



**How our Board work-life
balance policies support
lesbian, gay, bisexual and
transgender (LGBT) staff
and their families**

NWTC Board and Equality

Equality and diversity lie at the heart of all we do at the NHS National Waiting Times Centre.

We recognise that by investing in our workforce, we can deliver a better service and improve customer and patient care.

Our equality leads and are committed to ensuring that the needs all of our staff and service users are met.

Since 2008, the Board has been working with Stonewall Scotland to ensure that the needs of our LGBT staff and service users are met.

Are the policies inclusive?

All of the Board's policies are inclusive, regardless of whether you are lesbian, gay, bisexual, heterosexual or transgender.

What support is there?

Work-life balance policies are available to all staff to meet their individual needs and responsibilities, as their circumstances change throughout their working life, thus promoting equality across the workforce.

Special Leave policy

This policy is there to support staff when something unexpected occurs. This could be due to caring commitments, bereavement, domestic emergencies or to perform civic duties.

Maternity Leave policy

This policy sets out the statutory rights and responsibilities of staff who are pregnant or have recently given birth and gives details of the arrangements for antenatal care, pregnancy-related illness, and maternity leave and pay.

It also sets out the rules by which the civil partner or partner may be eligible to take up to 26 weeks' additional paternity leave.



Paternity leave policy

This policy enables staff who qualify to take up to two weeks ordinary paternity leave within eight weeks of the birth of a child or adoption of a child. They may also take up to 26 weeks additional paternity leave within the first year of their child's life provided that their partner has returned to work (i.e. sharing the maternity leave).

To qualify for paternity leave you must be a full-time or part-time member of staff with at least one year's service and:

- He/she is the father of the child or
- The civil partner of, or the partner of, the child's mother, or
- The civil partner of, or the partner of, the child's primary adopter,

Parental leave policy

This policy is there to allow parents to spend quality time with their children and to assist them balance this with their work commitments.

To qualify for parental leave you must be:

- a full-time or part-time member of staff with at least one years service;
- be a parent named on the birth certificate of the child who is under 14 years of age; and
- Have formal parental responsibility for a child under 14 years of age

Adoption / fostering leave policy

The Board recognises that the needs of adopting or fostering parents are at least as great as those of natural parents in establishing a relationship with a child and in developing new routines.

For fostering, which can be short-term or long-term, it is important that the staff member has discussions with their manager to determine the level of support appropriate to their circumstances. Adoption leave guidance can be found in the maternity and paternity leave policies.

Further advice

Copies of all Board work-life balance policies can be found in Q-Pulse and in the Human Resources section on the staff intranet. These policies can also be accessed in the staff section of the GJNH website.

Further information

If you would like further information or advice, please contact:

LGB

Carole Anderson,
extension 5522
Jane Christie,
extension 5822

Transgender

David Miller,
extension 5604



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