**Discretionary Paid time off – Parental leave to care for a child in self-isolation / ECV child that is shielding / school closure during tier 4 lockdown**

Managers checklist

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| What would the employee normally do in an emergency childcare situation? |  |
| Is their usual default still an option? |  |
| Is childcare an issue at certain times of the day/night or the whole time? |  |
| Have homeworking options in respect of their own role been explored? |  |
| Has the manager explored potential alternative work i.e. a specific short-term project work from other areas of the department? (this would need to be agreed with the employee) |  |
| Does the employee share their household with other adults that could support with the childcare arrangement? i.e. partner, older siblings etc? |  |
| Does the age and maturity of the child allow further flexibility for the employee? Is that a consideration they can explore further? |  |
| Are there extended family members from outside the household that could provide childcare support? |  |
| Would an alternative working pattern be feasible, including employees who can homework? i.e. working alternate times to other person/persons who can share the responsibility? |  |
| Is there potential to work in some capacity on reduced hours for this temporary period (pay remains unaffected)? |  |