

LEICESTERSHIRE

FIRE and RESCUE SERVICE

SERVICE PROCEDURE

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**HUMAN
RESOURCES**

**CHILDCARE
POLICY**

LEICESTERSHIRE FIRE AND RESCUE SERVICE

CHILDCARE POLICY

INTRODUCTION

- 1 All employees are required to attend residential and other training courses involving overnight stays away from the Service as part of their contract of employment.
- 2 The Leicestershire Fire and Rescue Service has approved financial assistance for a number of employees in the past who have had to make alternative childcare arrangements for their children whilst they are either at the Fire Service College or attending other Residential Training courses.
- 3 In particular, this situation occurs when the employee concerned normally undertakes operational working of 2 days 2 nights and 4 off duty, during which time they can care for their child, but attending various residential courses, compels them to be away from home which inevitably leaves some difficulties that results in some additional expenditure.
- 4 This has subsequently led to some inconsistencies owing to the fact that an employee has since been refused such financial assistance.
- 5 As a result of the above, it has been necessary to produce a policy document that would establish a means of taking a consistent approach on this issue bearing in mind that all employees are required to attend residential training courses away from the Service.

CRITERIA

- 6 Where the employee is the primary/sole carer of the child, the Service will be prepared to assist with private nursery costs for the period they would normally have been off duty **up to a maximum of 4 days per week of 50 per cent of the costs incurred by the employee.** Reimbursement will only be made on production of evidence of additional expenditure from registered childcare agencies or nurseries including a V.A.T receipt.

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- 7 In the event that the duration of the residential training course continues for a period, which encompasses more than 4 days, which would normally be off duty, then the Service will be prepared to assist with private nursery costs **up to a maximum of 50 per cent of the costs incurred by the employee.**
- 8 Reimbursement will only be made on production of the appropriate receipts from registered childcare agencies or nurseries including a V.A.T receipt.
- 9 Reimbursements, in the circumstances where informal arrangements are made at short notice with other family or friends, will not be made.