

# Childcare for Essential Healthcare Workers

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<b>Purpose</b>	The procedure for staff who's parent/guardian/partner is an essential healthcare worker
<b>Commencement Date</b>	June 2020
<b>Date of Next Review</b>	August 2020 (or before)
<b>Who needs to know about this document</b>	All Staff
<b>Revision History</b>	Version 1
<b>Policy Author</b>	HR Manager
<b>Policy Owner</b>	HR Manager
<b>Approved</b>	Subject to Departmental Circulars/Protocols

## Context

In circumstances where one parent/guardian/partner is an essential healthcare worker, the other parent/guardian/partner will be supported by IADT to remain at home (during phases 1-5) to remain at home to care for the children so as to ensure that the essential healthcare worker is able to go to work.

## Procedure

Employee will need to arrange a meeting with their manager stating that they wish to avail of flexibility at this time.

Manager will assess the situation and where possible flexible working arrangements will be put in place –e.g. working time adjusted, working from home.

All situations will be reviewed on a case by case basis and subject to the personal needs of the staff member.

## HR Requirements

In order to be considered for any flexibility, the HR office will require:

Letter from the parent/guardian/partners place of work on headed paper stating that their partner is an essential worker and the regular shift pattern of that person.