



**Service Policy No.**  
Work Life Balance Policy Statement

*“An Excellent Authority”*

This is an unpublished work, the Copyright in which vests in Merseyside Fire & Rescue Service. All rights reserved. The information contained herein is the property of Merseyside Fire & Rescue Service, and is supplied without liability for errors or omissions. No part may be reproduced or used except as authorised by Contract or other written permission. The Copyright and the foregoing restriction on reproduction and use extend to all media in which information may be embodied ©

**Document Control**

Active date	Review date	Department	Author	Editor	Publisher
Sept 2010	Sept 2011	POD	Jacqui Roberts	Nick Mernock	Jeff Edwards

**Legislation**

Title	
<ul style="list-style-type: none"> <li>• Equality Act 2010</li> <li>• Work and Families Act 2006</li> <li>• Employment Relations Act 2004</li> <li>• Employment Rights Act 1996</li> <li>• Employment Act 2002</li> <li>• Sex Discrimination Act 1975 (Amendment) Regulations 2008 SI 2008/656</li> <li>• Statutory Maternity Pay (General) (Amendment) Regulations 2005 SI 2005/729</li> <li>• Statutory maternity Pay, Social Security (Maternity Allowance) and Social Security (Overlapping Benefits) (Amendment) Regulations 2006 SI 2006/2379</li> <li>• Maternity and parental leave etc Regulations 1999 SI 1999/3312</li> <li>• Maternity and parental leave (Amendment) Regulations 2001 SI 2001/4010</li> <li>• Maternity and Parental Leave (Amendment) Regulations 2002 SI 2002/2789</li> <li>• Maternity and Parental Leave etc and the Paternity and Adoption Leave (Amendment) Regulations 2006 SI 2006/2014</li> <li>• Maternity and Parental Leave etc and the Paternity and Adoption Leave (Amendment) Regulations 2008 SI 2008/1996</li> <li>• Civil Partnership Act 2004</li> <li>• Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2006 SI 2006/3314</li> <li>• Flexible Working (Procedural Requirements) Regulations 2002 SI 2002/3207</li> <li>• Intercountry Adoption (Hague Convention) Regulations 2003 SI 2003/118</li> <li>• Paternity and Adoption Leave (Adoption from Overseas) Regulations 2003 SI 2003/921</li> <li>• Paternity and Adoption Leave Regulations 2002 SI 2002/2788</li> <li>• Social Security (Paternity and Adoption) Amendment Regulations 2002 SI 2002/2689</li> <li>• Statutory Paternity Pay and Statutory Adoption Pay (Weekly Rates) Regulations 2002 SI 2002/2822</li> <li>• 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</li> </ul>	

**Amendment History**

Version	Date	Author	Reasons for Change
1.0	05.05.2010	Jacqui Roberts	Review and update of current policy in place

**Equalities Impact Assessment**

Initial	Full	Date	Reviewed by	Comments

	X	May 10	DAG	
--	---	--------	-----	--

**Civil Contingencies Impact Assessment**

Date	Reviewed by	Comments

**Related Policies**

Title	Author	Department
Conduct at Work Policy	Jacqui Roberts	POD
Equality and Diversity Policy	Stuart McKenna	Diversity

**Distribution List**

Name	Position	I/R

**Sign-Off List**

Name	Position
N Mernock	Director of POD

**Related Documents**

Ref No.	Title	Author	Version & Date
	See list above	A Cross	

**Target audience**

All MFS	x	Ops Crews	Fire safety	Community FS	Civilian Staff
Principal off.		Senior off.	etc	etc	etc

**Ownership**

Publicly owned document	Yes	X	URL
	No		Reason

## WORK LIFE BALANCE POLICY STATEMENT

### Introduction

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.

### Benefits for the Service

- 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 under represented groups as fire fighters in the Service
- Reduce the number of working days lost to sickness
- Remain within budget
- Improve and develop service delivery

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**
- **Parental Leave**
- **Flexible Working options**
- **Career Breaks**