

# Family-Friendly Guide

The School of Engineering recognises that many staff have important family responsibilities outside work, such as caring for children and elderly relatives. We offer a flexible and supportive work environment and hope you will find this fact sheet helpful as a pointer towards the many family-friendly policies and initiatives available to you.



## Maternity Leave

A female member of staff, regardless of length of service, is entitled to take Maternity Leave for the birth of each child. The University has a generous maternity leave scheme, available to all women who meet criteria.

Contract researchers, including those funded by external organisations, are employees of the University and therefore are entitled to the same maternity benefits as other staff.

**Further details are available at**  
[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/)

## Facilities

Some members of staff may return to work while continuing to breastfeed their child at home. Should they wish to express milk in work, requests will be reasonably considered and accommodated by line managers. Where possible, staff should be provided with a private, clean area to express milk such as an office or seminar room. Most offices and buildings will have a communal fridge and staff should discuss with their manager whether the communal fridge is suitable for storage. The University provides facilities to support

mothers who wish to express milk in the workplace, as outlined below:

**Milk Expression - room locations**  
<https://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/facilities/>

**Breastfeeding locations - bambis**  
The University is a member of the Liverpool Mayors Breastfeeding Charter (bambis) to promote the right of women to breastfeed in public. There are a number of areas on campus that are designated bambis/breastfeeding friendly areas  
<https://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/facilities/>

**Portable Mini Fridges**  
Staff may borrow a portable mini fridge in which to store breast milk whilst at work, provided that they are able to store and plug in the fridge in their place of work. To borrow a fridge, please contact [equality@liv.ac.uk](mailto:equality@liv.ac.uk).

**Baby Changing**  
Facilities close to the School include the 1st Floor Unisex Toilets of the Victoria Gallery and Museum ([Building 421 Campus Map](#)), and the ground floor Accessible Toilet adjacent to the Sphinx Bar, Liverpool Guild of Students (Building 501 Campus Map). Other locations  
<https://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/facilities/>

## Paternity, Birth and Adoption Support Leave

An employee who is the partner of an expectant mother or adoptive parent is entitled to paternity or birth and adoption support leave if they meet the qualifying criteria.

**Further details are available at**  
[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/)

## Special Leave – Compassionate, Domestic, Personal & Emergency Leave

The University recognises that there may be occasions when members of staff will need to request special leave/time off work to deal with domestic emergencies or events of a sensitive or distressing nature, such as bereavement and serious illness of a close family member or dependant. Although there is no legal requirement for any period of leave to be paid, all staff have the right to request a reasonable amount of time off to deal with unforeseen matters and emergencies involving a dependant.

**Further details are available at**  
<https://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/special/>



## Parental Leave

Parental Leave is defined as pre-arranged unpaid leave taken to look after a child or to make arrangements for the good of a child's welfare. The reasons for the leave need not be connected with the child's health and is intended to provide time off for parents for matters that can be foreseen.

**Further details are available at**  
[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/)



## Flexible Working

The University recognises that flexible working opportunities can be of benefit to the individual and the organisation, improving work life balance and allowing the organisation to retain skilled staff for example. Flexible working can include the following arrangements: flexi-time, home working, job sharing, teleworking, term time working, shift working, staggered hours and annualised hours.

Further details are available at

[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/policies/)

## Thinking of going part-time?

For academic and professional services staff, deciding to reduce hours and go part-time can raise a number of challenges. However the School will facilitate a reduction in working hours wherever possible and this can be on a temporary or permanent basis. Speak to your line manager about your requirements.

Further details are available at

[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/)

## Returning to work

Career breaks present unique challenges for all employees, and the School will be as supportive as possible. Academic staff can apply to the ECR and Returners fund. This is open to those in the early stages of their career or those who have recently – within the last 12 months – returned to work after a long (3+ months) period of absence. This fund has been established to support activities aimed at positioning ECRs and Returners for future funding applications.

The Wellcome Trust also offers Career Re-entry Fellowships (see [www.wellcome.ac.uk/funding](http://www.wellcome.ac.uk/funding)).

Further details information and resources to support staff in their plan to return to academia are available at [www.liverpool.ac.uk/working/jobvacancies/returning-to-academia/](http://www.liverpool.ac.uk/working/jobvacancies/returning-to-academia/)

## Other benefits and facilities

### Childcare voucher scheme / Tax Free Childcare

As part of the University's commitment to family friendly practices, we keep staff updated on cost-effective options available to help staff meet their childcare needs.

### Recent Legislative Changes to Salary Sacrifice Childcare Provision

The Government has changed the way childcare provision can be paid for. The salary Sacrifice Childcare Voucher scheme, which University of Liverpool operates in conjunction with **Busy Bees** is now closed to new applicants and has been replaced by the Government scheme of Tax Free Childcare.

In addition to paying nursery fees, Childcare Vouchers and Tax Free Childcare can also be used to pay for Breakfast Clubs, After School provision and Holiday Schemes.

Further details are available at

[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/childcare/childcarevouchers/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/childcare/childcarevouchers/)

### Activities for children & families

The University offers a number of weekly, monthly or annual events and activities for families and children at the Victoria Gallery and Museum, Ness Gardens and Sport Liverpool.

Further details are available at

[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/activities/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/activities/)

Please contact the School's Management Services Team [mseng@liverpool.ac.uk](mailto:mseng@liverpool.ac.uk) for further information and advice.



### Childcare on campus

The University's Ofsted-registered Children's Centre run by Kids in Bloom has been purpose-built to meet the childcare needs of students and staff.

The Centre provides full time and part time sessional places for children aged from 6 weeks to 5 years old. There are a limited number of 36 week contracts for taught students and full or part time places available to all University staff and students.

Holiday play schemes are also available for school age children up to the age of 11. The Children's Centre operates within an equal opportunities framework and offers parents the freedom to study or work, knowing their children are in a safe, caring and stimulating environment.

The Children's Centre is located at 1 Grove Street, Liverpool, L69 7SY, and is open all year round between the hours of 8am and 6pm.

Further details are available at

[www.liverpool.ac.uk/working/whyworkhere/familyfriendly/childcare/childrenscentre/](http://www.liverpool.ac.uk/working/whyworkhere/familyfriendly/childcare/childrenscentre/)



The School has been awarded an Athena SWAN Silver award, which recognises our commitment to advancing the career progression and representation of our female academic and professional services staff and promoting equality and diversity in all areas.

Further details are available at

<https://www.liverpool.ac.uk/engineering/equality-diversity-inclusion/athena-swan/>