

Parental Leave Policy

1. Statement

Any employee with a least one year of service is entitled to take parental leave. This policy sets out the rules on eligibility, notice and duration which apply to this statutory leave entitlement.

2. Scope

The policy applies to all employees of the organisation.

3. Eligibility

An employee with at least one year's service who has or expects to have responsibility for a child is entitled to take parental leave. This can include birth parents, adoptive parents, those in a surrogacy arrangement or others with expected responsibility for a child e.g. a legal guardian.

4. Length of Parental Leave

Eligible employees can take up to 4 weeks, per year, per child unpaid Parental Leave to care for that child, up to a maximum of 18 weeks, to be taken before the child's 18th birthday.

Both parents (or those with responsibility for the child) have their own right to parental leave.

Leave must be taken in blocks of one week unless the child is disabled in which case leave can be booked in one day blocks.

Example:

Mum and Dad have 2 children. Mum takes 4 weeks leave each year until Child A is 4. Mum has taken 16 weeks leave so has 20 weeks (2 weeks for Child A and 18 weeks for Child B) leave remaining. Dad hasn't taken any leave so still has 36 weeks leave to take (18 weeks per child). All leave must be taken before each child turns 18.

5. Notice for Parental Leave

An employee must give at least 21 days' notice if they wish to take Parental Leave.

They must specify when the leave is to start and finish. We may ask the employee for proof of parental responsibility and the child's date of birth or the date the child was placed for adoption.

If an employee wishes to take Parental Leave immediately after the birth or adoption of a child, they must give at least 21 days' notice before the expected week of childbirth or before the expected week of placement for adoption.

6. Refusing or Postponing a Request for Parental Leave

A request for Parental Leave cannot be postponed if the request is to take leave for the birth of a baby or when a child is placed for adoption.

Parental Leave Policy

At any other time, we may request that Parental Leave be postponed for up to six months, if the absence will cause significant disruption to the organisation.

The leave cannot be postponed more than once.

An employee may take Parental Leave immediately after maternity, paternity, adoption or shared parental leave. They must follow the standard notice requirements.

7. Returning to Work after Parental Leave

An employee does not need to give notice of their return to work from Parental Leave.

8. Employee Rights upon Returning to Work after Parental Leave

If an employee has taken Parental Leave of four weeks or less, they have the right to return to the same job they were doing before they were absent.

If the employee has been on Parental Leave for more than four weeks, they are entitled to return to the same job they were doing before the absence, or if that is not reasonably practicable, they are entitled to return to a similar job which has the same or better status and terms and conditions as their old job.

Policy Issue Date	Director Signature
17 th April 2025	