



Employment Bulletin

Bulletin 112

27th April 2007

FAMILY FRIENDLY CHANGES – ARE YOU READY?

Now is the time to update your Family Friendly Policies if you have not already done so to avoid any breach of the new entitlements brought in by the Work and Families Act 2006

The main changes in entitlements for women whose expected week of childbirth falls on or after 1st April 2007 are:

- The extension of the period of Statutory Maternity Pay from 26 weeks to 39 weeks
- The removal of the qualifying period for Additional Maternity Leave
- An increase in the period of notice that an employee has to give their employer when returning early from additional maternity leave or additional adoption leave
- The introduction of “Keeping in Touch Days”

With effect from 6th April 2007 the Work and Families Act 2006 provides the right for those who care for adults to request flexible working. Previously only parents of children under the age of 6 (or disabled children under 18) could request flexible working.

What action must you take?

You will need to:

- Update your Maternity Leave Policy.
- Update your Maternity Pay Policy and your procedures for administering SMP and maternity pay.
- Update your Adoption Leave Policy.
- Update your Adoption Pay Policy and your procedures for administering SAP and adoption pay.
- Update any standard letters which you use to acknowledge notification of pregnancy or adoption or which advise of entitlements and obligations.

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- Make provision for Keeping in Touch Days (KIT days) and how these will be publicised, administered and remunerated.
- Update your Flexible Working Policy.
- Update your standard forms and letters for dealing with requests for flexible working.
- Ensure your managers are aware of these new entitlements and that they know to escalate any requests for flexible working so that they are dealt with properly and consistently.

We can help in the following ways:

<i>Our Solutions</i>	Cost	
Update your maternity policy	£200	£400 for all 3 policies
Update your adoption policy	£200	
Update your flexible working policy	£200	
Provide you with a comprehensive set of Family Friendly Policies: maternity, paternity, adoption, flexible working, parental leave, time off for dependents	£600	£850 for Family Friendly Policies and Flexible Working tool kit
Provide you with a "tool kit" for dealing with requests for flexible working: Detailed policy document, flowchart, guidance note for managers, standard forms and letters	£450	
Bespoke half day training for up to 20 delegates on family friendly entitlements and flexible working presented at your premises or our offices	£800	
Attend our Training Workshop on Family Friendly Policies and Flexible Working http://www.brabnerschaffestreet.com/pdf/WorkshopProgramme07.pdf	£100 plus VAT first delegate £75 plus VAT subsequent delegate	

Prices are subject to VAT. If you are interested in any of the above please contact Lindsey Kidd on 0151 600 3161 (email: lindsey.kidd@brabnerscs.com).

If you require any specific advice in connection with the material contained in this bulletin, or on any other Employment Law issues, please contact a member of the Employment Team on 0151 600 3000. If you no longer wish to receive the bulletin please let us know by return email.

This bulletin is for general guidance purposes only and should not be used for any other purpose.

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