**INTRO FOR FAMILY FRIENDLY POLICIES**

**Introduction**

Whether you are planning for a new addition to your family, or, have just discovered that your family is going to increase in size these family friendly policies intend to help you understand;

- what your options are

- what your entitlement is to both paid and unpaid time off of work

- what RBKC need to know and when

This will allow us to support your time off work and enable you to enjoy a better work/life balance.

The Council is committed to a fair approach and intends to act with openness, honesty and compassion, and encourages open discussion to ensure that questions and problems can be resolved speedily.

**Scope**

The policy applies to all employees of the Council, except those employed in schools under the control of Governing Bodies, for whom procedures adopted by the Governing Body will apply.

Employees are as defined in section 230 of the Employment Rights Act 1996, or, any substituting or amending legislation

**Confidentiality**

When managing an employee's leave, the organisation processes personal data collected in accordance with its [data protection policy](http://www.xperthr.co.uk/policies-and-documents/data-protection-policy-compliant-with-the-gdpr-/162690/). Data collected from the point at which an employee informs the organisation that he/she plans to take leave is held securely and accessed by, and disclosed to, individuals only for the purposes of managing his/her leave. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Council's disciplinary procedure.