

Family Friendly UK Resources

Introduction to sample policies and notes.

As part of your Family Friendly UK membership you are expected to cover at least the legal minimum in your family related policies and consider ways in which you might be able to develop these areas now or in the future to offer more support to your employees.

We have provided four sample policies with accompanying notes which you can use as a template or as a check list to ensure your current policies are meeting the minimum requirements.

This pack contains:

A) Four Sample Policies:

1. Maternity and Adoption Leave
2. Paternity and Parental Leave
3. Carers' leave
4. Flexible Working

The sample policy covers the legal minimum in terms of UK employment law for this type of policy. It has been designed as an 'off the shelf' policy that you can use for your organisation to ensure you are complying with the legal minimum in this area e.g. maternity leave. We recommend that you review the sample policy and update any areas that apply to your organisation. Any words or phrases written in **capital bold** are to be changed to make it organisation specific. If you make any further changes to the wording or content we recommend you seek advice from a HR or legal professional. A review of your policy is available to Family Friendly members as part of your accreditation process, if you need to review your policy at another time please get in touch.

B) Employers Sample Policy Notes

A set of Employers Sample Policy Notes accompanies each of the four sample policies. These provide additional explanation on the sample policy where we felt it might be helpful for HR staff or employers. They also include signposting to additional information or tools such as the maternity pay calculator on Gov.UK.

C) Suggested policy enhancements

This document suggests ways in which organisations may want to enhance their policy now or in the future to become a more family friendly employer.

This may include sample clauses that can simply be added into the policy but in other cases may provide guidance on how to inform staff about the support that can be provided to them by Family Information Services on childcare options and family activities in their local area.

The suggested enhancements are intended as guidance on areas a good policy could include but it is not an exhaustive list, we encourage you to investigate a variety of enhancements and how they suit your employees and your organisation.

You will be asked to submit your policies as part of your Family Friendly UK Accreditation. If you have any questions about these policies or your accreditation please contact your Account Manager.