



# FAMILY FRIENDLY POLICIES

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# Family Friendly Policies

## Introduction

Family friendly policies have increasingly become important to organisations since the 1980's, and have included a range of initiatives including; work-life balance, flexitime, job-sharing and career breaks. This organisation believes that the introduction of family friendly policies will better enable us to recruit and retain staff, especially those interested in part-time working or job-sharing, whether for family or personal reasons.

This policy is a wide-ranging document outlining the policies we have in place.

## Eligibility

All employees.

## Definition of Family Friendly Policies

Family Friendly policies are those policies and procedures that assist employees in combining their employment with their family life, caring responsibilities and personal and social life outside the work environment. They include statutory entitlements, such as maternity, paternity, adoptive, parental and carer's leave (which are covered in detail in the separate relevant policy documents), and non-statutory initiatives such as flexible working arrangements, employee assistance schemes and childcare.

## Family Friendly Policies in this Organisation

The following initiatives have been introduced in this organisation and are in addition to statutory entitlements.

### Flexi-Time

Flexi-time gives staff flexibility to vary their start and finishing times. Each department or office manages their own flexi-time arrangements within an overall framework. Depending on the department, employees may start work between 0800 and 1000 hours and finish between 1600 and 1900 Hours. Staff are expected to work their