

Moments that Matter Leave Policy

Our approach

Some moments in your family's life only happen once. Your child's first day of school. Their nativity play. Sports day. We think you should be there for them.

Moments that Matter is a discretionary paid leave entitlement that gives you time off to attend family milestones. It is one of the things that makes working at Milbank different.

This is time to be there for the moment - not a full day's leave. In most cases, a few hours or part of a day is what you will need, and that is what this is designed for.

What qualifies

You can request Moments that Matter leave for the following events involving your child or grandchild:

- First day of primary school
- School nativity, play or concert
- Sports day
- Parents' evening
- Prize giving
- School leavers' event
- Birth or adoption of grandchild

How to request it

Speak to your manager in advance and let them know which event you would like to attend. Approval will take into account operational needs, team cover, and the circumstances of the request.

A few things to bear in mind

This is a discretionary entitlement - it is not contractual and does not accrue. We reserve the right to amend or withdraw it, though we would not do so lightly.

If what you need does not quite fit the list above, speak to your manager. There may be other options, such as annual leave, a short adjustment to your hours, or unpaid leave.

We trust colleagues to use this thoughtfully and honestly. Misuse of the policy, or providing information you know to be inaccurate, may be addressed under the Disciplinary Policy.

Questions

If you are unsure whether an event qualifies, speak to your manager before making a request.

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Version	Date	Author	Changes
V1	27/01/2025	Milbank Group	Creation
V2	30/4/2026	Milbank Group	Approved