

## PARENTAL LEAVE PROCEDURE

### 1. INTRODUCTION

The University recognises the importance of ensuring that our employees enjoy a healthy balance between their work and family life. We will support this by offering a range of family friendly rights to our employees including the right to parental leave.

A flowchart of the procedure is available at Appendix 1.

This procedure has been developed in conjunction with, and agreed by the recognised trade unions.

### 2. OBJECTIVES

The objectives of this procedure are to:

- Help individuals to understand their entitlement to parental leave;
- Inform individuals of their rights and responsibilities during parental leave and return to work;
- Ensure that everyone is treated fairly and consistently in relation to parental leave.

### 3. ENTITLEMENTS AND ELIGIBILITY

Individuals have the right to take up to 18 weeks **unpaid** parental leave in total for each child aged under 18. To qualify for parental leave, individuals must meet the following eligibility criteria:

- Have at least 1 year's continuous service with the University by the date that they start parental leave;
- Have parental responsibility for a child aged up to the age of 18;
- Be able to provide proof of eligibility.

A maximum of 4 weeks of parental leave is available in any one year. The years starts from the date on which an individual becomes responsible for the child.

Parental leave can be taken as a day or days or in blocks of full weeks (up to a maximum of 4 weeks).

Entitlement to parental leave is in addition to any existing entitlement to maternity, adoption, paternity or shared parental leave. Individuals can choose to add a period of parental leave to any of these types of leave, provided they do not take more than 4 weeks of parental leave per child in any one year.

#### 4. PROCEDURE

Individuals are encouraged to advise their line manager and HR Business Partner of their intention to take parental leave at the earliest opportunity.

Individuals should aim to provide a statutory minimum of 21 days' notice of their intention to take parental leave. However, line managers will give due consideration to any requests submitted before the statutory minimum of 21 days'.

Individuals must apply for parental leave in writing using **PLForm1** (Appendix 2).

We may postpone parental leave for up to six months where the University would be particularly disrupted if leave were taken at the time requested e.g. work is at a seasonal peak, a significant proportion of individuals have applied for parental leave at the same time or absence at that time would unduly harm the University.

