

## **Support for staff parents at UAL**

### **August 2014**

---

The University recognises the importance of supporting mothers and fathers in balancing work and family life.

This guidance pulls together all relevant policy and support available to parents at UAL, it covers the following areas:

- Maternity, paternity and adoption leave
- Quiet Spaces (for rest and breastfeeding)
- Bringing children onto University sites
- Flexible working
- Leave for parents (special leave, parental leave)
- Childcare voucher scheme
- Support and advice agencies for parents.

### **Keep in touch**

We are keen to speak to staff who are parents to find out what other kind of initiatives we could put in place to support you. If you want to find out more, or would like to be part of a network of staff parents, or staff returning from maternity leave , please get in touch.

Please get in touch with us by emailing [diversity@arts.ac.uk](mailto:diversity@arts.ac.uk).

## Maternity, paternity and adoption leave

The University operates a generous maternity, paternity and adoption leave package.

- **Adoption Leave** Members of staff may be entitled to take Adoption Leave around the placement of a child for adoption or when the adoption agency has found a match for a child or children for the purpose of adoption.
  
- **Maternity Leave** - All female members of staff are entitled to 26 weeks Ordinary Maternity Leave and a further 26 weeks of Additional Maternity Leave. You may also be entitled to Enhanced or Statutory Maternity Pay during this period.
  
- **Paternity leave** Ordinary and additional Paternity Leave may be available to new fathers or the partner or spouse of the child's mother, or adopter who wish to take time off work to care for the child and or support the mother
  
- **Support for pregnant staff** The University's Maternity Leave policy provides guidance on the kind of support available to you during your pregnancy.
  - Pregnant staff are entitled to paid time off to attend ante-natal appointments.
  - Pregnancy related sick leave is recorded separately by your manager.
  - UAL Health and Safety Officers will liaise with you to ensure your working environment is safe for you during your pregnancy.
  - Quiet Spaces are available for rest (see page 3).
  
- **Shared Parental Leave** New regulations are due to come into force on 1 December 2014, enabling eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed.

The options to use the new Shared Parental Leave rights will apply for parents who meet the eligibility criteria, where a baby is due to be born on or after 5 April 2015, or for children who are placed for adoption on or after that date. For more information on shared parental leave, visit the [ACAS website](#) or contact your HR Consultant for more details.

- **Returning to work:** after having a baby or adopting a child can be a major transition. It can help to spend time thinking about your job and career goals, and working with your manager and team to prepare a plan for how your role will be covered while you are on leave. You may want to use Keeping in Touch days and Flexible Working to help ensure your transition back to work is smooth. For more guidance on planning your maternity leave see the [Working Families Guide](#)



[Click here](#) or search online for UAL maternity, paternity, adoption.

## Quiet Spaces

### **For rest, breastfeeding or expressing milk.**

Each University site has a space for students, staff and visitors to undertake prayer or personal reflection or to use for health requirements or rest.

Quiet Spaces can be used for the following purposes:

- Prayer or personal reflection.
- Rest (e.g. recovery from a seizure or rest during pregnancy).
- Breastfeeding or expressing milk.
- Taking medication.
- Other health reasons.

Some Quiet Spaces contain a fridge for staff and students to store medication or breast milk. If you require access to a fridge in order to store breast-milk, please contact your local Health and Safety Officer.

<http://www.arts.ac.uk/about-ual/diversity/quiet-spaces/>

## Bringing children onto University sites

From time to time it may be necessary for you to bring your child / children into work for short periods. If you wish to bring your child in for the day during the holidays, or as part of a national 'bring your child to work' day, please arrange this with your manager in advance. Please be aware of the following arrangements when bringing your child onto a University site:

- You must supervise the child / children at all times and ensure their health and safety, and the health and safety of others.
- When an adult brings a young person or child onto a University site they are responsible for the close supervision of the young person or child at all times. You cannot delegate this responsibility another person.
- As with all visitors young people must sign into any site they are visiting, agreeing to abide by the emergency procedures and other requirements placed on visitors.
- Adults bringing children on site must sign in for the children, acknowledging they have responsibility for the safety and supervision of their children at all times, including in the event of an emergency. This does not remove the duty of care for all visitors placed on the University.



[Click here](#) or search online for Bringing Children onto University sites

## Flexible Working

All staff can make a request for flexible working; you do not need to give a reason for your request but it can help to discuss your particular needs with your manager.

Examples of flexible working arrangements include:

- **Adjusting working hours:** Coming in to work earlier so you can leave earlier, or if the adjustment is for a short period, making up the hours at another time.
- **Part-time working**, working fewer hours than a full time contract, working alternate weeks, term time only working.
- **Working staggered hours or compressed hours.**
- **Job Sharing:** This is an arrangement where two people carry out the duties of a job that would normally be done by one person.
- **Flexible Shift Working** This is where different groups of staff do the same job over different shift patterns and can ask for particular shifts that suit their needs or, with management agreement, swap shifts with co-workers.
- **Home Working:** Working from home all or part of the time on a formally agreed basis. Occasional home working should be agreed with your manager but doesn't need to be formalised through a flexible working request.
- **Reduced Hours or periods of unpaid Leave.**



[Click here](#) or search online for the UAL Flexible Working Policy

## Leave for parents

There will be occasions when you need to be away from work to attend to your child, these may be planned absences agreed with your manager in advance, or urgent absences which require you to be called away at short notice.

