

PARENTAL LEAVE GUIDE

This guide is intended to provide information to employees regarding Parental Leave and any entitlements available.

1 INTRODUCTION

- 1.1** Parental Leave is a provision which allows employees to take unpaid leave for the purpose of caring for a child and is available to both men and women.
- 1.2** In order to qualify for Parental Leave an employee must have been continuously employed for a period of not less than one year and have, or expect to have, responsibility for a child.
- 1.3** This guide is for information only. It is not a complete or authoritative statement of the law nor does it form part of your contract of employment.
- 1.4** Human Resources can provide advice and information about any of the contents in this guide. Please contact [Human Resources](#) for further details.

2 ENTITLEMENT

- 2.1** Employees with one years service will be entitled to the following:
 - Parents are entitled to a total of 18 weeks' unpaid leave per child. This is a total entitlement regardless of whether an employee has changed employer
 - Employees can take Parental Leave at any time up to the child's 18th birthday
 - A maximum of four weeks can be taken in any one year and leave cannot be taken in blocks of less than one week unless the child is disabled.
 - Leave may be taken straight after the birth or adoption

3 APPLYING FOR PARENTAL LEAVE

- 3.1** Requests for Parental Leave should be made in writing to Human Resources, enclosing evidence of parental responsibility (e.g. child's birth/adoption certificate).
- 3.2** The application for Parental Leave must be made at least 21 days before the intended date of leave and must specify the dates for the leave to begin and end. The line manager via Human Resources will then give written authorisation for the leave.

4. POSTPONEMENT OF PARENTAL LEAVE

- 4.1** On receiving the application for Parental Leave, the line manager will consider the needs of the service and the ability to grant leave at that particular time. If granting of Parental Leave at that time would unduly disrupt the service, the manager may postpone the leave to a later date. If the leave is to be postponed, the manager must write to the employee explaining why within 7 days of the original request. Leave cannot be postponed if it is required at the time of birth, or at the time of adoption. The new postponement start date must be within 6 months of the original requested start date.

5. TERMS AND CONDITIONS

- 5.1** All terms and conditions other than pay will continue to apply during Parental Leave.
- 5.2** During Parental Leave contractual annual leave will continue to accrue.
- 5.3** Employees returning to work having taken 4 weeks or less of Parental Leave are entitled to return to the same job on the same terms and conditions as if they had not been absent, or if not reasonably practicable to a very similar job.
- 5.4** During Parental Leave all statutory rights in respect of redundancy, including the right to contractual notice period are retained.

6 PREVIOUS EMPLOYMENT

- 6.1** The entitlement to Parental Leave is 18 weeks per child regardless of whether an individual has changed employer during this time. On receiving an application for Parental Leave, previous employers may be contacted to determine the amount of Parental Leave that has been granted in relation to a child.