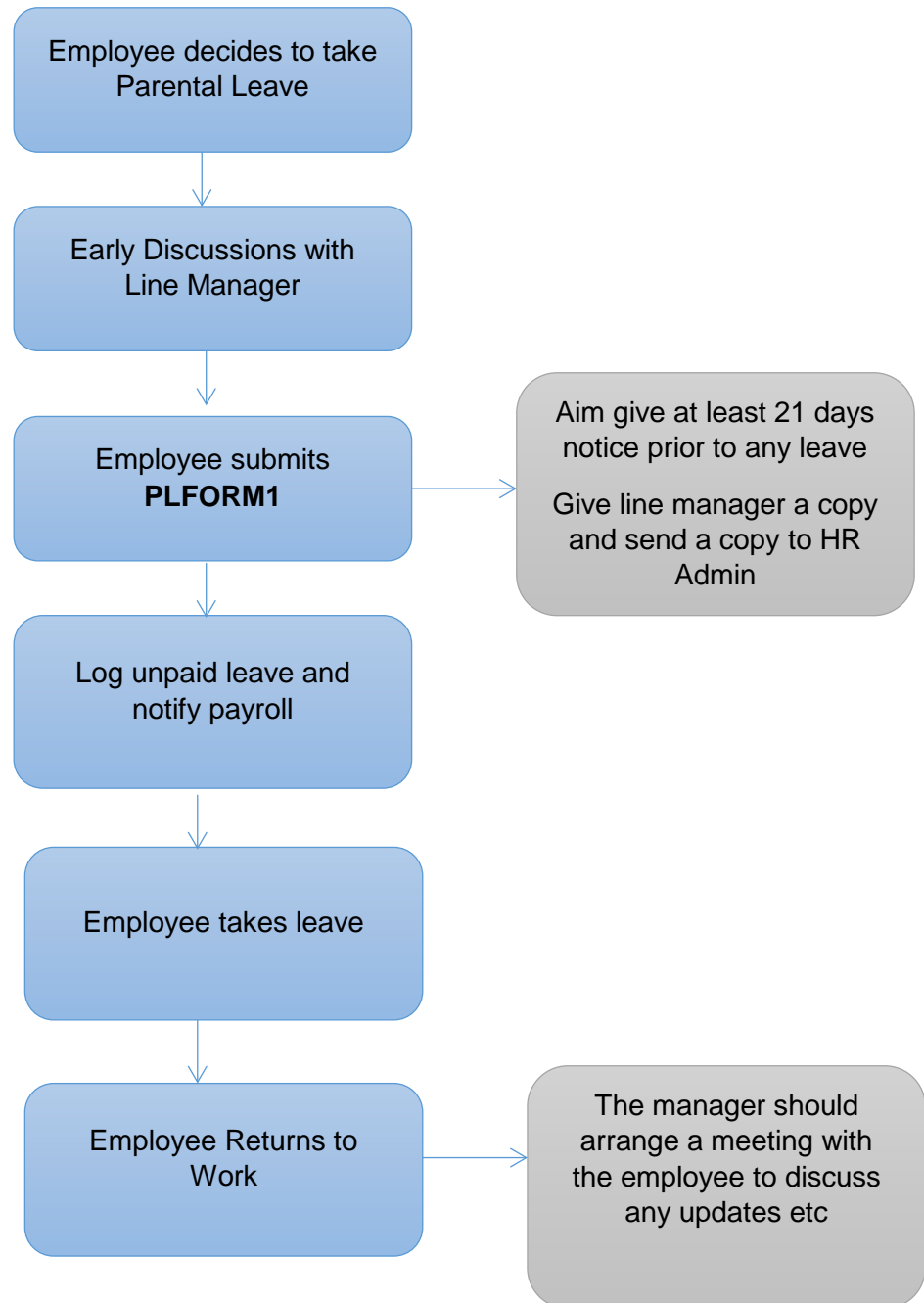
Leave will not be postponed where the request is for leave which will be taken immediately following the birth of a child or the placement of a child for adoption.

The details of the periods of unpaid leave will be submitted to the payroll team and your pay will be adjusted to take account of the unpaid parental leave.

All parental leave should be recorded to ensure appropriate and accurate records are kept.

Procedure Author – Employee Relations & Performance Advisor	Procedure Owner – Director of People and Organisational Development
Parent Policy Statement - People and Organisational Development	Public Access or Staff Only Access – Public
Version 5 – May 2018	Changes and Reason for Changes – Enhanced statutory position of only being able to take leave days as well as in blocks of 1 week.

**Appendix 1**  
**The Procedure.....At a glance**



**FORM PL1  
APPLICATION FOR PARENTAL LEAVE**

Section A: Personal Details	
Name:	
Job Title:	
School/Department:	
Section A: Your Child's Details	
Child's Name:	
Child's Date of birth:	
If adopted, date of child's placement:	
Section B: Your Dates for Leave	
Start Date:	
End Date:	
No of days'/weeks' requested: (up to a maximum of 4 weeks per child per year)	
Section C: Declaration from Employee	
<p>I declare that:</p> <ul style="list-style-type: none"> <li>I request authority for the above parental leave</li> <li>I authorise deduction from my pay in the next available pay period (or as soon as possible thereafter)</li> <li>I understand that I may be requested to provide documentary evidence</li> <li>I understand leave requested can be postponed due to operational requirements</li> <li>Where this is the case, I understand that deferral will be for no longer than 6 months and that I will be given written reasons for the postponement along with alternative dates</li> <li>I understand I must give 21 calendar days' notice of this request</li> </ul> <p>I declare that to date I have taken _____ weeks of my parental leave entitlement in respect of the above child.</p>	
<b>Signed:</b>	<b>Date:</b>
Section D: For completion by the Line Manager	
<p>I approve this application for parental leave <b>Or (delete as appropriate)</b> I wish to postpone your application for a period of _____. You will be given my written reasons for this together with alternative dates.</p>	
<b>Signed:</b>	<b>Date:</b>

**Please send a copy of this to the HR Admin Team and retain a copy for your own records**