There are a range of different options available. Arrangements will be made depending on the reason for being away and the length of absence:

- **Paid discretionary leave** of between 1 and 5 days may be offered if you need to be away from work because your child is admitted to hospital or is taken seriously ill. Other leave options can be used if you need to be off for a longer period of time.
- **Unpaid Parental Leave** can be taken in blocks of one week until the child is 5 (or up to 5 years after adoption), or in blocks of one day (up to the age of 18) if your child is disabled. See below for more details
- **Taking Time off in Lieu or adjusting your working hours** so that you can accompany a child to an appointment, or if you are called in to their school.
- You may also have the option of taking **annual leave**, **unpaid leave** or **parental leave** to manage certain absences, depending on the length of time needed.



[Click here](#) or search online for UAL Special Leave Policy

## Parental Leave

Parental Leave gives parents the right to take an unpaid period of time off work to look after a child, make arrangements for the child's welfare or enable parents to spend more time with their young children.

Members of staff who are parents and adoptive parents will be entitled to 18 weeks parental leave per child. The right to parental leave will continue until the child's fifth birthday or in the case of adoption until five years have elapsed following the placement of the child. Your entitlement parental leave for parents of disabled children will last up until the 18<sup>th</sup> birthday of their child.



[Click here](#) or search online for the UAL Parental Leave Policy

## Childcare Voucher Scheme

The Childcare Voucher Scheme is in place to help staff save money with childcare costs. By signing up to the Childcare Voucher Scheme from Computershare Voucher Services, you could save more than £1000 a year on your registered childcare fees. Regardless of your tax bracket, childcare vouchers can help save you money on your childcare.

You simply exchange some of your monthly salary for the same amount in childcare vouchers. You save money because the value of the voucher is tax-free and exempt from National Insurance charges. What's more, both working parents can request childcare vouchers.

Even though you're off work in the school holidays, you may still want or need childcare during this time. Whether you want to treat your children to a holiday camp or even keep your carer arrangements the same, childcare vouchers can be used to pay for any registered "out-of-term-time" childcare setting. Vouchers can be used to pay for before- and after-school clubs and some school-based activities. You can also use them to pay for nannies, childminders, nurseries, playgroups, au pairs, crèches, holiday schemes, activity clubs and summer camps.



[Click here](#) or search online for the **Childcare Voucher Scheme**

## Childcare

UAL does not operate a university nursery for staff and students, however you may find the following website useful in order to find a childcare provider close to your home or place of work: <http://www.daynurseries.co.uk/>

## Employee Assistance Programme

The University provides an Employee Assistance Programme, an advisory and counselling service that is free to all UAL employees. The service is available 24 hours a day, 7 days a week online and on the phone. The EAP will aim to answer your questions immediately, or will refer you to the most appropriate advisor, counsellor, or source of information, including legal, financial, consumer and personal – all completely confidentially

The EAP offers face to face and structured telephone counselling. Appointments can be arranged, where appropriate, offering short-term solution-focused therapy to assist you to manage the challenges that you are facing in your life.

You can also access guidance and clarity on points of law, process, rights, the consequences of a particular course of action and signposting to further sources of support and information.

The Employee Assistance Programme website Livewell also has a wealth of information on beginning a family, parenting and care giving.



[Click here](#) or search online for the Employee Assistance Programme

## Support and Advice Agencies for Parents



**Working Families** is the UK's leading work-life balance organisation. The charity helps working parents and carers and their employers find a better balance between responsibilities at home and work.

<http://www.workingfamilies.org.uk/>



**Maternity Action** provides advice for mothers and fathers worried about their rights to work, benefits, tax credits and healthcare.

<http://www.maternityaction.org.uk/wp/>



**Mumsnet** is an online network for parents, hosting discussion forums where users share peer-to-peer advice and information on parenting, products and many other issues.

<http://www.mumsnet.com/>



Gingerbread provide advice and practical support for single parents. Their website contains information about housing, benefits, child maintenance, becoming self-employed and managing relationships.



**Citymothers** and **Cityfathers** are inclusive networks for City professionals who have a shared interest in balancing family life with a progressive career.

<http://www.citymothers.co.uk/>



Day Nurseries UK contains listings and reviews of nurseries.

<http://www.daynurseries.co.uk/>



**Citizens Advice** offers information about the rights of parents at work, including the right to ask for flexible working, maternity, paternity and adoption leave, tax credits, and social security benefits



The **Equality and Human Rights Commission** provide information on your right to be treated fairly when you are pregnant or on maternity leave and how to tell if you are being discriminated against because of your gender.

<http://www.equalityhumanrights.com/your-rights/equal-rights/gender/sex-discrimination-your-rights-at-work/pregnancy-and-maternity>



**NI Direct** is a government website that provides information on childcare, benefits, tax credits and other help for working parents