

Title	Foster Leave Policy Work Life Balance (WLB)
Reference	HRP007
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Version	Date	Description
1.0		Inherited policy
1.1	June 2007	Reviewed with Families at Work Act legislation
2.0	Jan 2008	Policy updated with style guide, OD, IS control table and equality impact assessment

1.0 Entitlement to foster leave

1.1 An employee must have one year's continuous service in order to qualify for the right to take foster leave. The employee must have, or expect to have, responsibility for a child and the leave must be for the purpose of "caring for that child".

2.0 Foster leave

2.1 Special leave may be granted for a foster parent within the following limits:

2.2 Paid leave per child: up to 40 working days plus an additional 40 days unpaid leave in a five year period.

2.3 Applications for foster leave must be made in writing to HR with supporting evidence.

3.0 Notice provisions and postponing leave

- 3.1 An employee who wishes to take foster leave must give HEFCW 21 days notice of the intention to take leave and set out the dates on which leave is to begin and end. Foster leave will be authorised by HR.
- 3.2 HEFCW has the right to postpone leave where the business would be unduly disrupted if the employee took leave at the time requested. Leave may be postponed for up to six months and HEFCW must state in writing the reason for the postponement.

4.0 Contract of employment

During periods of unpaid foster leave the terms and conditions are limited to the following:

- the implied duty of mutual trust and confidence;
- code of conduct;
- notice requirements ;
- dismissal and disciplinary and grievance procedures;
- contractual redundancy entitlements.

The employee is also bound by confidentiality and non-competition provisions during this period.

5.0 Right to return

- 5.1 After taking foster leave for a period of four weeks or less, the employee is entitled to return to the same job in which he/she was employed before the leave.
- 5.2 Where an employee takes foster leave for a period of more than five weeks, then he/she is entitled to return to the same job in which he/she was employed before the leave, unless it is not reasonably practicable for him/her to do so. In these circumstances, he/she will be entitled to another job, which is suitable for him/her and appropriate for him/her to do.

6.0 Record of foster leave

- 6.1 HR will be responsible for keeping a record of the amount of foster leave that has been taken by the employee.