



# Parental Leave Policy

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## 1. Purpose

Parental leave is a legal right enabling parents to take time off work to look after a child or make arrangements for the child's welfare. Parents can use it to spend more time with their children and strike a better balance between their work and family commitments. This leave is unpaid; however, employment with the University will be treated as continuous service during the leave period.

**3.8** A maximum of four weeks parental leave may be taken in any 12 month period.

**3.9** Employees must give 21 days' notice prior to the proposed start date of the parental leave.

**3.10** The University can postpone the leave for up to 6 months where its business would be particularly disrupted if the leave were taken at the time requested.

**3.11** The exception to the above (see 3.10) is where an employee has given notice to take parental leave immediately after the time the child is born or placed with the employee for adoption. In this instance the employee will be required to give 21 days' notice of either the expected week of childbirth or in the case of adoption 21 days' notice of the expected week of placement. The employee will then be entitled to take time off as soon as the child is born or placed for adoption even if this is different to the notice given.

**3.12** Any parental leave taken with a previous employer will be taken into account when calculating total entitlement at the University.

## **4. Procedure for Leave**

**4.1** An employee should give as much notice as possible of the intention to take parental leave. In all circumstances the employee must give a minimum of 21 days' notice and confirm the proposed start and end dates.

**4.2** An employee should notify their Head of School / Department of the intention to take parental leave and agree mutually convenient dates.

**4.3** The employee should complete the Application for Parental Leave Form. This must be signed by the Head of School / Department and then forwarded to the Department of People, Performance and Culture (PPC).

**4.4** In the case of the first request for parental leave for each child the employee must provide the Head of School / Department with an original birth certificate or certified copy for the child (which must show the employee's name) plus one photocopy. The Head of School / Department will check original copies for authenticity and the photocopy must then be attached to the Application for Parental SI

**4.7** The employee will also be asked to declare and provide evidence of how much parental leave may have been taken in previous employment and whilst at the University. Similarly, if the employee should leave the University's employment, they will receive a copy of their parental leave record for future reference.

**4.8** A copy of the authorised form will be sent to the Head of School / Department for record purposes and the employee will receive a letter of confirmation from PPC.

## **5. Holidays**

The employee will continue to accrue holidays in the normal way.

## **6. Pension**

Parental leave does not count as reckonable service for pension purposes where it is unpaid.

If the employee wishes to maintain pension contributions it may be possible to make up any shortfall via a lump sum payment at the end of the period.

## **7. Annual pay increase**

The employee will be included in any pay review and any increase will be applied in the normal way.

## **8. Protection**

The employee will be protected from suffering a detriment or unfair dismissal for reasons connected with taking or seeking to take parental leave. This protection will begin when the employee makes their first application for parental leave.

## **9. Related Policies**

Please also refer to:

Leave of Absence Policy

Supporting New and Expectant Families Policy and Procedure (Maternity, Paternity, Adoption inc. Surrogacy and Shared Parental Leave)

# Parental Leave Policy

Owner	Last Reviewed
Operations	April 2023

