Service Policy: PODPOL03 Work Life Balance Policy

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April 2014	April 2028	[redacted]	[redacted]	[redacted]

Amendment History:

Version	Date	Author	Reasons for Change
3	Nov 2013	[redacted]	New policy template
3.1	April 2015	[redacted]	Annual Review
3.2	April 2016	[redacted]	Annual Review
3.3	April 2017	[redacted]	Annual Review
3.4	April 2018	[redacted]	Annual Review
3.5	April 2019	[redacted]	Annual Review
3.6	February 2020	[redacted]	Annual Review
3.7	March 2023	[redacted]	Annual Review
3.8	Feb 2024	[redacted]	Annual Review
3.9	March 2025	[redacted]	Annual Review
4.0	March 2026	[redacted]	Annual Review

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X		E&D TEAM	Held on Portal

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location
Service Instruction	0658	Maternity	Portal
Service Instruction	0659	Paternity	Portal
Service Instruction	0654	Adoption	Portal
Service Instruction	0657	Flexible working	Portal
Service Instruction	0661	Parental leave	Portal
Service Instruction	0655	Career breaks	Portal
Fire Standard		Leading the Service	Portal
Fire Standard		Leading & Developing People	Portal

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

Ownership:

FOI exemption	Yes		URL	

required?	No	X	Reason	

Legislation:

Title	• Equality Act 2010 • Work and Families Act 2006 • Employment Relations Act 2004 • Employment Rights Act 1996 • Employment Act 2002 • Sex Discrimination Act 1975 (Amendment) Regulations 2008 SI 2008/656 • Statutory Maternity Pay (General) (Amendment) Regulations 2005 SI 2005/729 • Statutory maternity Pay, Social Security (Maternity Allowance) and Social Security (Overlapping Benefits) (Amendment) Regulations 2006 SI 2006/2379 • Maternity and parental leave etc Regulations 1999 SI 1999/3312 • Maternity and parental leave (Amendment) Regulations 2001 SI 2001/4010 • Maternity and Parental Leave (Amendment) Regulations 2002 SI 2002/2789 • Maternity and Parental Leave etc and the Paternity and Adoption Leave (Amendment) Regulations 2006 SI 2006/2014 • Maternity and Parental Leave etc and the Paternity and Adoption Leave (Amendment) Regulations 2008 SI 2008/1996 • Civil Partnership Act 2004 • Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2006 SI 2006/3314 • Flexible Working (Procedural Requirements) Regulations 2002 SI 2002/3207 • Intercountry Adoption (Hauge Convention) Regulations 2003 SI 2003/118 • Paternity and Adoption Leave (Adoption from Overseas) Regulations 2003 SI 2003/921 • Paternity and Adoption Leave Regulations 2002 SI 2002/2788 • Social Security (Paternity and Adoption) Amendment Regulations 2002 SI 2002/2689 • Statutory Paternity Pay and Statutory Adoption Pay (Weekly Rates) Regulations 2002 SI 2002/2822 • Statutory Paternity Pay and Statutory Adoption Pay (General) and the Statutory Paternity Pay and Statutory Adoption Pay (Weekly Rates) (Amendment) Regulations 2006 SI 2006/2236 • The Shared Parental Leave Regulations 2014 • **Neonatal care (leave and Pay) act 2023, Protection from redundancy (pregnancy and family leave) Act 2023**
	All Policies can be found on the Website

Contact:

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PODPOL03 Work Life Balance Policy

1. Policy Introduction and Background:

Merseyside Fire and Rescue Authority recognises that at various times of their lives, many people have different demands placed on them for reasons outside the workplace. These reasons can include anything from caring for children or other relatives to attending educational courses. People may also have different needs that impact on their ability to attend work at certain times. This could be because of a disability or because of religious commitments.

The Authority is firmly committed to providing opportunities which balance the needs of the Service with the needs of members of staff, so that all people can give of their best at work.

We are particularly aware that operational duties place significant demands on new and expectant mothers. We have developed enhanced maternity policies that address the special needs of pregnant women, those on maternity leave and those who return to work whilst breastfeeding.

2. Policy Explanation:

- Reduces levels of absence from work
- Attracts and retains employees.
- Builds on the Service reputation as a 'good employer' with a positive and supportive culture.
- Enhances service delivery with flexibility in working arrangements.
- Helps the Service to meet workforce equality and diversity targets.

Work Life Balance in the business strategy of the Service

Work Life Balance options are central to the aims of the Service people strategy. These are to:

- Increase the percentage of underrepresented groups in the Service.

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- Reduce the number of working days lost to sickness.
- Remain within budget.
- Improve and develop service delivery.

3. Policy Implementation:

The Service offers has developed the following procedures that enable staff to balance their paid work and family life:

- Maternity Pay and Leave
- Adoption Pay and Leave
- Paternity Leave
- Shared Parental Leave
- Parental Leave
- Flexible Working options
- Career Breaks
- Hybrid working (trial period currently)
- Agile Working

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