

Maternity Policy

Pregnant employees can access the provisions of the Maternity Policy, which can include time off for ante-natal appointments, leave and pay.

Adoption Policy

Employees adopting a child, can access the provisions of the Adoption Policy, which can include time off to attend adoption appointments, leave and pay.

Paternity (Partners) Leave

If a male or female employee has a partner who is pregnant or is the second adopter when adopting a child, they can access the provisions of this policy which can include attendance at ante-natal appointments, leave and pay.

Shared Parental Leave

Employees on maternity / adoption leave can opt to cease their entitlement to maternity / adoption leave and pay, and can share their remaining entitlement with their partner. Employees who access this may also be the partner of someone who has chosen to curtail their entitlement to maternity / adoption leave and pay.

Work-Life Balance for all

There are various provisions available to help staff balance their work and home life. The City is committed to accommodating employees' needs where possible, however some roles allow for greater flexibility than others, so there may be a need to balance some requests with the nature of the role, the work and service delivery.

Parental Leave

Employees who have 1 year's continuous service, or more, and who have responsibility for a child / children (including adopted children) under 18 years old can take 18 weeks' unpaid leave for the purpose of looking after each child's welfare.

Career Break

Employees can apply to take a voluntary unpaid career break as a flexible working option. Reasons being to pursue either a course of full-time study, unpaid charity work or an extended period of travel.

Flexible Working

Employees with at least 26 weeks continuous service can request to work flexibly to pursue their work life balance. (Reducing work hours, varying work times, compressed hours, term-time working, home working)

Special Leave & Time Off

Employees can request a type of special leave known as Compassionate / Emergency Dependents leave to assist them in dealing with family matters that can occur involving an immediate family member or a child or adult dependent. The City allows special leave to be paid up to a point. Requests for longer periods of Unpaid leave can be made by employees.

Flexitime Scheme

Flexitime provides an accommodating approach to work hours to assist employees to manage personal and work responsibilities.

Annual Leave

Employees receive an annual leave allowance each year. This leave can be taken to balance outside work commitments.

Special Leave & Time Off

Employees can request a range of different types of special leave for

- Public Duties
- Cultural Needs & Religious Observance
- Volunteering For Community Development
- Service In Non-Regular Forces