

Appendices

Appendix A. Family-friendly work arrangements employed by firms

Leave from work for family reasons

- Emergency leave (e.g. to deal with a sick child, or when there has been a problem with child care at short notice).
- Extension of maternity leave beyond statutory period either paid or unpaid.
- Paternity leave, paid or unpaid.
- Career break.
- Leave to care for elderly relative.
- Other extended leave for family reasons.

Changes in work arrangements introduced for family reasons

- Reduced work week for full-time workers, of 4.5 days or fewer.
- Flexi-time weekly hours.
- Term-time only contracts.
- Switching from full-time to part-time, on permanent or temporary basis, on initiative of employee.
- Job-sharing schemes.
- Work at home for family reasons.

Practical help with child-care and elder care

- Workplace or linked nursery.
- Financial help/subsidy to parents for child care (child-care allowance or voucher).
- Child-care provisions in holidays (e.g. play scheme).
- Breast-feeding facilities.
- Workplace parent support group.
- Assistance with costs of looking after elderly relatives.
- Having a telephone at work to use for family reasons.

Relevant information and training

- Maternity packs – information on maternity pay and leave.
- Policy of actively informing staff of the benefits available and encouraging their use.
- Additional supportive information, e.g. on local childcare.
- Contact during maternity leave.
- Contact during career breaks.
- Refresher courses, retraining, workshops on or as preparation for re-entering workforce.

Source: Evans 2001.