with a doctor, dentist or medical consultant or medical screening will be allowed.**
- 3.13 Staff undertaking training which is relevant to work will be granted paid leave for the examination and revision for the examination, which is one day's leave per examination up to a maximum of three days.**
- 3.14 All staff with 1 year's continuous service or more qualifies for statutory unpaid parental leave, if relevant to their circumstances.**
- 3.15 All male staff that have completed 26 weeks service by the 15th week before the expected week of confinement are entitled to up to two weeks paid paternity leave following the birth or adoption of a child.**
- 3.16 Develop provides maternity/adoption leave to all staff. The length of such leave depends on the length of service with Develop. Develop provides maternity pay to staff, subject to certain qualifications.**
- 3.17 All pregnant staff, regardless of length of service or hours worked, will be entitled to paid time off for ante-natal care.**

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Staff Employment and Work Life Balance Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
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- 3.18 Pension contributions will continue to be deducted whilst staff are receiving maternity/adoption pay. On return from maternity/adoption leave, staff will be given the opportunity to pay the arrears of contributions for any unpaid period. Staff on maternity leave will continue to accrue annual leave entitlement, but only up to the maximum amount allowed.**
- 3.19 Staff who return from work after an illness, an operation or period of hospitalisation may be required to be examined by their GP or Doctor. If Develop is concerned about a member of staff's health during their employment it may also suggest that you be examined by your GP.**
- 3.20 If a member of staff is absent from work through illness, the staff member may be entitled to occupational sick pay subject to certain qualifications. This does not apply to Temporary or Casual staff.**
- 3.21 If a member of staff's absences for illness starts before and continues into a period of annual leave this will be treated as sickness absence and their annual leave can be taken at another time. This does not extend to Public Holidays or staff who fall ill whilst taking annual leave. Sickness, which continues until after annual leave, will be treated as sickness absence in the normal way described above.**
- 3.22 Salaries are paid monthly in arrears on the 26th of each month. Where the 26th falls on a weekend or a public holiday, staff will be paid on the first working day immediately before the weekend or holiday.**
- 3.23 Salary levels will be reviewed by Develop on an annual basis.**
- 3.24 If staff levels need to be reduced, Develop will do everything possible to offer the affected staff alternative employment before considering severance. If no alternative work can be found, Develop will pay, as a minimum to the affected staff, severance payments in line with Statutory Provisions in the Employment Rights Act 1996.**
- 3.25 Develop does not have a strict dress code.**
- 3.26 Some members of staff will have to attend site visits as part of their employment that will require them to wear protective footwear and clothing. Develop will reimburse those staff concerned reasonable expenditure incurred in the purchase of such items.**
- 3.27 The Company is committed to providing a healthy working environment and as such operates a no smoking policy.**
- 3.28 All staff are forbidden to consume alcohol or controlled drugs during working hours and on Develop premises**

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Staff Employment and Work Life Balance Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
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- 3.29 All forms of gambling on Develop premises are prohibited.**
- 3.30 Develop is not able to guarantee sufficient parking at all Develop premises for all staff.**
- 3.31 Staff seconded from or to other companies will remain on their same terms and conditions of employment throughout the period of secondment.**
- 3.32 Develop provides Life Cover for all members of staff effective from the date of annual renewal of the company Life Insurance Policy.**
- 3.33 If you die whilst employed by the Company before you retire, a capital sum equal to up to 3 times your last declared basic salary will be paid to your dependents.**
- 3.34 All staff are eligible to join Develop’s pension scheme after they have completed their probationary period of service.**
- 3.35 Subject to satisfactory completion of a six month probationary period of service, during an extended period of absence due to ill health staff will receive pay in accordance with the terms and conditions of employment for a period of up to six months.**
- 3.36 At Develop staff who are the “parents” of children aged under six or of disabled children aged under eighteen have the right to request flexible working, although this does not entitle them to insist upon a new pattern of work. Develop will consider the request seriously. This right does not apply to agency workers, self-employed or freelance workers. “Parents” include the child’s mother, father, adopter, guardian or foster parent, or person married to or the partner of the child’s mother, father, adopter, guardian or foster parent. The parent must have worked for Develop continuously for 1 year at the date the application is made, and not have made another application within the previous 12 months. The application must be made no later than two weeks before the child’s sixth birthday or 18th birthday in the case of a disabled child. The “parent” must have or expect to have responsibility for the child’s upbringing and are making the application to enable them to care for the child. Eligible employees are able to request any of the following:**
- a change to the hours they work**
 - a change to the times when they are required to work**
 - to work from home**

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This can include: reduced working hours, annualised hours, compressed hours, flexitime, home working, job sharing, self-rostering, shift working, staggered hours and part-year working.

4. Staff Responsibility

4.1 Senior Management, Personnel and staff.

4.2 CEO has overall and final responsibility for all matters relating to part time staff.

4.3 The day-to-day responsibility of Develop’s Staff Employment and Work Life Balance Policy remains with the CEO, who will ensure that:-

- a) Adequate resources are made available to implement this policy.***
- b) Adequate arrangements are made to bring this policy to the notice of all staff.***
- c) The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.***

5. Monitoring and evaluation

5.1 This policy is liable to full equality impact assessment annually

6. Supporting Documents

6.1 This policy should be read in conjunction with the following policies and procedures:-

- Child Protection Policy**
- Disability Statement**
- Equality & Diversity Policy for Learning**
- Equality & Diversity Policy**
- Flexible working for Parents procedure**
- Guidance Note- Planning Staff development**
- Guidance Note- Kinds of Flexible Working**
- Health & Safety Policy**
- Induction Policy**
- Personnel Manual**
- Quality Policy**
- Recruitment Policy**
- Staff Handbook**
- Volunteering Policy.**

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