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Family Friendly Policy

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INTRODUCTION

At Velindre University NHS Trust, we are dedicated to fostering a supportive and inclusive environment for all our staff. Our Family-Friendly Policy is designed to help employees balance their work and family responsibilities effectively. We offer comprehensive support through our Family-Friendly procedures and guidance.

We understand the importance of family and are committed to providing flexible and compassionate support to our employees. Our Family Friendly Policy encompasses the following procedures and guidance:

- **Supportive Guidance:** Detailed guidance documents outlining steps to be taken on implementing the Family Friendly Policy and relevant Procedures as well as providing clarity on roles and responsibilities.
- **Neonatal Leave:** Neonatal care leave allows parents to have additional time off to be with a baby who is receiving neonatal care.
- **Maternity Leave:** Offering leave entitlements to support employees to ensure a smooth transition before and after childbirth.
- **Adoption Leave:** Ensuring adoptive parents receive the necessary time and support to bond with their new child.
- **Paternity Leave:** Providing leave for partners to support their family during the early stages of a child's life.
- **Shared Parental Leave:** Allowing parents to share leave in a way that best suits their family needs, promoting a balanced approach to childcare responsibilities.

By implementing these family-friendly initiatives, we aim to create a workplace where everyone can achieve a healthy work-life balance and feel valued as part of the Velindre University NHS Trust family.

OBJECTIVES

The objective of this Policy is to ensure staff are aware of their legal entitlements to family leave and pay as well as the additional benefits Velindre University NHS Trust provides to employees to support a flexible balance between their professional responsibilities and family commitments.

SCOPE

The policy applies to all Velindre University NHS Trust employees, including hosted organisations, who meet the eligibility criteria within each of the relevant procedures. All employees will be treated with dignity and respect regardless of their gender identity or sexual orientation relating to the application of this Policy.

ROLES AND RESPONSIBILITIES

The Trust is responsible for maintaining compliance with relevant employment laws and regulations, ensuring that all family-friendly initiatives are implemented fairly and consistently. By fulfilling these responsibilities, the Trust aims to create a workplace where employees feel valued, supported and able to thrive both professionally and personally.

Detailed responsibilities for employees and Trust Officers, managers and employees are outlined in each of the relevant procedures or guidance documents.

RESOURCES

In addition to the relevant procedures and guidance documents specifically outlined in this Policy, the following additional resources may be important for supporting our employees to maintain a flexible balance between their professional responsibilities and family commitments.

- **NHS Wales Special Leave Policy:** Parental Leave, Emergency Carers and Dependent Leave, Fertility Treatment and other relevant special leave entitlements
- **NHS Wales Flexible Working Policy:** The relevant procedure for all staff to make a formal request for flexible working.
- **NHS Wales Managing Attendance at Work Policy:** Pregnancy Related Illness and other relevant absence management processes.
- **Carers Leaves Policy:** Policy to support all staff to take statutory leave where they care for a dependant with a serious health condition.

RELEVANT LEGISLATION

The Velindre University NHS Trust Family-Friendly Policy has been produced to ensure the relevant provisions offered to employees comply with the following:

- Employment Rights Act 1996
- Equality Act, 2010
- Paternity and Adoption Leave (Amendment) Regulations 2014
- The Parental Bereavement Leave Regulations 2020
- The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024

TRAINING AND DEVELOPMENT

Managers will be expected to maintain their compassionate leadership skills through formal and informal mechanisms available to them within the Trust. These mechanisms ensure managers are able to support team members, handle leave requests, and manage flexible working arrangements.

REVIEW OF POLICY

This Policy and relevant procedures and guidance will be subject to regular review at a frequency determined by the Trust Policy Group or when relevant legalisation changes.

GETTING HELP

For help and advice in relation to this policy you can contact the People Relationship Team via velindre.workforceandod@wales.nhs.uk