



SHREWSBURY COLLEGE
OF ARTS & TECHNOLOGY

Helping **you** achieve a
better
balance

Options and Opportunities

At Shrewsbury College we recognise the importance of providing for times in your life when you may need more support to balance work and home life. We believe in offering, where possible, employment options which meet both your needs and the needs of the College.

This leaflet aims to outline some of the options and opportunities available to help you achieve a better work- home balance. It contains helpful and practical solutions to make your life a little easier to manage, and creates a more flexible approach to short and long-term changes in your working availability.

Aims and Values

- We value all our employees, and believe that every member of our team contributes to our success.
- We have an aim to be an employer of choice.
- We base our relationship on mutual respect and open communication.
- Our relationship with our employees is apparent in our actions.
- We offer a wide range of options and benefits that go beyond our legal obligations as an employer.
- We encourage you to develop skills and experience so that you can advance within your role and the College.
- We are an equal opportunity employer. We aim to treat all our employees fairly. We don't discriminate on the grounds of age, colour, disability, gender, race, sexual orientation, hours of work, marital status, national origin, political opinions, or religious beliefs.

Shrewsbury College aims to be flexible and empathetic towards employees who are parents or carers.

Flexible working

Flexible working is a pattern of working agreed especially for you. In every circumstance our aim is to find the best fit between your personal requirements and the College's needs. In this way we hope to retain the expertise and experience of our valued employees who might otherwise leave.

The College Offers:

Part-time working

Job share

Term-time working

New working patterns, including
reduced hours after maternity

If you wish to be considered for any of the above then in the first instance you should consult your line manager to discuss your position. Further information is also available from HR who will provide you with the appropriate request forms. Alternatively, you can look at the College's family matters policies which also contain the required request forms.

Family Friendly Policies

Shrewsbury College is a family friendly employer and as such we have family friendly policies available for all the key areas that effect your employment with us. These include:

Maternity

Parental Leave

Paternity

Adoption

Flexible Working

Special Leave

Dependent Leave

Pregnancy

You need the best care available during your pregnancy to protect your health and that of your unborn child. You will be able to continue work in the normal way until starting your maternity leave. Your GP or midwife will advise you on how to take best care of yourself during this time. During your pregnancy we will make your time as safe as possible for both you and your baby. A pregnant worker risk assessment will help with this, but if you have any particular problems please discuss them with your line manager.

Paid time off for ante-natal care

You are entitled to paid time off to attend any ante-natal appointments. We do ask part-time employees to arrange appointments outside their normal working day or hours. However, if this is not possible time off with pay will be granted.

IVF Treatment

If you or your partner are having IVF treatment, the College will support you. We will give you paid time off whilst you are having this treatment. If this applies to you talk to HR, who will deal with your enquiry in the strictest of confidence.

Maternity Leave

Employees who are pregnant are provided with:

- A period of continuous maternity leave
- Preserved contractual rights during the period of maternity leave
- Maternity pay, subject to certain qualifying conditions

Even though you are not at work you will continue to benefit from your full non-wage benefits e.g. accrued holiday.

Returning to Work

You will need to confirm the date of your return eight weeks before you return. You may be entitled to return to the same job and working the same hours depending on the length of leave you have taken.

However if this does not suit you there are a number of alternatives that may be open to you. You should talk to your line manager to find out if any of these options can apply to you.

Gradual return You may wish to increase the hours you spend at work gradually, building up to normal hours according to a schedule agreed with your line manager. Your pay would be adjusted according to the actual hours worked.

Part-time If you would rather come back to work on a part-time basis we will try to accommodate your request. However, we cannot guarantee that this will always be in the same role.

Job sharing This is where two people have equal responsibility for one job. Pay and benefits are pro rated according to the hours you work. Consideration of job share will take into account the practicalities of the type of role you do.

Term-time working Term-time agreements provide a working pattern that allows you to take unpaid leave during the school holidays but receive payments for the year split equally over the full 12 months, to help you budget more effectively.

Parental leave

If you are a parent and have over one years service, you may be entitled to up to 18 weeks unpaid leave so that you can take care of your child. Whilst the leave is unpaid you will continue to accrue entitlement to benefits. This leave may be taken in blocks of one week. The maximum leave that can be taken in any one year is four weeks.

Paternity leave

Paid time off applies to new dads as well.

Ordinary paternity leave is leave that can be taken in one block of either one week or two weeks. If the employee chooses to take one week they lose the right to take the second week at a later stage. This must be taken in a 56 day period commencing from the time the baby is born

Additional paternity leave is leave that must be taken in multiples of complete weeks and as one period. The minimum period of APL that may be taken will be two consecutive weeks and the maximum will be 26 weeks. This can be taken any time from when the baby is 20 weeks old, but before their 1st birthday.

Adoption leave

As an adoptive parent you will also require time off with your child. If you are considering adopting, you may be entitled to receive statutory paid adoption leave and parental leave.

Dependant leave

At some point in many people's lives they need support to care for someone close to them. The person needing the care may be a partner, child, parent, or other person dependant and living with you who requires assistance on serious and long-term medical grounds. If something like this happens to you we understand that there may be a need to take leave or change your working hours on a temporary basis. We will provide a reasonable amount of time off unpaid to allow you to make arrangements for the care of a dependant. As with other types of leave you do not lose any of your benefits or service entitlements during this period.

If you do need to take some leave to care for a dependant, please make an application to your line manager through the Dependant Leave policy.

Compassionate leave

We recognise that there are times when you will need time off for reasons other than your own health, e.g. bereavement of a close relative, domestic crisis. If you find yourself in this situation we will in many cases be able to provide you with some paid Special Leave. The College has a Special Leave policy which contains more details .

Appointments

If you or your children have to unavoidably attend the doctor, dentist, hospital etc. during working hours talk to your line manager, who will try to accommodate such appointments. We do ask employees to try and arrange appointments outside their normal working day. However if this is not possible time off with pay will be granted for reasonable requests.

Territorial Army

If you are in the Territorial Army we will provide (subject to the appropriate evidence) you with additional leave of up to two weeks and make your pay up to your normal salary during attendance at training events.

Public duties

For all other types of public duty that you may be involved in, covering local authority, health authority, and magistrate or jury service duties please talk to your line manager who will discuss your individual case and advise you of any entitlement.

